

**The American University in Cairo (AUC)**  
**Emergency PC Meeting Wednesday, July 21, 2020**  
**ZOOM Meeting**

**Present:**

Ehab Abdel-Rahman	Provost
Zeinab Amin	AP-AA
John Swanson	Special Adviser to the Provost
Ghada Elshimi	Dean, Undergraduate Studies
Hassan El-Fawal	Dean, SSE
James Ketterer	Dean, SCE
Lamia Eid	Interim Dean, LLT
Nabil Fahmy	Dean, GAPP
Rachel Awad	Senior Director, Academic Affairs Projects
Hend Elziki	Executive Assistant, Office of the Provost
Heba El Deghaidy	Interim Dean, GSE
Sherif Kamel	Dean, Business
Zeinab Taha	Interim Dean, HUSS
Aziza Ellozy	AP-TLT
George Marquis	Dean of Students
Randa Kamel	Associate Provost for Academic Student Services
Alaa-Eldin Adris	AP-RIC
Sherine Mahfouz	Manager of Academic Communication
Dina Adly	Associate Provost, Sponsored Programs

**1. Approval of the Agenda**

Agenda approved

**2. Approval of the Minutes of June 25, 2020**

Minutes Approved

**3. Approval of the Minutes of July 15, 2020**

Minutes Approved

**4. Update: Fall 2020 Planning Committee**

Updated schedule:

Students now can register after seeing a designation of PF which is partial face to face for the courses that were selected for that. Based on the deans' final lists of courses requiring some face-to-face instructions, a total of **150 sections** were identified out of 2100 sections. They represent **7%** of the total sections offered in the Fall 2020 semester.

Campus Access:

Students are not expected to come to campus unless the student is:

- Registered in a class that is meeting face-to-face on specified days.

- Residing in an AUC student dormitory.
- A graduate student in SSE, conducting research and has received permission to access a laboratory from his/her chair or graduate advisor.
- Scheduled for a meeting with a faculty member, a staff member at a specific office, or a librarian.
- Authorized to attend a student event scheduled by the Office of Student Affairs.

Library Access:

The library has a limited permissible capacity of 50-60 students at a time for a maximum of 2 hours per student. We need to control the access to the library.

Community Based Learning:

The Task Force believes circumstances where AUC would be taking students off-campus are the rarest of cases. Faculty who are convinced that they can arrange for off-campus conditions that meet AUC's stringent health and safety circumstances may petition their dean for approval of an off-campus activity on a case-by-case basis.

**Comment:**

TAs that are going to be needed for the courses will need to access the campus.

**Comment:**

Students who are registered for thesis research have access to campus, they still have to get approval to access certain labs. That also applies to RAs and TAs that may be associated with the graduate or research aspect. That responsibility is going to involve chairs as well.

**Comment:**

The chair of the department is responsible for fielding because a lot of labs are found within departments.

**Comment:**

The only people who have automatic access at the graduate level to the campus are those registered for thesis research.

**Comment:**

The Tahrir campus is not included in the low-density model

**Comment:**

Given the total number of students who are going to be here on a day for classes, will there be any other spaces available to students who may need just a place?

**Comment:**

We can see if there are lounges or open space areas where they can have some quiet seating.

**Comment:**

A quick calculation tells us that on a particular day we will have a range of 200 300 students who need a space on campus. We will have so many classrooms empty. We can put seats on them at a distance.

**Comment:**

We need some guidelines for field trips.

**Comment:**

In partial face to face classes students will be committed to take some of the classes face to face. The faculty teaching the course will not have face to face class every week. Students who register in these courses are expected to attend the face to face classes because these courses lose the learning outcomes if they don't have these particular classes using the equipment that are in that class.

**Comment:**

That has also need to be stated in the syllabus.

**Question:**

In the ELI, for example, student don't have a choice to to opt-out of registering for partial face-to-face sections .The sections that we identified have a partial face-to-face component and if they don't sign up for those that means they be withdrawing from the university that semester.

**Comment:**

Those students are required to be in Cairo. We have to clarify that in the FAQ or maybe we can send them an email to clarify that.

**Comment:**

We will review and finalize all face-to-face classes, and can reach out to all registered students reminding them.

**Comment:**

At SCE, for the coming first increments of the Fall semester so for our first six-week term that starts in September we're going to remain completely online. We had a term that started last week and I'm happy to report that we have about 2000 students who have registered.

## **5. Attendance Policy Fall 2020**

The Council agreed that the attendance policy is to be kept as-is, and faculty are to be reminded to exhibit flexibility.

## **6. Provost's Council Bylaws**

Approved unanimously.