

Greensburg-Academic Affairs Activity Area Plan

I. Overview

1. Activity Area: Greensburg-Academic Affairs
2. Lead: Jacqueline Horrall-Vice President for Academic Affairs
3. Submitter of Area Activity Plan: Dr. Robert G. Gregerson, President
4. Date of submission: July 17, 2020
5. Revision of a previously approved Activity Area Plan? No
6. Summary of Plan: (a). Greensburg faculty will work remotely or in person in the Guarded and Elevated Risk postures. All faculty will pivot to remote teaching if the posture is High Risk. (b). Greensburg **Financial Aid, Registrar, and Academic Advising will work remotely under the High Risk and Elevated Risk postures and a maximum of 50% of personnel will work in-person in the Guarded Risk posture.** (c). Each office consists of the Faculty Administrative Assistant assigned to one of three office buildings. Faculty Administrative Assistants will work primarily remotely coming to campus as needed. With limited exceptions as highlighted below, personnel within the Greensburg - Academic Affairs - Faculty Administrative Assistants will work remotely for the duration of the COVID-19 pandemic, regardless of the University's operating posture.
7. I hereby confirm that Greensburg Academic Affairs will commit to the following University's Healthcare Standards and Guidelines, and Personnel Standards and Guidelines. In particular, while on campus, and not in a private office, Greensburg Academic Affairs employees will:
 - a. Wear face coverings in the presence of any other individual, and as they enter and leave buildings
 - b. Adhere to all physical distancing, safety, and hygiene signage
 - c. Use physical barriers or maintain six feet of physical distance while engaging with others
 - d. Clean their personal and office spaces at the beginning and end of work periods

II. **Functions in Each Operational Posture**

1. **High Risk Posture**

- a. Function 1
 - i. What is being done: Instruction and service.
 - ii. How it is being done: Remote work posture.
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: N/A
- b. Function 2
 - i. What is being done: Professional Development work. This might require periodic access to building to obtain supplies and address other needs as they arise.

- ii. How it is being done: On-site, physical handling of supplies and equipment.
- iii. Number of people/positions required on campus – 1-2 people per building per instance of need; physical presence required very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police. Distancing is practiced and face coverings are worn in accordance with the [University’s Health Standards and Guidelines](#).
- iv. Buildings: Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus
 - c. Function 3
 - i. What is being done: Access to Internet and technology to support instruction and research functions.
 - ii. How it is being done: As needed trips to Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus.
 - iii. Number of people/positions required on campus: 1-2 people per building per instance of need; physical presence required as needed for instruction where faculty can only get access to instructional materials including internet access on campus; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police. Distancing is practiced and face coverings are worn in accordance with the [University’s Health Standards and Guidelines](#).
 - iv. Buildings: Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus, Greensburg campus.
 - d. Function 4
 - i. What is being done: All academic advising and registrar functions
 - ii. How it is being done: Remote work posture.
 - iii. Number of people/positions required on campus: 1 person per instance of need; physical presence required very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police. Instances that require an in-person presence include retrieving and processing mail and checks, accessing hard-copy records related to student issues, and performing some aspects of the graduation certification process.
 - iv. Buildings: Millstein Library
 - e. Function 5
 - i. What is being done: Assisting full- and part-time faculty with duties as needed.
 - ii. How it is being done: Remote work posture.
 - iii. Number of people/positions required on campus: 0
 - iv. Buildings: N/A

2. Elevated Risk Posture

- a. Function 1

- i. What is being done: Instruction and service.
- ii. How it is being done: Most classes will be done remotely with a limited number of exceptions. Remote classes will be a mix of synchronous and asynchronous instruction.
- iii. Number of people/positions required on campus: A limited amount of in-person instruction as approved by the President.
- iv. Buildings: Chambers Hall, McKenna Hall and all classrooms, laboratories, and offices under Academic Affairs - Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall, Village Hall, Ferguson Theatre Lyceum - Greensburg Campus.

b. Function 2

- i. What is being done: Professional Development work. Full access to buildings to obtain supplies and address other needs as they arise.
- ii. How it is being done: On-site, physical handling of supplies and equipment.
- iii. Number of people/positions required on campus – About 7 to 10 instructors are expected to work in-person on any given day. For those working in-person: as determined by social distancing requirement per space, per instance of need. For those working remotely: physical presence required very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police.
- iv. Buildings: Chambers Hall, McKenna Hall and all classrooms, laboratories, and offices under Academic Affairs - Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall, Village Hall, Ferguson Theatre Lyceum - Greensburg Campus. Adjusted classroom capacities have been calculated and implemented.

c. Function 3

- i. What is being done: Access to Internet and technology by remote instructors to support instruction and research functions.
- ii. How it is being done: As needed trips to Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus.
- iii. Number of people/positions required on campus: 15. 5 remote instructors per division (Behavioral Sciences, Humanities, Natural Sciences) per instance of need; physical presence required as needed for instruction; permission for access must be granted by the Division Chairs in consultation with the campus president, facilitated in cooperation with Facilities Management and Campus Police. Distancing is practiced and face coverings are worn in accordance with the [University's Health Standards and Guidelines](#).
- iv. Buildings: Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus, Greensburg campus

d. Function 4

- i. What is being done: All academic advising and registrar and financial aid functions
- ii. How it is being done: Remote work posture.
- iii. Number of people/positions required on campus: 1 person per instance of need; physical presence required infrequently. Permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police. The same types of instances listed in the High Risk posture apply: Instances that require an in-person presence include retrieving and processing mail and checks, accessing hard-copy records related to student issues, and performing some aspects of the graduation certification process.
- iv. Buildings: Millstein Library

e. Function 5

- i. What is being done: Assisting full- and part-time faculty with duties as needed.
- ii. How it is being done: Remote work posture.
- iii. Number of people/positions required on campus: 0
- iv. Buildings: N/A

3. Guarded Risk Posture

a. Function 1

- i. What is being done: Instruction and service.
- ii. How it is being done: Combination of remote and in-person work posture.
- iii. Number of people/positions required on campus: **Up to 50%** of instruction will be done in person. The number of students in the classroom will vary with the size of the room. All room capacities have been adjusted to adhere with social distancing guidelines. New cleaning protocols are in place, appropriate signage for hallway and staircase traffic flow, restrooms have been reconfigured, and adherence to the University recommendations for safety. Data has already been collected from students regarding their intentions to attend remotely or in-person in the fall term to ensure appropriate in-person limits are not exceeded.
- iv. Buildings: Chambers Hall, McKenna Hall and all classrooms, laboratories, and offices under Academic Affairs - Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall, Village Hall, Ferguson Theatre Lyceum - Greensburg Campus.

b. Function 2

- i. What is being done: Professional Development work. About 7 to 10 faculty are expected to work on campus on any given day. Full access to buildings to obtain supplies and address other needs as they arise.
- ii. How it is being done: On-site, physical handling of supplies and equipment.

- iii. Number of people/positions required on campus – **About 7 to 10 instructors are expected to work in-person on any given day.** For those working in-person: As determined by social distancing requirement per space, per instance of need. For those working remotely: physical presence required very infrequently; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police.
- iv. Buildings: Chambers Hall, McKenna Hall and all classrooms, laboratories, and offices under Academic Affairs - Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall, Village Hall, Ferguson Theatre Lyceum - Greensburg Campus.

c. Function 3

- i. What is being done: Access to Internet and technology by remote instructors to support instruction and research functions.
- ii. How it is being done: As needed trips to Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus.
- iii. Number of people/positions required on campus: In addition to in-person faculty, 1-2 remote workers per building per instance of need; physical presence required as needed for instruction; permission for access must be granted by the Campus president, facilitated in cooperation with Facilities Management and Campus Police. Distancing is practiced and face coverings are worn in accordance with the [University's Health Standards and Guidelines](#).
- iv. Buildings: Smith Hall, McKenna Hall, Powers Hall, Faculty Office Building, Cassell Hall, and Lynch Hall - Greensburg campus, Greensburg campus

d. Function 4

- i. What is being done: All academic advising, financial aid, and registrar functions
- ii. How it is being done: Remote work posture. Offices would remain closed to students. Staff would **primarily** interact with students remotely, but will have the option to do non-student facing **work** in the office on a rotating, scheduled basis.
- iii. Number of people/positions required on campus: None are required, but **2-4 people** per day on a rotating basis with permission from the campus President. Instances that require an in-person presence include **training**, retrieving and processing mail and checks, accessing hard-copy records related to student issues, **printing, copying and scanning**, and performing some aspects of the graduation certification process, as well as at least a minimal level of maintenance of the student, **financial aid**, and registrar files and record-keeping systems.
- iv. Buildings: Millstein Library (**offices in the 110-120 suite**)

e. Function 5

- i. What is being done: Assisting full- and part-time faculty with duties as needed.
- ii. How it is being done: Remote work posture primarily, combined with scheduled work from campus once per week, One administrative assistant will be in each of the three faculty buildings one day per week. Only one administrative assistant will be scheduled in person on any given day.
- iii. Number of people/positions required on campus: 3. One assistant on any given day.
- iv. Buildings: Cassell Hall, Faculty Office Building, Smith Hall

These functions will remain the same across the three operational postures:

f. Function 6

- i. What is being done: Ad hoc access to building to obtain supplies and address other needs as they arise.
- ii. How it is being done: On-site, physical handling of supplies and equipment. (Examples: Mailing documents to students, obtaining keys for new faculty from the Police Department, retrieving needed documents from the office.)
- iii. Number of people/positions required on campus – 1 person per building per instance of need; physical presence required very infrequently; permission for access must be granted by the Campus President, facilitated in cooperation with Facilities Management and Campus Police.
- iv. Buildings: Cassell Hall, Faculty Office Building (FOB), Smith Hall.

III. Transitions between Operational Postures

As the environment shifts, the University’s Senior Leadership Team will make determinations about when the University’s operational posture must also shift to either more or less restricted.

As risk levels decline:

- 1. Shift from High Risk Posture to Elevated Risk Posture
No changes in the mode of operation will be made.
- 2. Shift from Elevated Risk Posture to Guarded Risk Posture
No broad changes in the mode of operation will be made. In-person instruction within safety guidelines will be encouraged.

As risk levels increase:

- 3. Shift from Guarded Risk Posture to Elevated
- 4. Risk Posture
Because of space constraints, the Greensburg campus can entertain gatherings larger than 25 people in only a few instances. Our mode of operation under the Elevated posture will shift to primarily remote with few exceptions.

- a. Faculty and Academic Affairs personnel will be advised of the change in posture via email communication from the President or the Vice President for Academic Affairs.
5. Shift from Elevated Risk Posture to High Risk Posture
All instruction and work will shift to the remote mode.
- a. Faculty Training: Faculty are currently preparing all class for fully remote instruction so they are ready to pivot with little effort if we enter the High Risk Posture. The Community for the Advancement of Teaching has been conducting on-line instruction training for faculty throughout the summer.
 - b. Students are being advised about the possibility of a shift in the mode of instruction if the we get to the High Risk Posture
 - c. Faculty and Academic Affairs personnel will be advised of the change in posture via email communication from the President or the Vice President for Academic Affairs.

IV. Stakeholder Outreach

Stakeholders of Greensburg Academic Affairs include faculty, Academic Affairs staff, current students, and prospective students and their families. Notification of Greensburg-Academic Affairs mode of instruction status will be communicated to students via emails from the President, and is posted on the campus website (www.greensburg.pitt.edu). Advising has communicated to all students via email and has posted information on the Academics page. Admissions has communicated to new incoming students via emails and has maintained their home page <https://www.greensburg.pitt.edu/admissions> with updated information. All constituents will be notified of shifts in posture.

V. Monitoring and Amendment

The head of each activity area is responsible for monitoring compliance with their activity area plan. Any revisions to this plan must be reviewed by the Greensburg Campus President and approved by the Provost of the University of Pittsburgh