

## Department of Dance All Faculty Meeting/Orientation Minutes

Thursday, September 23, 2021  
9:00 a.m. - 11:00 a.m.

### Meany Studio 267

In attendance: Christina Sunardi, Juliet McMains, Jen Salk, Hannah Wiley, Rachael Lincoln, Peter Bracilano, Paul Moore, Ed Connery, dani tirrell, Mike O'Neal, Lucie Baker, Roel Seeber, Jenn Pray, students

The University of Washington acknowledges the Coast Salish peoples of this land, the land which touches the shared waters of all tribes and bands within the Suquamish, Tulalip and Muckleshoot nations.

1. Welcome
2. Introductions

All introduced themselves, their role in the department and, if teaching, what classes they are teaching for fall quarter.

3. COVID-19 Training

Christina went over COVID-19 prevention protocols, noting that the Department of Dance COVID-19 Prevention and Safety Protocol is available on the Department of Dance website in Internal Links (scroll down to COVID-19 Resources). While subject to change, current protocols include:

- disinfecting touched surfaces **prior to touching them and after use** with either a disinfecting wipe or disinfecting spray with a paper towel if wipes are not available. This includes touched surfaces in offices and in the studios, including the barre, AV equipment, or any other touched surface, and for courses that involve students touching the floor, such as contemporary modern dance, the floor space in which you and your students dance. When disinfecting floors be sure to use the disinfectant specified for the floor. This means that you will need to end your class early to allow for enough time to disinfect all touched surfaces.
- following the current UW COVID-19 face covering policy
- practicing frequent hand washing with soap and water or hand sanitizer
- staying home if sick, test positive for COVID-19, and/or show symptoms of COVID-19 and notify the UW Environmental Health and Safety (EH&S) Employee Health Center at [covidehc@uw.edu](mailto:covidehc@uw.edu)

More comprehensive information about the Dance COVID-19 Prevention and Safety Protocol is available on the above mentioned webpage on Internal Links. Please read this information.

Please note that are now that can only eat in designated eating areas; can use private office with door closed to eat; can use M102 if you do not have a private office when M102 is not in use. Schedule available online on online reservations system.

Juliet, Jen and Christina said that grad students, faculty and staff w/o a private office are welcome to use their office spaces as designated eating areas when they are not using their offices

UG students won't be able to eat in the building and we'll be posting signage to this effect - must go outside to eat or to a designated eating area; can sip water in the hallway when in a technique class, but other than that, no drinking either

#### 4. Emergencies and First Aid

Christina reviewed the building evacuation procedures in case of fire or other emergencies. The evacuation location for the Dance Department is the lawn in front of the Nano-engineering & Sciences building, across the street from the Meany loading dock. Christina instructed to familiarize selves with the Emergency Operating Procedures in the handbook.

She reminded faculty that if injuries occur in class to please alert someone from the office when an incident happens so they can assist getting the help that is needed. If there is an emergency, call 9-1-1 and identify that you are on the UW campus. Complete an accident report online via OARS after the incident. Be sure to complete an accident report online for injuries in in-person classes as well as Zoom classes. Are links to this form in the handbook and on our website in Internal Links

There are first aid supplies in the kitchen/mailroom (Meany Room 251), including ice packs in the freezer. First aid cheat sheets can be found hanging from a barre near the sound system in each studio and on the bulletin board in the kitchen/mailroom. Please familiarize yourself with the location of the first-aid supplies and the cheat sheets so that you know where they are in case you need them. We will be making first-aid kits available in Studios 265, 266, and 267 as well, and will place a freezer with ice packs outside of Studio 265 and will keep you posted when the new kits and freezer are available.

If other first aid supplies needed, please let Ed know so that he can order them.

Discussion ensued regarding new guidance from some medical professionals surrounding the use of ice for injuries. Have students contact their medical providers to see if appropriate to apply ice. Likewise, if instructors become injured, get advice from medical professional regarding use of ice.

If you call 911 on a cell phone, the call goes to Seattle Fire/Rescue. If you call 911 on a campus landline phone, the call is answered by UW Police and they dispatch a UW Police Officer and Seattle Fire/Rescue. Regardless of your phone choice, it is important to give the exact location in Meany Hall by room number and floor level. (Upper Level, Lower Level, Main Lobby, Studio Lobby, Mezzanine, etc.) The police/fire/ambulance crew will arrive at the front entrance to Meany Hall Theater Lobby.

To assist in getting the emergency personnel to the injured person, send someone or meet the emergency personnel at the Main Lobby entrance of Meany Hall and guide them to the injured person, or stay on the line with the dispatch operator until emergency personnel arrive. You may be able to offer directions for locating the injured person. Send someone to the office to get additional help if an incident occurs during regular office hours and a staff member is on site.

If a student taking a class with you over Zoom becomes injured, instruct them to call their primary care health provider for next steps. Remind them that if they believe it is a life threatening injury, and they are in the U.S. they should call 911. If they are abroad they should call an emergency service available in their area or seek emergency care.

#### Note on Building security

- Keep studio doors locked and closed after use. Dance majors should be aware of the studio reservation and key check out policies.
- Never prop open a locked door and never open the studio door for a student unless the person opening the studio is teaching a class in that studio and the student is in that class.
- Never leave an unattended office unlocked, even for a few moments.
- If you find an outer door or a studio door unlocked after hours, there is an allen wrench that will lock it in the drawer under the microwave in the kitchen.
- Please encourage and demand that students keep their valuables locked up or stored in a secure place.
- Keep the door to the kitchen/mailroom (Room 251) closed and locked as well.

## 5. Email and Communications

The department and the university will use your @uw email address for official correspondence. Make sure to check your UW email every day. Maintaining your emails is an important part of staying informed about and contributing to the work of the department. The department values and respects work/life balance. Everyone is asked to respond within a reasonable time frame, but no one should be expected to email outside of typical business hours (8:00 a.m. to 6:00 p.m.).

Reminder: Sometimes emails are written quickly and tone can be difficult to interpret or define. If you receive an email that is upsetting (e.g., makes you angry), it is strongly suggested that you do not reply immediately. Write your reply as a draft, think overnight, proof carefully, and perhaps have someone read it before sending. Keep in mind that all emails on UW accounts are official correspondence and may be considered part of a public records request or part of a student's record. When in doubt about confidentiality, pick up the phone.

She also encouraged faculty to set boundaries around communication, and communicate those boundaries to students.

Let students know how to voice a concern

## 6. Syllabus Guidelines, Including Consent Language

Christina covered syllabus guidelines in the handbook

Noted required elements, including language re: consent and religious accommodations

Regarding consent language: Put this on your syllabus and read aloud to your class when you go through the syllabus. Depending on class you teach, practice what this means. This information helps students negotiate these issues both inside and outside of class. Have students practice scenarios that they suggest. Decide together about how to say no.

Juliet offered to provide alternate language that was approved by the Title IX offer for consent for partner/social dance classes to teachers teaching social dance classes. Christina offered to include this in the handbook as well.

## 7. Resources for Students

Christina covered UW resources available for students, as well as faculty and staff, including:

- Husky Health and Well-being website
- LiveWell
- UW CareLink
- SafeCampus
- UW Food Pantry

Christina directed to handbook, where is more information including contact information and links

If a student is registered with Disability resources, you will get an outline from them regarding accommodations. Faculty would meet with the student to set parameters/accommodations for class. If absences are part of the disability accommodation, you **MUST** fill out an absence agreement policy together and both sign it. The link is on the syllabus info and on DRS site.

## 8. Student Evaluations

Student course evaluations are an important tool, developed by UW faculty, to help instructors access students' experiences in the classroom, including students' perceptions of course organization, effectiveness of teaching tools, and other instructional experiences. For full-time and part-time faculty, student evaluations are a required for merit review and for full-time faculty, a required component of tenure and promotion review. Further, per university policy, **each faculty member must have at least one student course evaluation done every year in which they teach a course.**

To support instructors' participation in the course evaluation process, department staff will order online course evaluations on behalf of all Dance instructors. The instructor will receive an automated email confirmation once the order is placed. If you have any questions about the evaluation (including requests to edit or opt out) please follow up with the staff to make adjustments.

To increase response rates, the Department of Dance requests that you set aside time during class for students to bring their electronic devices and fill out the forms. We strongly suggest making it clear to students that the comments portion of the evaluation are provided to the instructor (not the Department Chair or other leadership).

Instructors will receive evaluation results shortly after grades are due. The Department Chair has access to the numerical summaries of course evaluations only. The Chair will only know the contents of student comments if instructors share them. Please note that it is not required that an instructor share student comments with the Chair.

## 9. Locker Rooms and Lockers

The locker rooms on the lower level are available for student use. We typically expect users will be students in technique and other studio-based courses. Dance staff will provide instructors with codes to give to the students in their classes so that they can enter the locker rooms. Please note that these locker rooms are marked “women” and “men.” There are all-gender, universal single-stall restrooms on the Lower Level (059C & 059D) that students may use to change if they prefer to not use the locker rooms. The all-gender restrooms may be difficult to find for the first time. Help your students by offering directions or making sure they feel confident finding their way.

Lockers in the locker rooms on the lower level and lockers on the upper level also will be available for students to use. Dance majors will be assigned a locker by Dance staff that they can use for the entire academic year. Dance staff will work to accommodate student requests regarding the location of their assigned locker. All other students may use unassigned lockers on the upper level and unassigned lockers in the locker rooms as day use lockers to store their belongings while they are in a dance class. **Students will be responsible for providing their own locks.** Please emphasize to students that theft is an issue and any belongings not secured with a lock are at risk of being stolen. Updates and detailed student-facing information will be posted to the Department of Dance Locker Policies website.

A suggestion was made to slightly revise the language on the locker policies website to clarify that the day-use lockers are meant to be used only during the studio-class a student is in; sometimes students leave their belongings in a day-use locker all day while they attend other classes across campus.

## 10. Showings

Showings take place at the end of the quarter to share what a class has studied over the quarter. Each showing should be 5-7 minutes. In pre-COVID times, these were open to the public—I do not know yet if this will be possible for this year. Please stay posted on this—but you can still plan to do a showing within your own class. These are often the only chance for some students to perform.

## 11. *UW Dance Presents*

Juliet, as Artistic Director provided an update about *UW Dance Presents*, including who is choreographing and audition information. Asked for help spreading the word among students.

12. Open Public Meetings

Christina let everyone know that they are welcome to attend faculty meetings. May sometimes need to adjourn in executive session for full-time voting faculty.

13. Forthcoming - More Information On:

- a. First day procedures
- b. Placement
- c. Whether or not to require students in technique classes to attend Departmental concerts

14. Building Tour (Optional)

(no one opted for this)