Meet and Greet with Trustee Joe Allanson
Provost Heller opened the meeting by thanking Joe Allanson for hosting the Provost’s Council at Salesforce. Trustee Allanson welcomed everyone to Salesforce, introduced himself, and then asked for introductions around the table. Afterwards he spoke about how Salesforce was founded and about its philanthropic efforts. He encouraged USF to use Salesforce facilities for meetings and events.

Review Draft Policy on Continuity of Instruction
After last year’s fires, Provost Heller tasked SVP McGuire to draft guidelines for the continuity of instruction in the event of an emergency. SVP McGuire, AVP Panter, and AD & Univ. Registrar Bromfield shared a first draft of their policy. If it is approved, it will be implemented as a pilot program this year.

The document defines the university’s interpretation of a minor disruption, a partial disruption, and a major disruption. It also discusses how the university will respond to each kind of disruption. A minor disruption has class cancellations of one – two days. A partial/temporary disruption has a class cancellation of three
days or longer. A major disruption has campus closure with indeterminate reopening. In the event of a major disruption, the university will exercise its MOUs with the other AJCU institutions.

SVP McGuire asked for suggestions on how we can prepare everyone for emergencies. Following are some comments and feedback:

- Clarify definition of essential services and essential personnel.
- Put information on a website for all to reference.
- Have multiple methods of disseminating information in case we lose electricity or for those people who cannot gain access to a computer.
- Make it ADA accessible.
- Have SHE educate faculty on leveraging Canvas during disruptions.
- Suggest to faculty that they add a resilience plan/contingency plan in their syllabus?
- Embed “Snow Days” into the USF Academic Calendar?
- For fall, can we move final exam to Intersession?
- Open 101 Howard on Sunday for make-up classes?
- Use alternative sites for make-up classes?
- Ask VP Orio to schedule a practice drill?

SVP McGuire will send a final draft to the Provost’s Council for approval. Once approved, the policy will be implemented and will be posted on the myUSF website.

**Site Tour**

Trustee Allanson led the group on a tour of Salesforce Tower and Salesforce Park.

There being no further business to discuss or transact, the Provost’s Council meeting adjourned at 3:00 p.m.

Respectfully submitted,

Tina Tsan
Assistant to the Provost and Vice President of Academic Affairs