

# Faculty Meeting Minutes

FAMU SAET Division of Architecture

Thursday, January 7, 2021, 12:30pm

Meeting ID: 910 7578 8758

Passcode: 024297

DOCUMENTS DISTRIBUTED

-Agenda

## DEAN'S UPDATE

COVID Restart guidance posted online

Faculty stuff and have to students to:

-get tested within 5 days of their return to campus

-get tested every 2 weeks

-send the results to FAMU test center for record [studenthealthcenter@famu.edu](mailto:studenthealthcenter@famu.edu)

-graduate students will be treated as employee, they should follow same protocol as faculty

New access white card for faculty issued

Deans meet every week to monitor the COVID situation

All classes are remote till the 19th of January

University is about to receive stimulus money, 100 mil dollars - to build new dorms, and some renovation money due from school are forgiven - that will lead to reduction of dorm cost for students

3-4 classrooms will be prepared for Hyflex zoom meetings 121, 111 (only 7 seats) 233, 112 (single occupancy room, for remote instructions)

Seating areas will be in the gallery for faculty to meet and to meet with students

Bldg is locked, and offices are locked

Students can't come back till the 19th, they have to get tested before, assignments need to be done

Students can receive the laptops if they need it (student name, id, number, reason and platform)

HyFlex attendance and remote engagement statement to be included to canvas statement

If students want to do 100% remote in lecture course, they need to change it now from

Face2Face

Remote engagement: university dress standard policy

Students to not attend class on the phone and while driving

Students can print 11x17 and full time sheets

Studio spaces arrangements will be specified by the end of next week.

Field travel is not allowed

Career fair on feb 26 - remote

3 firms: Gensler (will partner with Max group) HKS (with partner with Lean), Smith group (with Rhonda and End studio)

FAMU website has the schedule of classes  
NAAB drawing assessment, starts at 1.45 pm on Friday for 3 ad 4 year  
TownHall meeting with the Dean, 10 am on Friday the 8th (45 minutes)

## ANNOUNCEMENTS

- Students, faculty and staff are REQUIRED to be tested WITHIN 5 DAYS of coming back on campus.
- Clearly communicate to students how HyFlex courses work (students either choose remote or F2F)
- DROP/ ADD Ends on Tuesday Jan. 12 -Free 11x17 printing to all students -Students will NOT have access to the studio, computer labs, printing labs and shop until after Jan 19. -After Jan 19, studios will be open on weekends (10am-6pm) -Add syllabus content to Canvas by Sunday and include (1) your NAAB SPCs and Hyflex attendance policy, (2) the Hyflex Attendance Statement, (3) Remote Engagement Statement and the (4) a list all of the Course Materials that are needed for REMOTE sections (textbook, software, equipment) -Field Travel is not permitted for faculty or students.
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- Studio space arrangement will be communicated and labeled by the end of next week (Jan. 15)
- Students will not be permitted into the faculty wing. Faculty can meet with them in the designated areas in the Gallery.

## REMINDERS

- Student portfolios for the professional programs are due on Jan.22.
- Career Fair on Feb 26 all day.

## NEXT MEETING

- Thursday, Jan. 21 2021, 12:30-1:30PM