



Channel Islands

CALIFORNIA STATE UNIVERSITY

**CAMPUS PLAN
FALL 2020 SEMESTER**

**Erika D. Beck, Ph.D.
President**

A handwritten signature in black ink, appearing to read 'E. Beck'.

**Submitted June 8, 2020
to the CSU Chancellor's Office**

Updated July 31, 2020

CAMPUS PLANNING (CP)

CPI – An executive summary of the strategies to address the safety and welfare of students, faculty and staff. In this regard, campuses must describe how the campus is collaborating with local public health agencies to ensure compliance with operative screening and risk mitigation protocols.

CSU Channel Islands (CSUCI) has maintained the health and safety of our campus, as well as the mission critical components of the University at the forefront of all decisions regarding virtual instruction, faculty and staff training for how to teach and work remotely, and reorganization and utilization of campus resources.

The campus has been and will continue to remain in close communication with Ventura County Public Health (VCPH) regarding the University's response to COVID-19 and its efforts to plan for the future. The University's repopulation plans have been informed by and will be vetted by VCPH. Any return to specific campus activities will have to meet or exceed strict health and safety guidelines that the University's Environment, Health & Safety area has developed in collaboration with VCPH, as well as following state and federal public health orders.

These guidelines will be used in very close coordination between the campus areas of Environment, Health & Safety; Risk Management; the CSUCI [Fall Planning Task Force](#) (FPTF) and all campus organizations, areas, units and management groups as a template for determining methods of operation for on-campus activities. Each program area is expected to assess risks based on the activities that are being considered and include these guidelines as needed in each specific program area's safety plans.

Each instructional and staff support activity will be carefully reviewed by Environment, Health & Safety and Risk Management to ensure that all requirements have been met before these safety plans are implemented. Every student, faculty and staff member coming onto campus will receive training on the safety plan(s) applicable to their activity, as well as general COVID-19 prevention. As federal, state, and/or county health orders/guidelines change over time, these guidelines will be updated as needed.

It will also be critically important for every individual who returns to campus during the fall 2020 semester to take personal responsibility for their own health and safety, the health and safety of others, and for adherence with the aforementioned safety provisions.

Stay well recommendations available through the [Centers for Disease Control and Prevention](#) (CDC) and [local public health](#) will continue to be made available on the University's [COVID website](#) and general communication encouraging individuals to continue to maintain hygiene recommendations for washing their hands, covering their cough, wearing face coverings, and staying home if sick. Based on behavior demonstrated prior to and during the stay home order, we are confident that the CSUCI community will continue to rise to the occasion.

Our strategies for the fall 2020 semester have been informed by feedback, expertise, thoughts and questions resulting from various outreach efforts. These efforts have included virtual town

halls, establishment of a campus [Fall Planning Task Force](#) (FPTF) with University-wide divisional representation, a FPTF subgroup to provide recommendations for the campus' repopulation, and utilizing the University's existing [Strategic Resource Planning Committee](#) (SRPC) (the University's budget development committee). Our outreach efforts are described as follows:

Student Fall Planning Consultation

- President Erika Beck, Vice President for Student Affairs Richard Yao, Student Government President, and the Student Government Vice President met on a regular basis throughout the spring and summer to discuss the spring and fall 2020 semesters.
- Student Government representatives participated on the [Academic Senate](#) Executive Committee, SRPC, as well as other COVID-related discussions and planning.
- Student Government representatives led a student stakeholder group as part of the FPTF. This group conducted a student survey to gather data on student needs and concerns. Survey results included responses from 947 students or 14% of the spring 2020 headcount and will be utilized to inform our planning for the fall 2020 semester.

Faculty Consultation

- Three virtual town halls were held for faculty with approximately 149 attendees. Extensive notes from these virtual town halls were provided to the Academic Senate Executive Committee and who then in turn prioritized the questions and issues. This prioritization is being used to inform next steps for both Academic Senate and Academic leadership as it pertains to fall planning for operations and policy development. In parallel, our Frequently Asked Questions located on the University's [COVID website](#) will be updated.
- The Academic Senate Executive Committee (ASEC) elected one faculty member to serve on the University's FPTF Core Group and seven faculty members on the FPTF Stakeholders Group.
- President Beck attended virtually every ASEC meeting during the spring semester and now into the summer to discuss issues associated with COVID-19 and fall planning.
- The Provost and Associate Vice President for Faculty Affairs met regularly with campus leadership for the California Faculty Association to address issues brought about as a result of the pandemic. Additionally, a 90-minute meeting was held with all the academic program chairs to solicit concerns and recommendations.
- Six online faculty forums were held covering specific areas of concern: teaching and learning online, WASC and assessment, engaging students for success, mission center, labs and facilities, and supporting research activities. These online forums were open to all interested faculty and were available for two weeks. At the conclusion of the two weeks, forum leaders reported out on the feedback provided to the FPTF.

Staff Consultation

- A staff virtual town hall was held with approximately 333 attendees.
- CSUEU and [CSUCI Staff Council](#) leadership assisted in drafting the small group discussion questions used during the virtual staff town hall.

- Staff Council was asked to prioritize the questions and issues raised during the virtual town hall for staff. In parallel, our Frequently Asked Questions located on the University's [COVID website](#) will be updated.
- Two Staff Council representatives serve as leads for a Staff Council stakeholder group, which has surveyed staff and provided staff feedback to the FPTF. A total of 72 responses were gathered from staff through the survey and other means.
- Staff is also engaged with the [FPTF's public website](#).
- Human Resources staff have participated in a cross-divisional campus repopulation FPTF subgroup, as well as meeting with the campus' staff union leadership and Staff Council Executive Team.
- President Beck, the Provost and Human Resources Executive Director have met and will continue to meet regularly with Staff Council and CSUEU leadership.

Other Core Groups

- A FPTF subgroup consisting of managers and administrators from all divisions across the University was established with a focus to assist in the development of a framework focused on staff returning to campus under a variety of scenarios. The subgroup's work is being shaped by guidance issued by local, state and national levels, as well as by the CSU and other higher education affinity groups.

CP 2 – Information on the total number of academic courses (including in an appendix the course titles and course numbers) and other student learning activities that the campus plans to offer on campus, and the percentage of the total fall semester course offerings those on-campus courses constitute as compared to fall 2019.

Six academic programs (Art, Biology/Geology, Chemistry, Environmental Science & Resource Management, Nursing and Performing Arts) are seeking exceptions for in-person instruction for the fall 2020 semester, which represent a total of 66 academic course sections (please see Appendix A for the course titles and course numbers). The proposed fall 2020 semester in-person course offerings constitute 5.01% in comparison to the fall 2019 semester.

CP 3 – Recognizing at this time this is an estimate, information on the anticipated total number of students to enroll in these in-person courses and related instructional activities.

We are estimating a total of 1,338 students will enroll in our proposed in-person courses for the fall 2020 semester as follows:

Art: 75
 Biology/Geology: 506
 Chemistry: 175
 Environmental Science & Resource Management: 264
 Nursing: 268
 Performing Arts: 50

CP 4 – Recognizing at this time this is an estimate, information on the anticipated total number of faculty and other staff on campus to deliver the in-person instruction and related activities during the fall 2020 term.

We are estimating a total of 56 faculty and 10 staff to deliver the proposed in-person instruction for the fall 2020 semester as follows:

Art: 3 Faculty; 2 Staff*

Biology/Geology: 18 Faculty; 4 Staff*

Chemistry: 9 Faculty; 2 Staff*

Environmental Science & Resource Management: 5 Faculty; 1 Staff*

Nursing: 19 Faculty; 0 Staff

Performing Arts: 2 Faculty; 1 Staff*

Santa Rosa Island Research Station: 4 Staff**

*At minimum.

**Contingent upon the parameters set forth by Channel Islands National Park.

In addition, to provide support services for the campus (student support services, public safety, dining services, and facilities support) it is estimated that approximately 50-75 staff will be onsite on a rotating basis using alternating schedules and established safety protocols to support on-campus activities.

CP 5 – Plans for employees and students who, because of COVID-19 induced concerns, cannot safely travel to campus.

Employees unable to travel safely to the campus because of COVID-19 induced concerns and who are able to perform their job functions remotely, will be allowed to continue to telecommute for a specified period of time.

If an employee is unable to perform their job functions remotely, the use of the existing COVID leaves, including Non-Telecommuting Workers Leave (NTWL), would be utilized. Upon the exhaustion of COVID-related leave time, an employee would need to utilize personal leave credits.

No faculty or academic staff member has been or will be asked to participate with in-person instruction against their will, preference, or their healthcare provider's advice. The same is true for students. An in-person exception is being requested only for courses taught by faculty that wish to teach them in-person.

Each faculty member will have alternative virtual/remote options for the entire semester for courses scheduled in-person for students who are unable to come to the campus.

CP 6 – A summary of preparedness of on-campus courses to switch to virtual or be ended during the course of the term if it becomes necessary to further decant the campus.

All faculty currently planning to teach in-person courses during the fall 2020 semester are aware that remote/virtual alternatives are required to both (1) prepare for a possible immediate pivot to a fully virtual modality, and (2) provide an alternative to on-campus meetings for students who are unwilling or unable to come to the campus.

For the purposes of accommodating students with the need or preference to participate virtually, faculty will prepare online alternatives for each in-person activity. These alternatives will vary class to class (video record, live broadcast, interviews with professionals, etc.) but will be ready and available if the need arises to pivot to 100% virtual instruction. We recognize that while these alternatives will allow students to meet the learning goals of the courses involved, they cannot reflect the richness of the face-to-face experience.

The various academic courses are being approached with slight differences due to the discipline, but most involve only a limited number of in-person days, with students rotating through labs, activities or locations in order to accommodate physical distancing requirements. Additionally, some courses with labs deemed critical have been front-loaded so that if a switch to virtual instruction is necessary the remaining labs can largely be delivered virtually.

CP 7 – An explicit attestation by the campus president that the undergraduate and graduate courses planned to be delivered on-campus were carefully evaluated and determined to be incapable of being delivered virtually.

The Division of Academic Affairs has consulted with faculty and all academic program chairs and have determined that there are six academic programs where it is necessary to deliver some of the curriculum in an in-person format to preserve the integrity of the degree programs and facilitate student progress to degree. The President concurs with their assessment.

These academic degree programs are all housed within the School of Arts & Sciences. The Dean of Arts & Sciences, as well as each of the academic program chairs have been diligently working to produce an in-person strategy in response to the release of the Chancellor's Office guidance issued on May 26, 2020.

Additionally, the areas of Facilities Services, Environmental, Health & Safety, Public Safety, and Disability Accommodations & Support Services have collaborated and reviewed the proposed in-person academic plans and concur that these plans can be accomplished with certain precautions and guidelines to ensure the safety of students, faculty and staff.

CP 8 – An executive summary of the campus plan for on-campus housing, including the approximate number of employees required to staff the operations, the expected number of students who will reside in on-campus housing, expressed in absolute numbers and as a percentage of fall 2019, and an overview of the campus plan to offer safe housing to students.

CSUCI developed four occupancy models for consideration for the 2020-2021 academic year and presented these models to Ventura County Public Health (VCPH). Based on that guidance, for the fall 2020 semester, CSUCI's occupancy model will ensure that all residential students will have a private bedroom and bathroom, which results in an occupancy capacity of up to 430 total students in residence. This occupancy capacity represents only 28% of the total number of students who resided on-campus during the fall 2019 semester (1519). This occupancy model will also result in a 36.4% reduction in budgeted professional staff FTE's (13.9 compared to 20.9 during fall 2019); a 56.4% reduction in budgeted RA's (17 compared to 39); and a 57.6% reduction in budgeted Student Assistants (27 compared to 63.7).

For the spring 2021 semester, VCPH has indicated that our initial occupancy models involving two students sharing a bathroom may be considered, depending on local conditions, which would result in modified occupancy capacity and subsequent staffing needs. We will employ safety plans and recommendations consistent with the campus safety plan and as appropriate, in the residential setting.

CSUCI has consulted with VCPH, who will inform our screening protocols for residential students including a pre-move in health screening questionnaire and COVID-19 testing coordinated through VCPH upon arrival. VCPH has also informed and consulted with the University on training for all Housing & Residential staff, the addendum to our housing agreement form to include emphasis on COVID-19 related safety protocols, and isolation and quarantine protocols including VCPH coordination of necessary contact tracing.

CP 9 – An executive summary of the campus plan for on-campus dining services, including how many employees are expected to be required to staff the dining function, and the estimated number of students who will be offered meal service, expressed in absolute numbers and as a percentage of fall 2019.

Based on the Housing & Residential Education fall semester housing plan, CSUCI anticipates 430 students or less living on campus, the number of faculty and staff on campus to be nominal, and therefore UAS would plan to operate only one dining facility – and possibly the Freudian Sip coffee shop located at the John Spoor Broome Library or another similar venue. Meal service would be offered to all 430 residential students resulting in 28% of the fall 2019 participation rate.

The campus dining services is evaluating the feasibility of using the library's Freudian Sip to expand refrigeration, have prepared meals in hot-holding cabinets, offer some grab-and-go options, as well as made-to-order options all served to-go only. The library's Freudian Sip seating would be replaced with shelving holding convenience store items. To operate the library's Freudian Sip, 9 FTE's would be required under this scenario.

If the number of anticipated students living on campus is between 431 and 750, the resulting meal plan participation would be between 28% and 48% of the fall 2019 participation rate, and the plan would be to operate both the Freudian Sip and the Lighthouse Café located in the Student Union building. This scenario's estimate would require take-away food only with changes made to the dining area to allow for physical distancing and increasing/spreading out the outdoor seating areas of the Student Union courtyard. To operate these facilities, 23 FTE's would be required under this scenario.

CP 10 – An executive summary of the campus plan for intercollegiate athletics, including the estimated number of employees required to staff the athletics function, and how many students will participate, expressed in absolute numbers and as a percentage of fall 2019. The campus should provide further context about the plan to provide safe and effective athletics programming and should provide context regarding any athletic conference or contractual obligations, as well as confirmation that the plan will ensure gender equity under Title IX.

CSUCI does not offer intercollegiate athletics.

CP 11 – The name and contact information of the campus liaison and the local public health official who has been consulted regarding the campus plan should be included.

Ventura County Public Health Officer Robert Levin, M.D., and Michael Powers, CEO for the County of Ventura, have been meeting regularly with President Erika Beck and campus leadership as part of the ongoing planning and response to the COVID-19 pandemic.

The University does not have an official liaison; however, President Beck, Emergency Manager Maggie Tougas, and Vice President for Student Affairs Richard Yao have all been in frequent communication with Dr. Levin and Mike Powers since the early spring 2020 semester to now.

Dr. Robert Levin may be contacted at: robert.levin@ventura.org

CP 12 – An executive summary of the campus resources available to execute the plan, in light of the proposed 10% reduction to CSU's state appropriation.

We have developed a campus plan that leverages the use of limited campus reserves to acquire and install the necessary equipment and facility improvements. Given the uncertainty of the budget coupled with anticipated loss of tuition revenue, the plan for fall can be supported with limited, one-time dollars. Ongoing operational plans for the following semester would require extensive additional analysis and planning.

**APPENDIX A
CAMPUS PLANNING CP 2
COURSES and TITLES**

ART

Course Title	Course Number
Sculpture (combined w/ ART 311)	ART 202
Sculpture Media & Tech. (combined w/ ART 202)	ART 311
Ceramics (combined w/ ART 318)	ART 207
Three -Dimensional Art: Ceramics (combined w/ ART 207)	ART 318
3D Sculpture Theory (combined w/ ART 421 sec 1B)	ART 321
Adv. Artistic Problems 3D: Sculpture (combined w/ 321)	ART 421 (section 1B)
Ceramics Theory & Process (combined w/ ART 421 sec 1A)	ART 329
Adv. Artistic Problems 3D: Ceramics (combined w/ 329)	ART 421 (section 1A)
Special Topics in Art	ART 490

BIOLOGY/GEOLOGY

Course Title	Course Number
Medical Microbiology Lab	BIOL 217L
Cell Biology Lab	BIOL 300L
Microbiology Lab	BIOL 301L
Invertebrate Biology Lab	BIOL 316L
Parasitology Lab	BIOL 317L
Molecular Biology Lab	BIOL 400L
Ecology & The Environment Lab	BIOL 433L
Independent Research	BIOL 494
Physical Geology Lab	GEOL 121L
Historical Geology Lab	GEOL 122L
Foundations Of Earth Science Lab	GEOL 300L
Environmental Geology Lab	GEOL 321L

CHEMISTRY

Course Title	Course Number
Quantitative Analysis Lab	CHEM 250
Environmental Chemistry Lab	CHEM 302
Forensic Science	CHEM 343
Physical Chemistry Lab	CHEM 371
Molecular Structure Determination Lab	CHEM 415
Biochemistry Lab	CHEM 461
Special Topics in Chemistry Lab	CHEM 491

ENVIRONMENTAL SCIENCE & RESOURCE MANAGEMENT

Course Title	Course Number
Principles of Sustainability	ESRM 205
Field Methods	ESRM 351
Conservation Biology	BIO/ESRM 313L
Ecological Restoration	ESRM 352
Coastal & Marine Management	ESRM 462
Capstone Prep	ESRM 491
Fundamentals of Remotely Piloted Systems	ESRM 370

NURSING

Course Title	Course Number
Intro to Professional Nursing Practice Lab	NRS 201
Acute and Care of the Adult Lab I	NRS 221
Acute and Care of the Adult Lab I	NRS 221
Mother, Infants, and Women Lab	NRS 231
Pediatrics Lab	NRS 233
Pharmacology I	NRS 303
Transition to Practice	NRS 391
Complex-Critical Care	NRS 421

PERFORMING ARTS

Course Title	Course Number
Advanced Collaboration Workshop	PA 303
Production	PA 391
Acting I	PATH 280