1. Updates
   1.1 Classroom Renovation Update
       • Winter Quarter 2020 – Joy 109 (AV only)
       • Spring Quarter 2020 – Joy 210 and Joy 211 (AV only)
       • Spring and Summer 2020 – BHS 103 and BHS 105
       • Summer 2020 – Dou-260, Joy – 215
       • Others:
          o SCI 309 Chemistry Lab will be ready by Spring Quarter
          o WCG 322 Conference Room (from May 4 to July 10)

   1.2 STFC Update (John Tran Nguyen and Patrick)

2. New Security Cameras
   2.1 CTC should develop guidelines/policies based on:
       • Theft Prevention vs. Invasion of Privacy
       • Monitoring academic space vs. retail space
       • Interior vs exterior cameras
   2.2 The Sub-Committee met on 12/31/19
   2.3 Progress Report from the Sub-Committee (Forrest and Susan)

3. Instructional Continuity Guide - in case of wildfires, bad weather and earthquakes
   3.1 The sub-committee met on 12/12/19 to revise the Instructional Continuity Guide
   3.2 The attached “For Instructors Only” as well as the “Instructional Continuity Guide” will
       be added to the “Resources for Faculty” Section (near the top of the web page) in the
       Faculty Assembly “Required & Suggested Syllabi Services Statements” web page
       (https://www.tacoma.uw.edu/faculty-assembly/syllabi-service-statements).
   3.3 The “Instructional Continuity Guide” currently under the “Policies and Expectations”
       Section of the Faculty Assembly “Required & Suggested Syllabi Services Statements”
       web page will be removed.
   3.4 The Instructional Continuity Guide is attached for your reference
   3.5 Any suggestions or comments?

4. Proposal to add resources to Academic Innovation (Uba and Darcy)

5. Portfolium Presentation (Chris Fuentes)

6. Potential Discussion Topics for future meetings

7. Any Other Business