



CHICAGO STATE  
UNIVERSITY

# Spring 2021 Semester Operating Plan

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## Introduction

A global pandemic has created extraordinary challenges for our world and has altered the way institutions of higher education serve students. This document, the Chicago State University Spring 2021 Semester Operating Plan, provides an overview of important requirements, guidance, and expectations to consider in preparation for our University community to return to campus for the Spring Semester. All members of the University community, students, staff, faculty and visitors to campus, are expected to follow the University policies, protocols, and guidelines outlined in this document and detailed in the accompanying appendix. The University must remain flexible to address ongoing uncertainties and changing risks for students, faculty, and staff.

## Guiding Principles

Chicago State University has come together to develop a set of principles to preserve the interests of our students, faculty and staff and help guide the development of these operational decisions. At all times, our focus is on ensuring the health and safety of our students, faculty, and staff, as well as the communities that we serve, while staying true to our vision, mission, and values. As we look towards the future, our decision-making was guided by a set of principles that are outlined below:

- Our core mission includes the transformation of the lives of our students. We will continue to work to maintain a learning and living environment that conforms to the health and safety recommendations of global, national, and regional public health organizations. In doing so, we will continue to do our best to support students to achieve their academic and professional goals.
- We will endeavor to develop a campus life experience that enriches the academic promise and economic mobility that flows from a college education and the attainment of a college degree, while providing our students with the best collegiate experience that is possible under the current circumstances. We will continue to do our best to implement and support student success strategies that will facilitate the education completion of our students.
- We will work to promote a safe work environment for CSU employees that includes reasonable consideration for the professional and physical needs of our employees and organizational needs of our campus.
- Taking into account city, state and federal law, we pledge to adjust our operations and to educate our campus and surrounding communities to ensure that safe protocols and important physical limitations are implemented.
- We will examine our fiscal operations, as well as our financial and capital assets, to ensure that our business operations can be sustained under the current circumstances.
- We are united in our commitment to the honor and glory that is represented in our students, staff, faculty, and community.



## Operational requirements, guidance, and expectations for Spring 2021 semester

### 1. CSU reaffirms itself to its guiding principles and adding to its list of supports includes:

- a. To promote campus health and safety, the University will provide community testing for COVID-19.
- b. The campus will remain fully open and operational for the Spring 2021 Semester.
- c. Contact tracing is an important way to keep transmission rates low. It is expected that everyone cooperates with contact tracing efforts.
- d. A campus newsletter will be distributed with important wellness updates.
- e. To support faculty and staff in self-assessing and tracking your symptoms, each day before coming to campus, please conduct a self-assessment through the Kuvrr App.
- f. Access Kuvrr at <https://www.csu.edu/csupolice/Kuvrr.htm>.
- g. Visit the COVID-19 Update webpage (<https://www.csu.edu/covid19updates/>) for a dashboard on cases on campus, frequently asked questions, and details on access campus resources.

### 2. Operating Schedule for Spring 2021 Semester

- a. Following the University holiday break, the building's operations open on January 4, 2021.
- b. Faculty will return to campus January 11, 2021.
- c. The Spring Semester starts January 19, 2021.
- d. The Academic Spring Semester ends May 14, 2021.
- e. Instructional free days are March 31, 2021 and April 16, 2021. Please note that these are not university closure days.
- f. Please refer to the academic calendar for procedural/academic deadlines.

### 3. Health and Well-Being

- a. The public health protocols and guidelines that are outlined here are designed to promote the health and safety of the members of the campus community. To protect our community, all students and employees are asked to be familiar with and follow the protocols and guidelines articulated in this document. Failure to do so jeopardizes the safety and well-being of our students and colleagues.
- b. All students, faculty, staff, and visitors must adhere to CDC guidelines including social distancing and wearing masks while on campus or at any CSU facility.

- c. All students, faculty and staff will need to complete health education training before visiting campus. The training is offered by the University and available on Moodle.
- d. Any student, faculty member or staffer who is sick, or suspect they may be getting sick, must inform their supervisor or instructor(s) and not come to campus or any CSU facility.
- e. If you are sick, have been diagnosed with COVID-19, or are experiencing COVID-19 symptoms, please take necessary precautions including not reporting to the CSU campus, quarantine, and contact tracing.
- f. Any student, faculty member or staffer who has been exposed to a person with COVID-19, or suspect that they have been exposed to COVID-19, needs to self-quarantine for a minimum of fourteen (14) days
- g. To safely return to the CSU campus after a positive diagnosis, you must provide proof of a negative test for COVID-19 and after quarantine for a minimum of fourteen days.
- h. Any student, faculty member or staffer who has been exposed to a person with COVID-19, or suspect they have been exposed to COVID-19, must present a written notice (e.g. email, doctor's note, etc.) to your supervisor and/or instructor(s) to verify the excused absence.
- i. The University encourages all students, faculty and staff to have up-to-date immunizations whenever possible and with consideration for populations that cannot do so.
- j. The CDC and Illinois Department of Public Health encourage all students, faculty and staff to have influenza vaccinations as appropriate.
- k. Wellness Center remains open for general services and periodic testing by appointment only. Please contact them at 773-995-2010 or 773-995-2011.

## 4. Safeguards

- a. Ensure that all campus ventilation systems operate properly.
- b. Hand sanitizer is available throughout campus buildings. Supplies are refilled through the Campus Facilities Department. Please contact them at [awheeler@csu.edu](mailto:awheeler@csu.edu).
- c. To promote safety, communal spaces, such as the game room, lounges, and Jacoby Dickens Center for Recreation are closed. The study room in the Student Union Building and the cafeteria are open with safety measures, including sneeze guards and social distancing.
- d. Limit people gathering in waiting areas by shifting from a walk-in service model to strongly recommending scheduling appointments in advance.
- e. Students, faculty, and staff will be required to have campus IDs available upon request while on campus.
  - i. Contact the help desk at 773-995-3963 to obtain an ID.
  - ii. All campus guests arriving via vehicle will receive visitor credentials upon arriving to campus and checking in at the parking booth.

## 5. Working on Campus for Faculty

- a. Faculty should discuss their on campus schedule with their academic chairs and deans in order to safeguard the campus community.
- b. Faculty must conduct self-symptom monitoring every day through the Kuvrr App before reporting to campus.
- c. If you are sick, have been diagnosed with COVID-19, or are experiencing COVID-19 symptoms, please take necessary precautions including not reporting to the CSU campus at that time.
- d. If you are not coming to campus, respond to Kuvrr email certifying that you are not on the CSU campus today.
- e. Faculty are strongly encouraged to use virtual tools such as GoToMeeting or Zoom for meetings, even when all meeting participants are on campus. If meetings are held in person, social distancing and gathering size guidelines as outlined by the State of Illinois must be followed.
- f. Other guidelines, such as the "Health and Well-Being" guidelines on social distancing, outlined above remain in effect.

## 6. Working on Campus for Staff

- a. As part of our work plan, we will continue to monitor the positivity rates and conditions.
- b. Supervisors are encouraged to consider a rotating reporting schedule if appropriate.
- c. Staff working in any remote capacity are required to complete a Remote Work Form which outlines remote work expectations which will be approved by their supervisor.
- d. Supervisors are encouraged to cross-train staff in case of illness or absence to maintain consistent University operations and services.
- e. Staff must conduct self-symptom monitoring every day through the Kuvrr App before reporting to campus for work.
- f. If you are not coming to campus on a work day, respond to Kuvrr email certifying that you are not on the CSU campus that day.
- g. If you are sick, have been diagnosed with COVID-19, or are experiencing COVID-19 symptoms, please take necessary precautions including not reporting to the CSU campus at that time.
- h. Staff will continue using virtual tools such as GoToMeeting or Zoom for meetings, even when all meeting participants are working on campus. If meetings are held in-person, social distancing and gathering size guidelines as outlined by the State of Illinois must be followed.
- i. Other guidelines, such as the “Health and Well-Being” guidelines on social distancing, outlined above remain in effect.

## 7. Space Usage

- a. In settings such as classrooms/auditoriums and other spaces where it is possible to socially distance, the following safety guidance applies:
  - i. Students, faculty and staff should maintain a distance of at least six feet from others, use face coverings and practice hand hygiene consistent with IDPH and CDC guidelines.
  - ii. The maximum number of individuals in the room should not exceed 50 people.
- b. CSU will use additional measures to ensure social distancing and safety as determined by the features of spaces, learning methods, and other factors, including the use of floor markings, staggered furniture arrangements, and additional space between lecterns and student seats. Stairways, elevators, and other passageways have directional signage and other methods to encourage social distancing and one-way traffic.
- c. Classrooms:
  - i. Class size and recommended social distancing guidelines will be utilized when assigning classrooms and seating arrangements.
  - ii. Faculty will be able to access offices and laboratories in coordination with their College Dean, University facilities management, and campus police.
  - iii. Staff will be able to access offices and work spaces in coordination with their supervisor, University facilities management, and campus police.
  - iv. To maintain safety and required sanitation standards, lab schedules will be coordinated and consolidated into as few classrooms/labs as needed to address the requirement for student access to specialty software and equipment.
- d. Library services will remain remote with scheduled times for access to in-person circulation services (i.e. to pick up library materials requested in advance online using the library online catalog (including materials from other libraries)).

## Cleaning

- a. Cleaning personnel will perform increased disinfecting and sanitation on a regularly scheduled basis with assignments to designated buildings or areas. These increased cleanings will additionally utilize disinfectants or general purpose cleaning products during routine cleaning procedures. These increased cleaning/sanitizing tasks include, but are not limited to:
  - i. Sweeping, mopping, and/or vacuuming floors

- ii. Dusting, sweeping, and/or vacuuming main stairwells and elevators
  - iii. Emptying trash
- b. Cleaning personnel will additionally perform enhanced cleaning and disinfecting in high traffic areas (restrooms, lobbies, Bursar, Cashier, Enrollment Management, Financial Aid, etc.) and high touch surfaces (door handles, elevator buttons, etc.) multiple times per day. Disinfectant cleaning products are utilized during enhanced cleaning procedures.
- c. Cleaning personnel will follow CDC guidelines for cleaning and sanitization in high touch areas.
- d. Cleaning schedules will be managed by facilities management and coordinated with unit supervisors.
- e. The campus community is encouraged to keep their personal workspace clean throughout the day. Work practices such as cleaning and disinfecting high touch surfaces and objects (desk, phone, keyboard, etc.) help reduce the spread of germs on campus.
  - i. Cleaning products will be provided for personal workspaces. Requests for cleaning products will be managed by Facilities Management.
    - I. We ask that employees collectively request cleaning products for their immediate work areas as a whole.
- f. Classroom cleaning: thirty (30) minutes will be scheduled between in-person classes to allow for classroom cleaning.
  - i. Faculty and students should vacate the rooms directly after the lecture to allow for the cleaning to occur.
  - ii. Use of shared objects should be limited and cleaned between each use (e.g. computers in computer labs, lab equipment, desks, etc.). The University will provide cleaning resources in computer labs and classrooms for students who want to clean their area.
- g. For usage of University-fleet vehicles, individuals, groups, and/or teams will be responsible for cleaning and disinfecting vehicles after each use. Cleaning instructions and supplies will be provided for this purpose.



## 9. Course Delivery

### a. Course offerings

- i. The majority of scheduled spring courses will be offered remotely and the remaining of the courses will be in-person for the semester.
- ii. Courses identified as substantially benefiting from in-person instruction such as clinical and lab-based courses, courses that promote cohort building, etc. will meet in-person.
- iii. The scheduling of on-campus offerings will be prioritized based on accreditation standards, required performance demonstrations, and opportunities for cohort building among new students.
- iv. The start of Spring semester is delayed to Tuesday, January 19, 2021. There will not be a spring break and instead, the University will offer instructional free days on Wednesday, March 31, 2021 and Friday, April 16, 2021.

### b. Student resources and support

- i. Students can visit the COVID-19 (<https://www.csu.edu/covid19updates/>) and COVID-19 Operations ([https://www.csu.edu/covid19updates/campus\\_operations.htm](https://www.csu.edu/covid19updates/campus_operations.htm)) pages to see up-to-date information on services.
- ii. CSU remains committed to supporting students' technological needs as we continue to operate in a remote learning environment.
- iii. Students can contact the IT Help Desk for assistance accessing equipment and the internet, and the Center for Teaching and Research Excellence (CTRE) for help with e-learning methods. Contact the Help Desk at 773-995-3963 and the CTRE at 773-995-2501.
- iv. Students may meet with a Reference Librarian remotely via email, telephone, text, or live-on line via chat or Zoom without an appointment.
- v. The Library will offer extended Reference Service hours, which will include select evenings and Saturdays.
- vi. Students may schedule a virtual research consultation with a Reference Librarian if they prefer an appointment.
- vii. In addition to print books, students will have remote access to electronic books, journals, streaming music, and streaming video.
- viii. The University will support our students with e-learning training during orientation and prior to the start of classes, which includes remote learning etiquette, health precautions, usage of e-learning tools, and how to engage in student activities and supports.
- ix. Our athletic and sports training programs will comply with University, CDC, federal, state and NCAA health and wellness guidelines.
- x. First year students will continue to be scheduled into one or two block-schedule courses to promote cohort building.
- xi. The University will continue to provide technology resources for students to facilitate e-learning, including loaner laptops.
- xii. Student support services, to the greatest extent practicable, will be delivered remotely, such as counseling, academic advising, and career development.
- xiii. Academic advisors are available remotely. Advisors are available on campus on a rotating schedule for appointments. If you are unable to reach your academic advisor, please contact the Office of Academic Support at 773-995-2478.
- xiv. The Student Union Building conference rooms 130 A-C have available study space.

### c. Faculty resources and support

- i. Faculty will be supported in the remote learning process through continued training and skill development through CTRE, Distance Education Committee, and University IT.
- ii. The University will coordinate access to available resources and training, for both faculty and

- staff, to facilitate remote education and work.
- iii. IT will examine the variety of platforms and equipment available for remote learning and work to provide additional resources.
  - iv. Faculty may consult with a Reference Librarian remotely via email, telephone, text, or live-online via chat or Zoom without an appointment
  - v. Faculty may schedule a virtual research consultation with a Reference Librarian if they prefer an appointment.
  - vi. Faculty may schedule virtual library instruction sessions, synchronous or asynchronous (via recording), for their classes. Instruction sessions may be scheduled Monday-Saturday, including weekday evenings.
  - vii. Course Reserve materials will only be available to students in electronic or digital format.

## 10. Dining

- a. The University will provide a dining experience that is efficient and portable.
- b. Campus dining options are restricted to closed containers and pre-packaged options.
- c. Access to dining facilities is coordinated to maintain social distancing and control access to the space.
- d. All furnishings (i.e. the use of table and chairs) are spaced according to social distancing guidelines. These tables should remain as spaced and are not permitted to move from their designated locations.



## **I 1. Protocols for Response and Review of Operating Plan**

- a. The FY21 COVID-19 Response Team will meet at least weekly to continuously review public health-related guidelines and propose updates to the Spring 2021 Operating Plan.
- b. The University will follow the safety guidelines outlined by the CDC and the State of Illinois.

## **I 2. Residence Hall**

- a. Students will be required to submit proof of a negative Covid-19 test result within 5 days of move in date.
- b. The University will create a move-in policy that minimizes interactions (e.g. limit building occupancy, control flow, extended schedule, etc.).
- c. Residence hall occupancy will be reduced to single occupancy rooms.
- d. Residence hall bathroom facility usage will be limited to two (2) students per bathroom.
- e. Students will be subject to temperature checks and periodic surveillance testing.
- f. The University has designated an area in the Residence Hall for student isolation as needed.
- g. The University will provide students with training on maintaining clean spaces, safe social distancing practices, and other health-related practices.
- h. Access to the residence hall will be restricted to residents and essential staff only.
- i. Students should use face masks and follow social distancing guidelines in common areas like shared kitchen lounges, computer labs, laundry and game rooms.
- j. Internal events and social activities will be limited, must be approved by the Dean of Students, and conducted according to social distancing guidelines.
- k. The residence hall term will reflect the academic schedule for the Spring 2021 semester.

## **I 3. Travel & Shuttles**

- a. All University-sponsored domestic travel will be highly restricted, with few exceptions to be evaluated based on current CDC and IDPH health and safety guidelines.
- b. All University-sponsored international travel will be restricted.
- c. CSU will continue to offer shuttle bus service to and from designated stops, while adhering to Chicago Transit Authority safety guidelines

## **I 4. Events**

- a. All on-campus events, designed for both internal and external constituencies, must secure prior approval from the Office of Property & Site Management at the following email: [ddeener@csu.edu](mailto:ddeener@csu.edu).
- b. Events meeting the Restore Illinois guidelines for gatherings in Phase 4 (currently 50 people or fewer) may occur on-campus, using current CDC and IDPH guidance for face coverings, hand hygiene, social distancing and receiving prior approval.
- c. Encourage student engagement through virtual activities that promote career and professional development, cohort building, and student leadership.
- d. Indoor athletic events will be closed to the public.

## **I 5. Communications**

- a. Provide on-going, clear messaging regarding the status of University operations emphasizing safety, cohort-building, and student support.
- b. Represent the University's operating framework through a chart that aligns with the State of Illinois' Restore Illinois plan. The chart is available in the Appendix housed in Cougar Connect.
- c. Will implement a multi-modal approach to inform all constituencies of plans and updates.
- d. The University will continue to utilize its communication plan including its weekly newsletter and Kuvrr to address health and safety issues.



## Acknowledgements

We would like to thank the many faculty, staff, and administrators, those named and unnamed that assisted with the working groups and sub-working groups to create this guiding principle campus plan.

1. President's University-wide considerations - developed cabinet-level recommendations related to University-wide operations.

**Chair: Zaldwaynaka Scott, Esq., President**

Members:

- Aspen Clemons, Deputy Chief of Staff, Office of the President
- Carolyn Theard-Griggs, Ph.D., Associate Professor and Dean, College of Education
- Derrick K. Collins, Dean, College of Business
- David Kanis, Ph.D., Interim Associate Vice President, Office of Grants and Research, Professor of Chemistry
- Deborah Lynch, Ph.D., Professor of Graduate Programs in Education, President of Chicago State University - UPI 4100 Chapter
- Elliott Charles, Director of Intercollegiate Athletics
- Erin Steva, MPP, Senior Director of External Affairs
- Eddie Welch III, Chief of Police
- Jimell Byrd-Reno, Special Assistant, Office of the President
- Kim Tran, Chief of Staff, Office of the President
- Lillian Kay Dawson, MFA, Interim Associate Dean of Art and Design, Associate Professor of Art and Design
- Latrice E. Eggleston Williams, Ph.D., Interim Vice President of Enrollment Management, Director, Office of Institutional Effectiveness and Research
- Lindsay Hamilton, Esq., Chief Culture and Talent Officer
- LeRoy Jones II, Ph.D., Dean and Professor, College of Arts and Sciences
- Larry Owens, Interim Vice President of Financial Affairs, Chief Financial Officer
- Leslie Roundtree, DHS, MBA, OTR/L, Interim Provost and Senior Vice President of Academic and Student Affairs
- Lisa A. Young, DNP, APRN, FNP-BC, Wellness Center Director
- Mary Daniels, Ph.D., Associate Provost for Academic Innovation and Strategic Initiatives, Office of the Provost
- Matthew G. Fete, Ph.D., Professor and Dean, College of Pharmacy
- Michael Holmes, Interim Vice President of Administrative Services
- Mark Las, Chief Information Officer
- Nelly Maynard, Ph.D., Dean, College of Continuing Education
- Patrice Boyles, Ph.D., Director of Center for Teaching and Research Excellence, Associate Professor of Secondary Education
- Patricia Steinhaus, Ph.D., Professor, Early Childhood-Primary and Bilingual Education Department, President of the CSU Faculty Senate
- Richard Darga, Ed.D., Dean, Library and Instruction Services
- Robin M. Hawkins, Esq., Associate Vice President and Senior Associate General Counsel
- Reg Motley, Ph.D., Dean, Student Affairs
- Stephanie Seay Kelly, Esq., Vice President, General Counsel and Chief Compliance Officer
- Steven Rowe, Ph.D., Assistant Professor and Interim Dean, Honors College
- Tyra Dean-Ousley, EdD, APRN, FNP-BC, Acting Dean, College of Health Sciences, Chairperson, Nursing Department

- Thomas Rowan III, Ph.D., Associate Provost, Contract Administration, Office of the Provost, Professor of Political Science

2. Academic Continuity and Planning - developed recommendations related to academic affairs and programming, faculty and student academic plans, and enrollment management.

**Chair: Provost Dr. Leslie Roundtree**

**Co-Chairs: Associate Provost Dr. Mary Daniels and CTRE Director Dr. Patrice Boyles**

Members:

- Derrick K. Collins, Dean, College of Business
- Richard Darga, Ed.D., Dean, Library and Instruction Services
- Lillian Kay Dawson, MFA, MFA, Interim Associate Dean of Art and Design, Associate Professor of Art and Design
- Tyra Dean-Ousley, EdD, APRN, FNP-BC, Acting Dean, College of Health Sciences, Chairperson, Nursing Department
- Latrice Eggleston-Williams, Ph.D., Interim Vice President of Enrollment Management, Director, Office of Institutional Effectiveness and Research
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- Deborah Lynch, Ph.D., Professor of Graduate Programs in Education, President of Chicago State University - UPI 4100 Chapter
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- Steven Rowe, Ph.D., Assistant Professor and Interim Dean, Honors College
- Patricia Steinhaus, Ph.D., Professor, Early Childhood-Primary and Bilingual Education Department, President of the CSU Faculty Senate
- Carolyn Theard-Griggs, Ph.D., Associate Professor and Dean, College of Education

3. Campus Life and Campus Wellness - developed recommendations related to student affairs and student services.

**Chair: Dean Reginald Motley**

**Co-Chair: Athletics Director Elliot Charles**

Members:

- Shenay Bridges-Carter, Ph.D., Director of Counseling, Abilities and the Women's Resource Center
- Sabrina Land, MS, Director of Marketing and Media Relations
- Dr. Frank McKnight
- Michelle Ozuruigbo, Esq., Associate General Counsel and Title IX Coordinator
- LaCael Palmer-Pratt, MA.Ed., Director, Career Development and Experiential Resource Center
- Mark Sudeith, Ph.D., Acting Associate Provost, Office of the Provost, Professor of Music
- Eddie Welch III, Chief of Police
- Lisa A. Young, DNP, APRN, FNP-BC, Wellness Center Director

4. Capital Assets and Infrastructure - developed recommendations related to campus physical spaces.

**Chair: Vice President Michael Holmes**

**Co-Chairs: Dean Dr. LeRoy Jones II and Associate Vice President Dr. David Kanis**

Members:

- Natalie Covello, Chief Internal Auditor
- Jimell Byrd-Reno, Special Assistant, Office of the President
- Dawn Deener, Director, Office of Meetings and Events
- Stephanie Seay Kelly, Esq., Vice President, General Counsel and Chief Compliance Officer
- Mark Las, Chief Information Officer
- Barbara Trybula, Risk Manager and Contract Specialist
- Candies Warren, Course Scheduling, Office of the Registrar
- Eddie Welch III, Chief of Police

5. University Communications and Marketing - developed recommendations related to internal and external communications with relevant stakeholders.

**Chair: Erin Steva, MPP, Senior Director of External Affairs**

**Co-Chair: Mark Las, Chief Information Officer**

Members:

- Carlos Gooden, Ph.D., Director of Admissions and Recruitment
- Tonisha Hood, MBA, Assistant Director of Marketing and Media Relations
- Stephanie Seay Kelly, Esq., Vice President, General Counsel and Chief Compliance Officer
- Sabrina Land, MS, Director of Marketing and Media Relations
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- Tyra Dean-Ousley, EdD, APRN, FNP-BC, Acting Dean, College of Health Sciences, Chairperson, Nursing Department
- Mary Daniels, Ph.D., Associate Provost for Academic Innovation and Strategic Initiatives, Office of the Provost
- Richard Darga, Ed.D., Dean, Library and Instruction Services
- Elizabeth Hawthorne, Ph.D., Former Interim Dean, College of Education
- Deborah Lynch, Ph.D., Professor of Graduate Programs in Education, President of Chicago State University - UPI 4100 Chapter
- Patrice Boyles, Ph.D., Director of Center for Teaching and Research Excellence, Associate Professor of Secondary Education (facilitator)



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