

**The American University in Cairo (AUC)  
Provost's Council February 4, 2021  
ZOOM Meeting**

**Present:**

Ehab Abdel-Rahman	Provost
John Swanson	Special Adviser to the Provost
Ghada Elshimi	Dean, Undergraduate Studies
Hassan El-Fawal	Dean, SSE
James Ketterer	Dean, SCE
Daniel Ortiz	Dean, LLT
Nabil Fahmy	Dean, GAPP
Sherif Kamel	Dean, Business
Zeinab Taha	Interim Dean, HUSS
Aziza Ellozy	AP-TLT
Alaa-Eldin Adris	AP-RIC
Adham Ramadan	Dean, Graduate Studies
George Marquis	Dean of Students
Rachel Awad	Senior Director, Academic Affairs Projects
Sherine Mahfouz	Manager of Academic Communication
Randa Kamel	Associate Provost for Academic Student Services
Hend Elziki	Executive Assistant, Office of the Provost
Dina Adly	Associate Provost, Sponsored Programs
Zeinab Amin	AP-AA
Rasha Mahmoud	Registrar
Iman Megahed	AVP for Digital Transformation
Ahmed Tolba	Associate Professor of Marketing
Shereen Shaker	VP, Management and Operation
Yvette Favez Isaac	Assistant Provost for Faculty Affairs

**1. Approval of the Agenda**

Agenda Approved

**2. Approval of the Full Minutes of January 14, 2020**

Minutes approved

**3. Approval of the Online Minutes of January 14, 2020**

Minutes approved

**4. Triggers for resuming partial face-to-face classes**

VPMO presented specific trigger points that will inform our decision to resume partial face-to-face or to move fully online.

Two additional lines of guidance to follow:

- Government direction and other university practices to support the decision.

- 7-day rolling average trend (no absolute number, but if the trend is going upward for subsequent weeks), then we should roll back on campus presence or consistent/trending downward, then we can move towards more campus presence.

## **5. Zoom storage of class recordings**

Underlying Rationale

- Removing recordings to align with FERPA requirements and to save storage space.

Retention Period:

- Recordings of live sessions with identifiable student information should be deleted 60 after the end of the semester.
- Recordings that do not have identifiable student information can be kept and shared outside the class

## **6. Proposed Guidelines for Nominating Faculty for Awards/Prizes**

The purpose of this process is to organize the University's approach towards making effective nominations for its faculty to compete for national and international prizes for their academic achievements. Such prizes enhance the position of AUC and positively affects its national, regional and international visibility. This procedure is only related to prizes that require an official institutional nomination. All faculty are encouraged to make self-nominations and to nominate colleagues to prizes that do not require a letter of nomination from the institution.

## **7. Academic Area Annual Plan 2021-22**

Every five years, the University builds a strategic plan in consultation with all stakeholders. Every year we go through a finetuning exercise of the annual plan to accommodate the ongoing university needs. We are working on a process for better alignment at the annual planning stage. Our current 5-year plan will end soon, and we will look into extending it a further year and set the process for building a new plan.

## **8. One-minute updates from Deans on Spring 2021 Semester Start**

All Deans and AP have no new updates on Spring 2021 Semester Start.

## **9. Announcements or AOB**

- Regarding the adjunct faculty tax issue, we are discussed that with the legal.
- In reviewing last year's AFR and preparing the report for the Provost we noticed that some faculty do not fill their AFRs yet receive step increase recommendations by their chairs and/or deans:
  - Deadline for faculty to complete their reports: February 15, 2021
  - Deadline for the chairs or directors to enter department Evaluation: March 15, 2021
  - Deadline for the deans to enter Dean Evaluation: April 15, 2021
- In the February meeting, we will be presenting to the board of trustees another proposal for some rewards to faculty and staff.

