## Minutes:

1. **Syllabi**
   a. Due Monday
2. **Instructional Calendar**
   a. Add Kenley to Calendar
3. **Curriculum changes**
   a. Please use appropriate documents
   b. Deletions
4. **Other**
   a. Make sure your departments are ready to go back online.
   b. COVID in classrooms: when positive we will not know if they are student, staff or instructor. You will get a call from contract tracer
   c. Talk with LeeAnn about accessibility for students that are sick.
5. **Scheduling meeting times**
   a. Every other week starting the Sept. 10th
6. **Ask JJ to reach out to Faculty on how to safely sanitize computers**
7. **Department meetings need to be set for once a month.**