

Department of Asian Languages and Literature
Emergency Faculty Meeting
Friday, March 6, 2020
3:30-5:00 pm
Denny 159 (near Language Learning Center)
and by teleconference: <https://washington.zoom.us/j/569241800>

Agenda

This is an emergency meeting called by the department chair with the advice and consent of the executive committee solely in order to discuss the novel coronavirus outbreak and how to mitigate its effects. No other matters will be discussed.

- Approval of minutes of our previous meeting will be omitted as this is an emergency meeting. It will be conducted at the next meeting (next Friday, March 13).
- Standing items, such as the Faculty Senate update, and routine announcements will be omitted for the same reason (unless they are pertinent to the topic of the meeting).

Items

- I. A Brief Introduction to Zoom followed by q&a. (Natassia Stelmaszek, Systems Administrator, Language Learning Center).
- II. Review of measures taken to respond to novel coronavirus outbreak, and a look ahead (Atkins).
- III. Discussion: Health, safety, and the continuity of our operations (All).