




THE UNIVERSITY of NORTH CAROLINA WILMINGTON

MEMORANDUM

To: Academic Affairs Faculty and Staff

From: James J. Winebrake, Ph.D., Incoming Provost and VC Academic Affairs 

Subject: Fall 2020 Reopening Implementation Process for Academic Affairs

Date: June 9, 2020

Purpose

This memo outlines processes related to the reopening of campus for Fall 2020. The memo focuses on activities and action items identified in the *UNCW Fall 2020 Reopening Task Force Report*. The responsibility for carrying out a number of those action items falls within Academic Affairs, and we will need a structure and processes in place for ensuring successful implementation of those action items over the coming months.

Background

The campus community has made much progress over the past few months in charting a course for Fall 2020 reopening. In particular:

- We put into place health and safety measures aimed at protecting our students, faculty, and staff, while also providing academic continuity throughout the spring semester and summer. Through the hard work of UNCW faculty and staff, we were able to convert thousands of sections from face-to-face to online delivery, which was a monumental feat and an incredible accomplishment.
- We established a Fall 2020 Planning Task Force that worked with special advisors and eight workgroups to develop recommendations for fall reopening under several possible scenarios. Those workgroups covered areas that included: Health and Safety; Research and Innovation; Student Success; Teaching, Instructional Design, Course Scheduling, and Accreditation; Facilities, Dining, Housing, and Operations; Campus Life, Services, Events, Athletics, and Community Engagement; Business and HR Operations; and, Resource Management. Under the skilled leadership of Dean Charlie Hardy and the tireless efforts of many, many faculty, staff, and students a list of action items was produced.
- We approved a set of nine primary recommendations from the Task Force Report that include actions related to setting our calendar, developing and supporting health and safety protocols, and creating return-to-work parameters, to name a few.
- We worked with the UNC System Office to ensure that UNCW's interests were addressed at the System Office level. The System Office has provided extensive guidance on fall reopening that we have integrated into our own planning.

OFFICE of ACADEMIC AFFAIRS

- We developed and are guided by a set of principles outlined in the Task Force Report that include an emphasis on the health and safety of our campus community; a focus on student success; and an uncompromising commitment to quality teaching and learning.

Building off this good work, we are now ready to develop an *Academic Affairs Implementation Plan* that outlines the activities, timelines, responsibilities, and required resources for our fall reopening.

Structure of the Implementation Team for Academic Affairs

We will approach implementation using our current Academic Affairs structure, paying careful attention to cross-unit communications and shared governance. The structure is illustrated in Figure 1 and consists of three main elements. The first element is the Implementation Steering Committee, which will consist of the Provost and the Council of Deans, with AVC Nate Miner (Resource Management) serving in a supporting role. In addition to their Steering Committee roles, the deans will also be responsible for implementation oversight within each of their colleges.

Implementation of specific actions will often occur through the work of individuals and teams in seven different areas, representing the second element. These areas are: Research; Course Scheduling; Instructional Support; High Impact Practices; Library; Faculty Policies and Procedures; and Business and Personnel Operations. Those areas are identified in Figure 1, along with the individuals from Academic Affairs who will lead or co-lead those areas. Representatives from faculty and staff across the Academic Affairs units will be asked to serve as team members.

The third element of our implementation plan involves communication with and involvement of various governance groups (Faculty Senate, Staff Senate, and Student Government), as well as other administrative units and stakeholders internal and external to Academic Affairs.

Timeline and Reporting Expectations

The work of the Implementation Team will begin immediately and continue for the foreseeable future. The team will meet regularly to discuss progress on our action items, and we will provide frequent updates to the Academic Affairs community. We are also working on developing a website or MS TEAMS site for faculty and staff to view the progress of different action items.

Conclusion

If you have any questions or comments regarding this memo, please contact me (winebrakej@uncw.edu) or your dean/supervisor.



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Figure 1. Overview of Fall 2020 Implementation Team Structure for Academic Affairs.

