Emergency Department Meeting, 6 March 2020

In attendance: Mack, Stelmaszek, Atkins, Boltz, Hamm, Self, Ahmad, Yu, Cox, J. Kim, Salomon, Lu, Carlyle, Miller, Haeyoung, Bi, Ngoc, Pahlajrai, Marino, Cho, Iwata, Won, Takeda, Dubrow, K. Ohta, Yoon, Nishikawa, A. Ohta, Cao, Matsuda, Sandjaja, Won, Handel

Meeting called to order at 3:39. Quorum online and in the room.

Paul: Two goals (1) introduction to Zoom by Natassia and (2) update from Paul.

Natassia: Having a lot of feedback because many people in the same room with laptops.

Powerpoint:

1. Privacy settings for mic and camera
2. Download software
3. Benefits of our Pro account subscriptions
4. Integrates with Google Calendar with extension (give students access to that)
5. PPT sharing, white board, play videos
6. Gives hints for how to set up
7. Links for more information

Chris: what do students need to do in advance? Natassia: just clicking the link for the meeting will take them through the steps. Pro version is for faculty, staff, and students. Chris: do all versions allow break-out rooms? Natassia: Pro does.

Paul: who will we vote in a secure way. We did a secure, anonymous poll. It seems to have worked properly. Paul shared the results with us via Zoom.

J. Kim: breakout rooms. A couple of students had trouble connecting. They logged out and logged back in, but could not rejoin in the same room. Natassia: people can be manually added to the breakout rooms, but not sure it would fix the problem.

Paul: recommends people keep Zoom open.

Part 2:

We have been a little ahead of the curve on responding to this. I think UW was waiting to ban live classes and live finals until a case was diagnosed here. Now that has happened.

Maximum flexibility. Be flexible, adapt, bend the rules, let things slide, don’t be a stickler. Now is not the time to be rigid. Dealing with students, lean toward being supportive to students. Holding live classes, penalizing students, etc. will not go well. Be patient with ourselves, with our students, with the technology. Just relax, let it go. Just do your best. These are unusual circumstances.

Assume everyone has the virus. It’s everywhere now.

Use your best judgment.

Amy: Testing. Two purposes: assign grades and be a learning opportunity. Could give students an assignment, perhaps that they even do collaboratively. Paul: think about next quarter. Do not create a bigger burden for the students.

Chan: credit/non-credit grading. Is it required? Paul: not required. They will be more flexible about students who want this or S/NS grading. Registrar’s page is best.

Mack: internet speed, swapping between windows, record classes.

Prem: easy, no glitches. Observations: students are savvy. They had already plugged in headphones, so no feedback. Students can also use their phones.

Paul: the office is closed. The staff is available through Zoom.

Chan: video on Zoom. If a student watches Youtube and shares video, the connection slows. Suggest that they turn their camera off while watching.

Joe: can we still come into the office? Paul: yes. Live classes and finals are cancelled, but the campus is not closed.

Jennifer: Can you tell us more about calling on students? Also, how do you contact people through Zoom? Paul: go to contacts, type in name of anyone at UW and you can reach them. Prem: on the side of your screen you see who is on there. With a document camera you can focus on a piece of paper.

Yu: How to record? Paul: save it to the cloud. You can then share it with the students. Chris: if you go to Zoom online and log into your account, you can set your settings about where it will save.

Amy: With regard to voting, in the past we would email votes to Youngie. That would be another way to vote. Paul: That might be a good solution.

Rich: Will the library be open next week? Paul: Yes. Everything is open.

Rich: How do we start? Paul: Go into meetings, and then you create it. It generates a URL, which you send to your students. Or give your ID to your students and tell them to hit you open when it is class time.

Yu: Next week do we teach during the normal time slots? Could students go into different time slots? Paul: Maybe you don’t want all the students in the same session. Also, you must teach in the predetermined times.

Zev: Has taught with personal ID and it works fine. Easier than individual URLs for each class.

Amy: Students won’t be able to just barge in. You have to admit them, so if you are not ready, you can control who enters. Personal ID works fine.

Jennifer: What’s the easiest way to email all of our students? Paul: go to myuw and create class email lists.

Paul: spoke with the chair search committee, said we had a good culture that we inherited. Department runs itself. Has a deep bench with lots of people who can handle it. Paul will be online, so reach out to him via Zoom if you need to.

Kaoru: Will the University downgrade us in the future? Paul: we have it until July 1, we think.

Itsuko: Can you show me how to find people’s contacts? Paul: click “invite” at the base of the screen.

Prem: The contacts list is not reliable. Zev: the “invite” contacts may only be people on line. If you go in through the Zoom app, there is a way.

Ted moved to adjourn. Chris seconded. Vote was unanimous to adjourn. Meeting adjourned at 4:47.