

Minutes 23 March 2020
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THE UNIVERSITY OF MICHIGAN
Senate Advisory Committee on University Affairs (SACUA)
Monday, March 23, 2020 3:15 pm

The meeting was held via Bluejeans because of the COVID-19 Shutdown

Present: Ahbel-Rappe, Beatty (chair), Conway, Dinov, Gallo, Malek, Manera, Marsh, Potter, Spencer, Banasik, Snyder

Absent:

Guests: Members of the Press

3:17: Call to Order and Approval of Minutes

The agenda was approved. The minutes for March 9 were approved.

3:20: Announcements

Chair Beatty said that she, Professor Conway and Dr. Banasik had meetings with President Schlissel and Special Counsel Gerdes on Wednesday, March 18. At these meetings they received updates on issues connected with the University's response to the COVID-19 outbreak. Chair Beatty said she was impressed with the coordination in the top management, which convenes each morning at 7:30 to discuss the effectiveness of the University's actions and plan future steps. Professor Conway said she was impressed by President Schlissel's openness to communication.

Chair Beatty has been told by Secretary of the University, Sally Churchill, that her update for the Regents concerning the activities of the faculty senate will be delivered to the Regents in writing. She has also reported news from the ABIA meeting chaired by Warde Manuel, Director of Athletics, about issues in the Department of Intercollegiate Athletics arising from the COVID-19 outbreak. These include revenue loss from the cancellation of the NCAA Men's Basketball Tournament (potentially an 8 million dollar loss, which could not be offset by the money saved on travel costs after the cancellation of all athletic seasons for the remainder of the academic year). The revenue loss is compelling the Athletic Department to review the budget for current 2020-2021.

Librarian Spencer asked about the possibility of meeting with Acting Provost Collins. Chair Beatty said that at the present time her regularly scheduled meetings were with Special Counsel Gerdes and the Provost in alternate months. She hoped that this might eventually change as Acting Provost Collins gets established in her position.

3:27: Emergent Issues related to COVID-19

Chair Beatty asked Professor Malek about activity in the hospital. Professor Malek said the information is public (<https://uhs.umich.edu/2019-nCoV>), that the University of Michigan Health System is entirely focused on how to deal with the projected influx of COVID-19 patients in the coming two to four weeks, with the expectation that more than half of beds would be

occupied by COVID-19 patients. He added that laboratory research has been reduced to critical experiments with the result that most labs are empty. Outpatient visits and elective surgeries have been massively reduced and will be reduced further because the Health System leadership feels the hospital may be overwhelmed. That is not currently the case, and the situation in Ann Arbor is not currently comparable to that in New York City. Professor Malek added that the potential shortfall in personal protection for healthcare providers is being addressed, and there is an expectation that most faculty who are also physicians will do shifts, but the future is unclear. He noted that there are increasing demands on Emergency Room and Intensive Care Unit physicians, and that a new Intensive Care Unit, with 64 beds, has opened in the pediatric hospital.

Librarian Spencer said that some faculty had expressed strong disapproval that they had not been able to make use of the library because of the speed of the closure.

Professor Ahbel-Rappe asked about discrepancies between the College of Literature Science and the Arts (LSA) and UM-Dearborn in handling possible changes to the tenure clock. She asked if SACUA could pursue this issue. Professor Conway said the Ann Arbor Provost's office will soon be issuing guidance at the campus level on this issue. Chair Beatty confirmed that no final decision has been made about the timing of the tenure cases for the Ann Arbor campus because the Provost's office is currently dealing with student and teaching issues (see appendix 1 for the message from LSA Dean Curzan).

Professor Potter discussed the problem of contradictory messaging, drawing attention to messages from LSA's IT group and President Schlissel about the continuing use of lecture capture (see appendix 2). Professor Marsh said that there are multiple examples of people at various levels of authority sending out ill-informed messages— such as the messaging to students using University Housing (see appendix 3), and a message from the hospital asking for spare lab supplies. Professor Conway said President Schlissel said people needed to be urged to look to central messaging to get accurate information. Professor Manera said the College of Engineering had received an inquiry from the Medical Center about how to disinfect used medical supplies, that her department had some suggestions, and that the Medical Center indicated that ideas would be collected and evaluated.

3:47 Senate Assembly Meeting Plans

Chair Beatty asked if the Senate Assembly meeting scheduled for April 20 should be held, noting that two speakers had been previously invited: the new director of the Office for Institutional Equity (OIE), Tamiko Strickman; and Professor Kosnoski from UM-Flint, to discuss the One University Initiative. Professors Dinov and Ahbel-Rappe said SACUA should strive to preserve as much normalcy as possible; Professor Marsh said that Bluejeans should be able to accommodate the number of people who would attend the remote meeting. Professor Conway said time could be added to the agenda in case members wished to raise additional issues or ask for information about the status of issues that had been brought before Senate Assembly in the course of the year. Professor Ahbel-Rappe asked about the status of the Umbrella Policy on Sexual Misconduct. Chair Beatty said she had asked Special Counsel Gerdes about the policy and had been told that it had not yet been finalized, since the committee is reviewing extensive amounts of feedback received from the community. She said that the Regents will vote on the new 5.09 recommendations at their May meeting.

4:03 Library and Press Open Access Ad Hoc Committee

Chair Beatty said there has been faculty interest since the first SACUA meetings in the fall relating to open access, the management of the University of Michigan Press, and the functionality of the University Library. In light of these concerns, she proposed appointing an ad

hoc committee of people with the necessary interest and background to gain traction with these issues. She added that SACUA has the authority to do this because it is supposed to receive annual reports from the Library Council (<https://regents.umich.edu/governance/bylaws/chapter-xii-the-university-libraries/>). Professor Conway observed that the Library Council, of which she is a member, is not following standard committee protocols in that it had not always been meeting regularly, that there are no minutes and no reports to SACUA. She noted that there is a great deal of division amongst faculty on issues connected with the University Library such open access and the redesign of the library catalogue, which was not successful, despite substantial investments of time and money. Librarian Spencer said the Library decided that Aleph (<https://www.exlibrisgroup.com/products/aleph-integrated-library-system/>), which had been providing the catalogue services no longer met the Library's needs and went with a new product by Ex Libris called ALMA (<https://www.exlibrisgroup.com/products/alma-library-services-platform/>). Professor Conway said that the Faculty Senate could be helpful to the University Library in navigating issues connected with open access and the University Press. Professors Potter, Dinov and Manera said there is a need for accurate data about publication costs. Professor Potter proposed that the two charges for the committee:

1. to review the publication polices of the University of Michigan Press;
2. to explore the costs associated with scientific publication.

Librarian Spencer and Professor Dinov volunteered to serve on the committee; Chair Beatty welcomed their service while saying that there should be members of the committee who were not members of SACUA. Chair Beatty said the committee should also include one further humanist and a member of the Medical School faculty. Professor Ahbel-Rappe suggested a social science faculty member should also be invited. Chair Beatty offered to write the committee's charge and bring it back for a vote from SACUA next week.

4:32 Medical School Clinical Issues

Professors Conway, Potter and Marsh asked if this should be in executive session. Chair Beatty agreed because it is a follow up to an item that was originally presented by a Medical School faculty member in executive session.

5:04 Adjournment

Appendix 1: Message Concerning the Tenure Clock from Provost Alcock and Dean Curzan

Message 1: Provost Alcock

From: **Susan Alcock** <salcock@umich.edu>
Date: Fri, Mar 20, 2020 at 11:38 AM
Subject: Tenure Clock Changes Due to COVID-19
To: <umdearborn-all-faculty@umich.edu>
Cc: COD <umdearborn-COD-Group@umich.edu>

Dear Faculty Colleagues -

Given the extraordinary circumstances imposed by the transition to remote teaching and social distancing, the University of Michigan-Dearborn will grant all current tenure-track assistant professors and untenured associate professors who are scheduled to apply for promotion and tenure (P&T) in Fall 2020 or later, the option to extend their tenure clock by one year. Tenure-track faculty must inform their department chair and dean by June 30, 2020 whether they want to exercise this option. Choosing to extend the tenure clock will automatically extend the faculty member's next reappointment decision by one year, if this decision is due before their P&T decision.

The faculty member's decision to extend the tenure clock will have no bearing on tenure decisions. Further, faculty would have the option of not including their teaching evaluations for courses taught during the Winter 2020 academic semester in their reappointment and/or P&T portfolios. In these extraordinary circumstances, other institutions are adopting similar policies.

Exercising this option will **not** count as one of the two extensions already available under Standard Practice Guide 201.13 (Health, Personal Emergencies, and Other Extenuating Circumstances) and/or Standard Practice Guide 201.92 (Tenure Probationary Period: Effects on Tenure Clock of Childbearing and Dependent Care Responsibilities); it will be an additional option.

No adjustments will be made to the process for promotion to full professor since there is no mandatory deadline for that process. Those choosing to apply for promotion to full professor in Fall 2020 will follow the normal promotion to tenure schedule.

In hopes this comes as some good news in some difficult times,

Sue Alcock
Provost and Executive Vice President for Academic Affairs

Raju Balakrishnan
Dean, College of Business

Anthony England
Dean, College of Engineering & Computer Science

Martin Hershock
Dean, College of Arts, Sciences and Letters

Ann Lampkin-Williams
Dean, College of Education, Health & Human Services

Provost & Executive Vice Chancellor, Academic Affairs
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Message 2: Dean Curzan

Fri, Mar 20, 5:42 PM

Anne Curzan
Dear Faculty Colleagues,

What a week. You have been teaching remotely, ramping down your labs, retrieving children from college, taking care of and sometimes teaching children at home, caring for other loved ones, supporting students and colleagues across the university, searching the town for disinfecting wipes, and, I hope, finding at least a little time to care for yourselves. You will notice that I did not put into that list: finishing that article, writing that manuscript review or grant proposal, revising that book chapter. That is not where most of our focus is right now—or where it can and should be. There are other, more important priorities—and very real disruptions. This moment in our academic lives is unprecedented. It already has and will, without a doubt, have an impact on our scholarly lives and on research productivity for some period of time.

So the first thing I want to make sure you know is that I, the rest of the leadership team in the college, and the LSA Executive Committee all completely understand that this semester is going to slow down faculty who are pursuing research. As I wrote in an earlier message, there will be a huge asterisk next to this semester (and perhaps longer—we just don't know right now), and not just here in LSA but at colleges and universities across the country and globe.

I also know that if you are an assistant professor on the tenure clock, an asterisk may not be all you need. For all assistant professors: please know that tenure clock exclusions (i.e., excluding one year from the tenure clock) exist exactly for these kinds of life events that may affect your progress towards tenure. I encourage all of you to consider applying for one as you determine the effects of this global crisis and the disruptions on campus and far beyond on your research productivity and progress towards tenure. I would note that you can always opt not to use a tenure clock exclusion that you have been granted, if that is what you choose to do. Please be in touch with your chair, mentors, or any of us in the dean's office if you have questions. (I have included more information about tenure clock exclusions and links at the end of this message.)

Please also know that the university has an ad hoc working group reviewing key questions and concerns about course evaluations for this term. Rest assured that everyone involved knows how disruptive the move to remote teaching has been and is committed to supporting all instructors as we finish up this semester. I will share more information with you as soon as I have it.

I hope this information is helpful and can take some pressure off at this moment when the pressure and stress may feel like it is coming from so many different directions. I would ask that you also bear in mind that the graduate students you advise or work closely with are likely to experience similar pressures to pass their prelims, excel in their teaching, and complete their writing deadlines, and any reassurance from you will go a long way to ease their anxiety.

We are here to support each and every one of you as we go through this difficult and uncertain moment. And while I'm here, let me say thank you once again (I truly feel I cannot say it often enough) for all that you are doing to support students, colleagues, and the mission of the college. LSA is a remarkable place, and it is remarkable because of the people in it.

With deep appreciation,
Anne

Appendix 2 Messaging about Lecture Capture

Message 1

Dear Faculty using LSA Lecture Capture this semester

With the news that the Governor has announced a shelter in place order beginning 12:01 Tuesday, March 24 (tomorrow), my colleagues from Technology Services and the Language Resource Center and I are implementing our plans to help you move off lecture capture for the last 4 weeks of the semester.

We will do the following:

- 1) We are here to help you make this transition. You are not alone.
- 2) We will add specific suggestions for the specific types of teaching we have seen used in Lecture Capture (Lecture vs Drawing/demonstrations) to the [Teaching Remotely webpages and Instructional Strategies pages](#).
- 3) We will add more online workshops, office hours, and other opportunities for training or consultation. [Go to the Teaching Remotely page and click on Workshops](#). For consultation on teaching strategies or which technology please email LSATeachingRemotelyQandA@umich.edu and we will have a consultant or technician reach out to you.
- 3) We have support staff who will answer questions about equipment. Please email lsait@umich.edu to start that conversation.
- 4) If there are other questions or concerns, please don't hesitate to call **734-615-0100**. We have staff off-site answering those calls and they are eager to help you through this ongoing crisis.
- 5) Keep an eye on the [Frequently Asked Questions page of the Teaching Remotely Site](#). We are adding more information as we go. I know the page has a lot of information and that can often seem overwhelming. The Table of Contents at the top in blue takes you to more

information. You can also search the site (eg: Search for information on "Office Hours"). If you just can't deal with the FAQ pages, please just call **734-615-0100**.

We're busy at work to help you maintain as much continuity for our instructional mission as possible!

I will try to send out any further updates, as needed.

Stay tuned.
Stay well!

Monika R. Dressler, Ph.D. (she/her/hers)
Director Academic Technologies
LSA Technology Services
LSA CourseShare Coordinator
College of Literature, Science, and the Arts | University of Michigan
G353 Mason Hall | 419 S. State St. | Ann Arbor, MI | 48109-1027
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Message 2

To All Members of the U-M Community:

Today, Gov. Gretchen Whitmer issued an order that the vast majority of Michiganders "Stay Home and Stay Safe," calling for the suspension of most in-person work beginning at midnight through April 13, 2020, for our state in response to the COVID-19 pandemic.

The order broadly directs residents to remain at home or in their place of residence to the maximum extent feasible, and references several exceptions that are relevant to our university. These include workers in health care, public health, public safety, and critical infrastructure. Specifically, the order references federal guidelines that specify as critical: "educators supporting public and private K-12 schools, colleges, and universities for purposes of facilitating distance learning or performing other essential functions, if operating under rules for social distancing."

Thanks to the considerable efforts of many across the University of Michigan, we're already doing much of what the governor's order specifies. We have implemented strong measures that maintain critical aspects of our education, research and patient care while protecting health and safety and diminishing spread of the virus.

The actions we have taken will remain in place, as they align closely with the governor's order:

- Winter term classes will continue remotely and in alternative formats. Instructors and those supporting technology needed for remote delivery of courses should work remotely but can continue to utilize university and classroom resources to deliver remote instruction as needed.
- We will continue to support students living on and near campus by providing essential on-site support.

- Employees who can work from home will continue to do so.
- The order will not significantly alter the university's research operations, as we moved last Friday [to ramp down all noncritical laboratory research activities](#).

We've significantly reduced density on our campuses, work is happening differently, and we continue to fulfill our mission. This has happened quickly and professionally – and I cannot overstate my appreciation for your commitment.

For the duration of the governor's executive order, I now ask everyone to explicitly implement the following:

- All campus employees should work remotely unless your unit needs you on campus to maintain the work we've identified as critical to our mission, including in the delivery of courses remotely. I would encourage managers to identify work that could be reassigned and for employees to work with unit managers in identifying creative solutions and ideas. This does not apply to Michigan Medicine, which is developing its own guidelines based on the executive order and will communicate those soon.
- Supervisors should continually evaluate their units' operations, including finding appropriate ways to redeploy employees for supporting critical operations and/or tasks that can be performed remotely within their units.
- There will be additional anxiety, questions and considerations as we seek to understand how the Stay Home, Stay Safe order affects us. I ask supervisors to communicate as quickly and thoroughly as possible, understanding that we are in a period that is virtually unprecedented in how it affects us as people.
- Continue to stay home if sick, observe social distancing guidelines, and per the order, "all public and private gatherings of any number of people occurring among persons not part of a single household are prohibited."

Many employees are asking how they can help. Michigan Medicine has asked all who are able to consider [donating blood](#).

We will continue to post updates, information and answers to frequently asked questions on our [COVID-19 information website](#). The university has activated its emergency call center to assist those with COVID-19 questions specifically related to U-M responses. It is available Monday-Friday, 8 a.m. to 5 p.m. at (877) 763-3040.

For medical related questions, please call your doctor. Michigan Medicine patients with questions about symptoms, home management or advice should call the Michigan Medicine COVID-19 hotline at 734-763-6336.

Update on spring and summer terms

Additionally, I am announcing that all spring and summer term courses at the University of Michigan's three campuses will be conducted remotely in alternative formats. This decision aligns with our ongoing efforts to respond to the pandemic, by maintaining this critical part of our mission while encouraging social distancing.

In conjunction with our provost's offices, I ask schools and colleges to prioritize offering programs and coursework that allows current students to keep working toward their degrees and not fall behind.

Schools and colleges will have the flexibility to cancel programs that they determine cannot be delivered with high quality in a remote format.

More details on this will be available today in the University Record.

Thank you

This has been a challenging time for everyone in our community. We've been affected personally – and tragically – by the spread of the virus. We've been asked to think and work differently, under considerable time pressures and growing stress.

We've also demonstrated our strength and resilience as students, faculty, staff and community members. While the COVID-19 pandemic has placed extraordinary demands on our university and its people, your response has exceeded the extraordinary.

Thank you for your dedication, your creativity and your support of one another and our mission as a public university.

Sincerely,

Mark S. Schlissel, M.D., Ph.D.
President

Message 3

Dear Faculty using LSA Lecture Capture and Classrooms during the Covid-19 Crisis,

In light of President Schlissel's email earlier this afternoon and the University's interpretation of the [Governor's Executive Order](#), we will continue to make LSA Lecture Capture Service available to the small number of faculty who have no other remote teaching options. We just need to be aware of who needs access to buildings and classrooms.

We understand you may not want to come to campus, given the Governor's order and in that case, we have other ways to support your ability to teach remotely:

- We will continue to add recommendations for different styles of teaching to the [Teaching Remotely webpages and Instructional Strategies pages](#).
- We will add more online workshops, remote office hours, and other opportunities for training or consultation. [Go to the Teaching Remotely page and click on Workshops](#).
- For consultation on teaching strategies or teaching technologies, please email LSATeachingRemotelyQandA@umich.edu and we will have a consultant or technician reach out to you.

We will continue to consolidate available lecture capture classrooms to a smaller number of venues. This will reduce the number of faculty who may find themselves locked out of non-LSA classrooms (School of Ed, Palmer Commons, etc.). It reduces the number of support

staff having to come to campus on a daily basis and also reduces the number of classrooms the custodians have to clean and disinfect classrooms. There are custodians, building personnel, and technical staff who have to limit their interactions and exposure and reduce risks for potential exposure to their families. We appreciate your understanding.

LSA Technology Services Lecture Capture administrators (cc:d on this email) will reach out to everyone with lecture capture reservations to confirm which faculty still plan to come to campus. They may also reach out to you with more information about room consolidation. Please don't hesitate to contact them directly if you have questions about Lecture Capture.

If there are other questions or concerns, please call **734-615-0100**. We have staff answering those calls and they are eager to help you through this ongoing crisis.

Please keep an eye on the [Frequently Asked Questions page of the Teaching Remotely Site](#). We are adding more information as we go. The Table of Contents at the top in blue takes you to more information and you can search the site.

You are not alone as we go forward. We are here to help.

Stay well!

Moni

Monika R. Dressler, Ph.D. (she/her/hers)
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Appendix 3: Messaging about University Housing

Dear Housing Residents:

I am writing first to apologize for the anxiety, concerns and confusion created by the message you received yesterday regarding Housing move-out and consolidation. I also wish to clarify that you were not required to have moved out by 8:00 am this morning.

The message was part of our efforts to respond to the evolving situation we find ourselves in with respect to the COVID-19 pandemic. Our principles involve placing priority on the health and safety of our students. This makes de-densifying living spaces (especially residence halls) in a strategic manner, a very high priority. We also understand that students have different circumstances and we fully expect that some of you will need to remain on campus and are committed to supporting your needs in this process.

For those of you planning to remain in the residence halls, we offer the following clarifications about this process:

- We have not required anyone to leave by 8:00 am this morning and your key card access to your current facility has been maintained.
- Students remaining in Northwood 1, 2, 4 and 5, the Lawyer's Club and the Munger Graduate Residences will reside in their currently assigned rooms.
- Students will be provided with appropriate living arrangements following social distancing recommendations. For safety reasons, students may need to leave their existing rooms but will be living in single occupancy rooms.
- Boxed meal service will continue from Michigan Dining.
- The Maize and Blue Pantry will also remain open to provide students on campus with additional food and other personal item resources.
- For those moving to new locations assistance will be provided to minimize impact on students.
- Housing staff members will be contacting you directly today to confirm your status.

For those of you planning to leave campus and go home, now or in the future, you should follow express check-out procedures at your community center:

- If you've already completed the form linked in the previous message, you do not need to repeat that step.
- If you have gone home and left items behind in your room, we would like to be helpful by arranging to pack and store your belongings. We will be contacting you individually about those arrangements. If you prefer to come back and pack your belongings yourself, you will retain access to your room through Monday, March 23 at 5:00 p.m.
- If you are wishing to go home and need resources or support to accomplish this, emergency financial assistance is available from the Dean of Student's Office located on the third floor of the Michigan Union. Staff members on call can be reached at 734-764-7420.

Again, I apologize for the anxiety created by our previous communication and thank you for your understanding during this uncertain time.

Sincerely,

Kambiz Khalili
AVP, Student Life

Respectfully submitted,
David S. Potter
Senate Secretary

University of Michigan Bylaws of the Board of Regents, Sec. 5.02:
Governing Bodies in Schools and Colleges
Sec. 4.01 The University Senate

"...[t]he Senate is authorized to consider any subject pertaining to the interests of the university, and to make recommendations to the Board of Regents in regard thereto. Decisions of the University Senate with respect to matters within its jurisdiction shall constitute the binding action of the university faculties. Jurisdiction over academic polices shall reside in the faculties of the various schools and colleges, but insofar as actions by the several faculties affect university

policy as a whole, or schools and colleges other than the one in which they originate, they shall be brought before the University Senate."

Rules of the University Senate, the Senate Assembly and the Senate Advisory Committee on University Affairs:

Senate: "In all cases not covered by rules adopted by the Senate, the procedure in Robert's Rules of Order shall be followed."

Assembly: "The Assembly may adopt rules for the transaction of its business. In appropriate cases not covered by rules of the Assembly, the rules of the University Senate shall apply."

SACUA: "The committee may adopt rules for the transaction of its business."