

## **COVID FACULTY AND STAFF COMMUNICATION PLAN**

*Please note, this plan is subject to change pending new information, state and local mandates and community testing results.*

**Provide regular messaging/communication with faculty and staff every Tuesday (Campus E-Update) and Friday on topics that are of importance to faculty and staff with regard to fall 2020.**

- As the **Task Force Recommendations for Fall 2020** have been finalized, we are now at the implementation stage. You will be receiving the necessary fall 2020 action items in a variety of ways including the *Academic Affairs - Faculty and Staff Friday Update* that will be emailed to the faculty and staff every Friday starting Friday, July 17, through Friday, August 28, 2020. The *Update* will include links to COVID-19 information of value to you and your students; videos that reflect our shared commitment to the health and well-being of our BHSU community (Spearfish campus and BHSU-RC); messages from administrators and academic leaders; and critical information in regard to protocols, classroom capacity, classroom technology, summer professional development training for faculty, safety precautions, and communication.
  - In addition to a message from the Provost, updates will include:
    - Quotes from Academic Deans—Amy Fuqua, Greg Farley, Betsy Silva
    - Quotes from Assistant Provost and Dean of Students—Pam Carriveau and Jane Klug
    - Quote from President Nichols
    - Spotlights on action items that are a result of the Task Force Recommendations
    - Existing or newly-created videos on select topics (*includes Monument Health videos; permission has been granted to do so*)
    - A new feature will be created entitled “Ask a Dean” that will encourage faculty and staff to submit questions on the Fall 2020 Plan and a response will be generated by the appropriate dean and included in the next week’s message.
- Select information from the *Academic Affairs - Faculty and Staff Friday Update* will be included in the following week’s Campus E-Update (Tuesday). (Kristen Kilmer)
- Provide new content for the BHSU COVID-19 Website and push COVID links to faculty and staff—University Communications (Gus Karinen and Kristen Kilmer); also *in Student Communication Plan*
- One campus video/commercial supporting and encouraging wearing masks, where masks are required and safety expectations – University Communications (Adam Roosa and Kristen Kilmer); *also in Student Communication Plan*
- Incorporate and infuse student communication plan with faculty communication plan – Academic Affairs (Priscilla Romkema and Jane Klug); *also in Student Communication Plan*

### **July 12, 2020:**

- Introductory Message – Priscilla Romkema
- Academic Calendar for Fall 2020
- Key highlights from the Task Force Recommendations for Fall 2020
- Links to COVID-19 information on the BHSU website and Monument Health and the SD Dept of Health

### **July 17: *Academic Affairs - Faculty and Staff Friday Update***

- Message – Priscilla Romkema

- Meet the Deans and Chairs – introduction to BHSU academic leaders
- Quote – Pam Carriveau
- Key highlights from the Task Force Recommendations for Fall 2020
- Listing of summer online/Zoom training opportunities for faculty – Amy Fuqua and Betsy Silva
- “Ask a Dean” option
- Links to COVID-19 information on the BHSU website and other sites

**July 24:** *Academic Affairs - Faculty and Staff Friday Update*

- Message – Priscilla Romkema
- Quote – Amy Fuqua
- Classroom and classroom technology – Priscilla Romkema
- Syllabi text information – Pam Carriveau and Greg Farley - standardized wording on COVID-19, masks, attendance, format
- “Ask a Dean” option and responses to previous week’s questions
- Links to COVID-19 information on the BHSU website and other sites

**July 31:** *Academic Affairs - Faculty and Staff Friday Update*

- Message – Priscilla Romkema
- Quote – Betsy Silva
- Syllabi text information – Pam Carriveau and Greg Farley (reminder message)
- “Ask a Dean” option and responses to previous week’s questions
- Links to COVID-19 information on the BHSU website and other sites

**August 7:** *Academic Affairs - Faculty and Staff Friday Update*

- Message – Priscilla Romkema
- Quotes – Greg Farley
- “Ask a Dean” option and responses to previous week’s questions
- Links to COVID-19 information on the BHSU website and other sites

**August 14:** *Academic Affairs - Faculty and Staff Friday Update*

- Message – Priscilla Romkema
- Quote – President Nichols
- “Ask a Dean” option and responses to previous week’s questions
- Links to COVID-19 information on the BHSU website and other sites

**August 21:** *Academic Affairs - Faculty and Staff Friday Update*

- Message – Priscilla Romkema
- “Ask a Dean” option and responses to previous week’s questions
- Links to COVID-19 information on the BHSU website and other sites
- Reminders for Fall 2020

**August 28:** *Academic Affairs - Faculty and Staff Friday Update*

- Final Message – Priscilla Romkema
- Final responses to questions asked previous week - “Ask a Dean”
- Links to COVID-19 information on the BHSU website and other sites
- Reminders for Fall 2020