

Minutes 1 February 2021
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THE UNIVERSITY OF MICHIGAN
Senate Advisory Committee on University Affairs (SACUA)
Monday, 1 February 2021 3:15 pm
The meeting was held via Zoom because of the COVID-19 Shutdown

Present: Ahbel-Rappe, Conway (chair), Dinov, Finlayson, Liu, Marsh, Potter, Spencer, Toyama, Manera, Banasik, Devlin

Absent: Gallo

Guests: Provost Susan Collins, Christine Gerdes, Special Counsel to the Provost, Librarian Ann Cong-Huyen, Phil Deaton (Digital Information Accessibility), Ryan Echlin (Research Liaison HITS), Robert Jones (Executive Director IT Services), Librarian Stephanie Rosen, Professor Michael Thouless, Librarian Rachel Vacek, Cynthia Huang; Ann Zaniewski

3:18: Call to Order/Approval of the Minutes/Approval of the Agenda

Chair Conway called the meeting to order. Cynthia Huang, a reporter for *The Michigan Daily* introduced herself. Ms. Devlin, the Faculty Governance Coordinator introduced herself to SACUA, members of SACUA introduced themselves to Ms. Devlin. The minutes for January 11 were approved.

3:23: Faculty Senate Office Updates

Dr. Banasik said that the Nominating Committee for the upcoming SACUA election is being assembled. The top four leading recipients of votes for the four slots reserved for outgoing Senate Assembly members have been contacted, one has accepted. Chair Conway and Librarian Spencer will hold the two spots reserved for outgoing SACUA members.

3:25: SACUA updates

Chair Conway said she has given a list of five candidates for the Chief Financial Officer (CFO) search committee to President Schlissel. The list includes four persons with experience on the Financial Affairs Advisory Committee (FAAC). Chair Conway said she had not had a guest for her recent open mic session, and that was also true of the sessions hosted by Professors Toyama and Liu. She has therefore sent a message to the Faculty Senate calling attention to future open mic sessions. SACUA will reevaluate the program after several more meetings. Professor Liu suggested enhancing the user friendliness of the interface. Librarian Spencer said she had a successful session, albeit with one caller.

Chair Conway said the Research Policy Committee has decided to propose a change in their name to Research Advisory Committee, a change requested by the membership of the committee. The name change will be voted on by Senate Assembly in April. She said she and Dr. Banasik had attended the Development Advisory Committee (DAC) and the Communications Advisory Committee (CAC) meetings. Conway also attended the Student Relations Advisory Committee (SRAC). She noted that all three meetings had a strong emphasis on Diversity, Equity and Inclusion (DEI) issues.

3:30: Provost Collins

Provost Collins and Special Counsel to the Provost Gerdes joined the meeting. Provost Collins said there were two topics that had been put forward (one concerning the portfolio of activities around anti-racism, the other about the way the current semester is proceeding) and that she had received a question about enrollment in the 2021 Winter Term.

Provost Collins said that, as of the end of the week of January 25, 2021, enrollment was better than had been anticipated, but there that there are some areas of challenge. Undergraduate enrollment is up just over 1% over Winter Term 2020, but the data on the graduate side is mixed. Enrollment in non-professional graduate programs is up 3.76%, but international graduate enrolment is down by 279 students (6.4%). The enrollment of graduate professional students is down 5.4%, largely due to the visitor program in medicine.

Librarian Spencer asked if vaccination will have an impact on enrollment. Provost Collins said the University will know more in a couple of months, and noted that recessions are often connected with increases in graduate enrolment. She said that graduate enrollment might decline once the public health situation is closer to normal. Professor Ahbel-Rappe asked about the hiring freeze, and how the University's policy compares with that at other institutions. Provost Collins said that as financial uncertainty is reduced, the University will loosen restrictions. She noted it is hard to tell what the job market will be like for graduate students; some universities are in a strong financial position and will use the opportunity to go after the best faculty, other places will not be able to do so.

Professor Manera said the current salary freeze is having a negative impact on the recruitment of Post-Docs. There is a robust job market and, with the freeze, the University is no longer competitive in the recruitment process. Provost Collins said that she will have more information soon about the University's financial condition and is aware that the University cannot continue a salary freeze in the long term.

Provost Collins said that there is an effort underway in all of the schools and colleges to take a comprehensive look at race and ethnicity requirements. Given that all units are different, she expects deans to engage with faculty, students and staff to develop programs that make sense for their units. In the coming weeks her office will have a progress report about the accomplishments of the University's programs in what is likely to be a multi-year initiative. In terms of scholarship, one of the key points is to shine a spotlight on anti-racism work already being done at the university. Her office is working with the U-M Office of Research (<https://www.research.umich.edu/research-u-m/office-research>) and National Center for Institutional Diversity (<https://lsa.umich.edu/ncid>) to build out infrastructure to support existing scholarship and support eight new hires in the current academic year. She wants the University to be one of the best places to work on anti-racism.

The selection committee for the eight new hires started accepting proposals in early January with a final deadline for submission on February 8, 2021. She does not know how many proposals will be submitted, but she expects that there will be a robust set of proposals. The successful proposals will be announced in March.

Provost Collins said that she and President Schlissel charged the Task Force on Campus Safety (<http://provost.umich.edu/anti-racism/CampusSafetyTaskforce-1.4.2021.pdf>) in January. The task force consists of a diverse group of twenty students, faculty and staff (<https://record.umich.edu/articles/task-force-selected-to-examine-campus-public-safety-practices/>), and overrepresents groups most impacted by challenges connected with policing around the country. The group is currently in the discovery period, it will identify topics of interest in February and have a finished product at the end of April.

Librarian Spencer noted some departments cannot support research on anti-racism on their own, and that interdisciplinary collaboration may be needed. Provost Collins said the type of infrastructure the University is trying to put in place will build networks across departments and across colleges, building communities of practice.

Professor Ahbel-Rappe asked if the new faculty hires will be structured so they can be shared among units, and thus be part of a larger team. Provost Collins said Vice Provost Blair, who chairs the selection committee, posted an FAQ (http://www.provost.umich.edu/anti-racism/Anti-Racism_Initiative_FAQs_1.18.21.pdf) stating that "proposals for stand-alone single hires are not eligible

for funding through this initiative.” She noted that past initiatives have not always actively involved both faculty who do relevant work as well as administrators, and that proposals should state how the work of new faculty will connect with the work of faculty who are already here.

Provost Collins asked SACUA how the winter semester is going. Chair Conway said the availability of childcare is a major issue for faculty, that people are appreciative of the University’s connection with care.com (<https://hr.umich.edu/benefits-wellness/work-life/child-care-resources/carecom-benefit-employees-students>), but still find the cost of having to hire someone is challenging. Provost Collins agreed that childcare is a major challenge and is a difficult problem to address at scale. Chair Conway asked what other institutions are doing. Provost Collins said she is not aware of other institutions that are addressing the issue at scale, but does know that other institutions are also connected with care.com. Chair Conway said that Michigan State University did have programs that are more user-friendly than the University’s, including provisions for nurse practitioners to look after a sick child, free of charge, and exam day support.

Professor Ahbel-Rappe said faculty who are taking care of children are disadvantaged with respect to salary and promotion reviews, and asked how equity could be achieved between those with child care responsibilities and those who do not have those responsibilities. Provost Collins replied that data show the challenges raised by dependent care are exacerbating existing inequities, and that her office is working with deans and chairs to support faculty, exploring equitable ways to revise the ways faculty are reviewed. Her aim is to continue to recognize excellence while being realistically flexible. She said that impact statements detailing experiences resulting from the pandemic may be helpful, and that work is underway to assess whether and if so how to incorporate these in evaluating the University’s policy. Professor Finlayson agreed that childcare is a significant concern for faculty, and said she was pleased with the service provided by care.com. She noted, though, that many people are down a job in their households. She drew attention to the discussion of pandemic impact statements at UM-Dearborn (<https://umdearborn.edu/about/leadership/office-provost/communications-regarding-covid-19/subject-pt-updates-provost-office>). She said that while faculty can prepare a statement detailing the way their work has been affected by the pandemic for inclusion on a tenure file, mid-range and younger faculty are concerned about how to complete these statements. Provost Collins said she had been having discussions about this issue with department chairs, and that there was not an expectation that faculty members would have to provide extensive statements on the Ann Arbor campus.

4:02: Electronic Meetings and Accessibility Task Force (see appendix)

Dr. Banasik introduced the members of the Task Force and gave an overview of the charge for the committee:

1. Identify best practices for Faculty Senate and Senate Assembly meetings to ensure accessibility, and develop recommendations to implement these best practices.
2. Develop procedures to address unexpected barriers to accessibility that arise during Faculty Senate or Senate Assembly meetings.
3. Develop and implement procedures to supplement the University Senate Rules to ensure that the Rules support accessibility, and identify Rules that should be revised.
4. Present recommended procedures to Senate Assembly for approval at its January 25, 2021 meeting.

Mr. Deaton said that digital accessibility is about ensuring that people with disabilities can engage with digital products in a way that is equitable, inclusive and empowering. Work on digital accessibility needs to attend to different contexts such as events, websites and applications, and content look. A major issue is making sure that as technologies change, they continue to work for users. He said he has been an advocate for Zoom audio-captioning, and has worked with Zoom around accessibility issues. He noted that improvement, for which the University advocated are used at other universities. Mr. Jones added that

there are so many technologies that it is not possible to test each one after every change. He noted that while the University stresses accessibility with companies, Zoom makes constant changes which can result in issues, such as nonfunctioning screen readers.

Mr. Deaton said many staff members who work directly with tech companies raise awareness about accessibility. He drew attention two tools UDOIT (<https://michigan.it.umich.edu/news/2019/12/10/its-and-oie-partner-with-campus-to-pilot-new-accessibility-tool-in-canvas/>) to improve accessibility to course content on CANVAS, and Axe Monitor (<https://michigan.it.umich.edu/news/2020/12/14/accessibility-scanner-deque-comply-to-become-axe-monitor/>) accessibility for websites.

Dr. Banasik said she had discussed current work flow in the Faculty Senate Office, the sharing of information with the Senate Assembly and the Faculty Senate, the accessible distribution of materials for meetings and the management of new information during meetings with the task force. They had explored the formatting of material so that people would be able to see information in a way that worked for them, identified accessibility gaps and reformed processes to manage these. The purpose of their proposals is to ensure meaningful participation at meetings, and how to manage unanticipated events (issues such as software failures, or the failure of a transcriptionist to show up).

Librarian Rosen discussed the committee report (see appendix). She said that when working towards accessibility two things have to be done, one is to make everything as accessible as possible, the other is to make adjustments in the moment. She said that accessibility experts in the task force will continue to be resources for the Faculty Senate Office, and that they need to be informed by those who are most impacted in order to combat exclusions. They are creating templates for accessible communication which will be maintained in the Faculty Senate Office to ensure consistent, accessible communication.

Professor Liu asked about managing unexpected events, asking how, for instance, the suspension of voting until a future meeting would work in practice. Dr. Banasik said that the Faculty Senate Office email is kept open during meetings and that the Faculty Senate Office Faculty Governance Coordinator will monitor that email address during a meeting. She noted, in the case of voting, that it might not be possible to know how many people are having problems, but that a limited number—ten—could be managed by emailing the secretary, but a higher number could be difficult to keep track of.

Professor Toyama asked how the report will be operationalized? Dr. Banasik replied that the Senate Assembly will vote on the proposal at its meeting on February 15, 2021.

Professor Marsh expressed the hope that Senate Assembly meetings would continue in a hybrid format after it becomes possible to hold in-person meetings (which are less accessible in some ways than electronic meetings). Professor Finlayson said that continuing electronic access makes the Senate Assembly more accessible for members from UM-Dearborn and UM-Flint.

Chair Conway asked for feedback from the committee about the return to face-to-face meetings. Mr. Jones replied that COVID-19 has “fast-forwarded” the University by twenty years, and that the University will never go back to the way it was before the pandemic. Professor Thouless noted that for many years he has turned down meetings on central campus that begin after 10:00 am. He said it is important that no dean worries about accessible college meetings, and that changes will need to be made to unit practices of this sort. Mr. Deaton noted that hybrid events can solve parking problems and accessibility issues for people with chronic health conditions.

4:33: SACUA/ Senate Assembly/Faculty Senate meetings post COVID

Chair Conway said that SACUA should give consideration to the way meetings will be held in the future, noting that attendance is better at Senate Assembly this year, and that there will be questions about the format of committee meetings in the future. Professor Toyama suggested that Senate Assembly should be in person with a way to dial in, but that SACUA needs to ask people to come in person. Chair Conway noted that people have always dialed in to SACUA if they needed to do so. Professor Liu agreed that Senate Assembly should be in a hybrid format, while SACUA returned to an in-person format. Dr. Banasik said that, once the move of the administration from the Fleming Building to the Ruthven

Building is complete, the Faculty Senate Office will have its own suite with a conference room next door in the Ruthven Building. There will also be a large room in Ruthven for the Regents, which could be used for Senate Assembly meetings. She hoped that all committee meetings can be in the Ruthven Building. Professor Finlayson agreed with the view that SACUA should meet in person and that Senate Assembly should be hybrid, and that committees should be able to use Zoom to ensure attendance. Chair Conway suggested that it might be possible to hold one in-person meeting for committee chairs at the beginning of the year and one in-person lunch meeting for each committee, but that most meetings should be via Zoom. She asked how voting would take place at hybrid Senate Assembly meetings. Dr. Banasik replied that all voting will be by Simply Voting (<https://www.simplyvoting.com/>) in the future. Professor Marsh expressed support for the continued use of electronic voting, but noted that there are advantages to in-person meetings in terms of communication. Chair Conway said that it will be necessary to look at meeting rules to ensure that there are clear rules for the Fall Semester.

Dr. Banasik that it will be necessary to reconvene a rules committee consisting of people who have the necessary expertise to deal with the issue. Chair Conway said this will be done.

Chair Conway said she and Dr. Banasik had met with Special Counsel to the Provost Gerdes and Assistant Vice Provost for Academic and Faculty Affairs Burkel about the interim Umbrella policy on sexual misconduct in the week of January 25, 2021. The umbrella policy will be in place until July 1, 2021. Chair Conway does not think Special Counsel to the Provost Gerdes and Assistant Vice Provost for Academic and Faculty Affairs Burkel need to come to SACUA as the umbrella policy retains the appeal process via grievance, and the single investigator model that SACUA has repeatedly deprecated in the past. Special Counsel to the Provost Gerdes and Assistant Vice Provost for Academic and Faculty Affairs Burkel said they will email the faculty about the umbrella policy. They will meet with SACUA in May to report about changes to the umbrella policy that will be made on the basis of feedback to the email enquiry.

4:45: Matters Arising

5:00: Adjourn

Appendix: Electronic Meetings and Accessibility Task Force Charge

1. Identify best practices for Faculty Senate and Senate Assembly meetings to ensure accessibility, and develop recommendations to implement these best practices.
2. Develop procedures to address unexpected barriers to accessibility that arise during Faculty Senate or Senate Assembly meetings.
3. Develop and implement procedures to supplement the University Senate Rules to ensure that the Rules support accessibility, and identify Rules that should be revised.
4. Present recommended procedures to Senate Assembly for approval at its January 25, 2021 meeting.

Best Practices for Faculty Senate and Senate Assembly Meetings

I. Pre-Meeting Planning

A. Meeting Communications

1. Use an accessible format.
2. Include essential information in the body of the email.
3. Provide all available meeting materials to participants in advance.
4. Create and share access to an electronic folder for each meeting where all materials can be accessed during the meeting, where new materials may be added as

needed, and where an electronic meeting FAQ is available, including, but not limited to the following:

- a. Procedures detailing how to request to speak

- b. Instructions for reporting technical issues
5. Include an access statement in communications for live events including:
 - a. Statement of commitment to accessibility
 - b. Information about the event
 - c. How to request accommodations

Sample Access Statement

We aim to make Senate Assembly (or Faculty Senate) meetings accessible to all participants. This meeting will include professional live transcription (CART). If you anticipate needing accommodations to participate, please notify facultySenateoffice@umich.edu with as much notice as possible.

B. Receiving Requests for Accommodations

1. Confirm with the individual that their request is being met.
2. Request additional information as needed.
3. If a request will cannot be met due to time constraints:
 - a. Notify the individual
 - b. Offer alternatives
 - c. Work to plan ahead for future events

C. The Faculty Senate Office will maintain accessible meeting templates, such as:

1. Agenda
2. Minutes
3. Electronic Table of Contents
4. Executive Summary for Resolution
5. Resolution

II. Live Meeting Procedures for Electronic Meetings

A. Meeting Materials

1. The Chair will announce that a link to the electronic meeting documents and folder will be shared at the beginning of the meeting. Faculty Senate Office staff will share the link to the meeting documents.
2. The Chair will announce how participants may request technical support if needed, including guidance about how to request to speak during the meeting. The Chair will also remind participants that the shared e-document includes this Information.
3. Faculty Senate Office staff will add the text of materials received during the meeting to the electronic meeting file when received.
4. If new materials exceed 300 words in length, the chair will read aloud an executive summary prior to opening discussion of the materials. If the materials are less than 300 words in length, the chair will read the full text of the materials prior to opening the discussion.
5. The full text of new materials that have not already been read aloud will be read aloud prior to taking action on the materials.
6. Materials that were distributed with the meeting agenda in advance will not be read aloud unless requested.

B. Ensuring Meaningful Participation

1. CART services will be used to provide live transcription services for all large meetings.
2. ASL services will be provided upon request as time to make arrangements permits.

C. Voting

1. An accessible electronic voting platform will be used for electronic voting.
2. Before voting occurs, all participants will have the opportunity to complete a test ballot.
3. The link to an electronic ballot will be shared electronically during the meeting, and the link will be added to the electronic meeting document.
4. IT staff or Faculty Senate Office staff will be available to troubleshoot issues with accessing an electronic ballot. Instructions provided on the e-document for the meeting should be followed to request technical support, as indicated by the Chair.

III. Managing Unanticipated Events During Electronic Meetings

1. CART Services are unavailable. If CART Services are not available due to an issue with the transcriptionist service, the Chair will acknowledge the issue. The Chair will ensure that auto transcriptions are enabled.
2. Participants are unable to access the ballot to vote. An email to facultySenateOffice@umich.edu will serve as a backup ballot when issues with accessing the electronic ballot cannot be resolved, and no more than ten meeting participants are affected. If more than ten participants are affected, voting will be suspended until the issue is resolved, or until the next meeting.
3. New materials that exceed 300 words in total are unable to be shared electronically. The new materials will be tabled until the next meeting. If the new materials are less than 300 words in length, they will be read aloud before any action may be taken.
4. Unanticipated events that disrupt the accessibility of a meeting will result in a delay in voting or in taking any action at a meeting until the issue is resolved.

IV. Procedures to Supplement University Senate Rules for Electronic Meetings

A. Timeliness of Motions or Resolutions

1. A Rule on Time of Submission and Distribution of motions or resolutions should be added for Senate Assembly.
2. A limit on Motions Not in Agenda should be established for Senate Assembly to permit motions from the floor in only very limited circumstances. Similar restrictions should be considered for Faculty Senate.
3. A template for motions or resolutions should be required, which includes an executive summary.
4. All references to the mailroom should be eliminated.

B. Voting

1. Rules need to be revised to accommodate electronic voting.
2. Voting conducted for all meetings must be accessible.

Appendix

This Appendix includes resources compiled by the Electronic Meetings and Accessibility Task Force, January 2021.

Best Practices for Meeting Accessibility

Existing Resources

The following existing resources serve as starting points for this document:

- [Videoconferencing and Digital Accessibility at the University of Michigan](#) (U-M Accessibility)
- [Remote Events](#) (U-M Accessibility)
- [Accessible Meetings & Presentations](#) (U-M Library)
- [Access Statements: Accessibility & Accommodations](#) (U-M Library)

Access Notes (example)

- Please try to mute your microphone if you are typing or in a noisy area.
- Please limit cross talk (i.e., multiple individuals speaking at once) during agenda items.
- Please remember to state your name as you begin to speak/addhare a contribution. This practice is called **self-identification** and helps with caption quality and following along with the meeting.
- Please try to wait a few seconds after each speaker's contribution before speaking again.
- Please preserve heading structure and bullet point structure to the best of your capability when taking notes in this document.
- This meeting will be hosted in Zoom. **We will be using automated live captions in Zoom.** Captions may be slow to catch up. Try to speak deliberately to be mindful of caption quality and speed.
- Please message [event host] in the chat if you are following along via captions and inaccurate captions make it difficult to follow discussion points. Community members may respond to correct captions as necessary, but please try to do so via direct message, to avoid cluttering the chat.
- When bringing resources to the group, try to maximize the level of accessibility in resources that you share.
- Please hold each other accountable to this standard.\
- Try to avoid using the chat while people are speaking, this can cause a lot of noises for screen reader users who may be following along.
- For workarounds to Zoom accessibility issues, please use our [Zoom Accessibility Workarounds page](#).

Event Planning

- When planning your event, factor the costs of captioning (~\$110-\$140/hr [many companies might require 2 hours]), sign language interpretation (~\$45-\$140/hr), and other potential accommodations into your budget.
 - Costs are dependent upon how long the event is, the vendor you use, how much notice you give the vendor, and the range of accommodations needed. Also keep in mind that oftentimes many accommodations have no associated costs.
 - Review the [Videoconferencing and Digital Accessibility at the University of Michigan](#) page to understand how to set up conferencing to ensure accessibility needs are met. This document also covers how to set up captioning and provides contact information for companies providing captioning/ASL services.
- If you are sending out calendar/online invitations for your event, please include:

- Meeting links or login codes
- Agendas and expected outcomes
- The format of the event (e.g., discussion vs. presentation)
- The anticipated event run-time
- A guide to the different technology that will be used during the event. For example, if you plan to use the breakout rooms feature in Zoom, include information in the guide explaining the feature and why it is being utilized.
 - Also try to include list of keyboard shortcuts for the technology (e.g., Zoom, Bluejeans) that will be used
- The presentation slides that will be used.
 - Include explanations in the notes field of the calendar invitation
 - Let attendees know how you will share the slides during the event.
- Accessibility Information
 - Contact information for the person in charge of responding to access needs and questions
 - Include an accessibility statement that gives attendees the opportunity to request accommodations in advance: “Please let us know how we can ensure that this event is inclusive to you. What accommodations or access needs can we help facilitate?”. This statement should also describe any accommodations that will be provided proactively and include a reasonable deadline for requesting accommodations.
- A backup communication plan (see below)
- A language/Terminology guide (see below)
- Send invitations early enough to schedule captioning and/or ASL interpreters, as well as to coordinate responses to specific accommodation requests
- Send invitations to the captioning provider or others involved with accessibility accommodations so that they can familiarize themselves with the context of the event and gain access to materials like the agenda and language/terminology guide. By providing this information, the provider can program in words and acronyms into their software ahead of time.
- Plan in breaks during and between activities
- Consider creating a backup communication plan in case you have trouble connecting with attendees on the day of the event
 - For example, you can let attendees know that in case of technical issues on the side of the attendees, the event will be recorded and shared after the event ends. For issues on the side of the host, this plan can include whether the event will be rescheduled or recorded at another time.
- In general encourage all hosts, speakers, and attendees to avoid the use of jargon.
 - If your event is about a given topic, try to provide a language/terminology guide to achieve equal understanding among attendees, speakers, and hosts.
- If the event will be interactive, allow attendees to send questions and comments in advance.
- Make accommodations to record your event. This will allow for transcription and will also be helpful for attendees who want to revisit content that may have been covered in the event.
- If using real-time captioning, be sure to send the meeting materials and terminology guide ahead of time so they have time to review in advance of your event.

Event Materials

- Follow accessibility best-practices when creating documents and presentations for your event. To learn more about these best practices please review our guide on [Accessible Digital Documents](#).
- Develop accessibility guidelines for presenters that includes content like how to create accessible digital documents and conduct remote sessions. This will help set presenter expectations and ensure that the presenter is creating an experience that all attendees can enjoy.
 - This document can serve as a starting point for accessibility guidelines; additions should be made depending on the nature of the event.
 - It may be helpful to create a similar set of guidelines for attendees that includes information on how to participate in the event.

Day of Event

- Do a practice run with the technology that is being used for the event. This will help you identify and resolve any issues before the event.
- Speakers and hosts should set up their computers ahead of time. This includes opening any applications and documents that will be used during the event and closing all other tabs, windows, and programs.
- If you are using real-time captioning, meet the captionist early on so you can set up the technology for them to do their work
- Start and end the meeting on time.
- Speakers and hosts should arrive in the meeting room a few minutes early to welcome attendees as they arrive.
- Designate an accessibility point person during the meeting to:
 - If applicable, announce that captioning is available and provide instructions so attendees can view it. In Zoom meetings, attendees should select “Show Subtitle”.
 - Remind attendees, hosts, and speakers to state their name before speaking
 - Monitor (and read aloud) messages in the chat (if used)
- After the event, offer your attendees and speakers the opportunity to provide feedback about the accessibility of the event. This feedback will be helpful as you plan your next remote event.

Audio

- Make sure your audio is clear; poor audio quality can make it hard for people to access the event and/or use apps that can help reduce background noise on calls.
 - If possible, encourage attendees and hosts who are speaking to use a headset.
 - Mute anyone who is not speaking. This will help to reduce background noise and provide a better listening experience.

Video

- Make sure all video is at eye-level for speakers/hosts/attendees that will be talking during the event. If you are using a webcam, it should not be mounted or located in a high mount or random corner.
- Be mindful in deciding whether or not to allow video for all attendees. Having all attendees display their video may be an overwhelming experience for many people and increases the cognitive load on everyone involved. The National Geographic covers this phenomenon in their article ['Zoom fatigue' is taxing the brain. Here's why that happens.](#)

Tips for Participation

General

- Whenever someone speaks, they should start by saying their name so that all attendees can easily identify who is speaking. This will also help the event captioner (if applicable) accurately document the content of the event.

Host/Speaker

- During interactive events, have the host/speaker repeat questions before answering them. To facilitate this process, it may be helpful to utilize the chat feature for question submissions.

Access Statements: Accessibility & Accommodations

This document has information for Library staff about Access Statements, which help us facilitate accessibility and accommodations.

When should I include an access statement?

Access statements should be used in communications when Library staff offer live events. Some examples may include:

- Library instructor communicating with faculty member about course instruction session
- Library staff person coordinating public event showcasing student work or a guest speaker
- Library staff person offering an open workshop, or direct support to patrons in a classroom or virtual meeting

What is an access statement?

An access statement has 3 basic parts:

1. Statement of commitment to accessibility
2. Information about the event
3. How to request accommodations

The purpose of these parts are to (1) communicate our values and commitment, (2) give the participant enough information to know whether accommodations may be needed, and (3) provide a process that ultimately allows us to enable equitable access.

- **Note:** Sometimes information about the event is provided in a general description rather than in the access statement.
- **Note:** Requests for accommodations, depending on the specific needs, may require advance notice. We ask attendees to notify us with as much advance notice as possible. In some cases, we may not be able to arrange accommodations due to time constraints.

What exact language should I use in my access statement?

With the basic parts and goals of an access statement in mind, you can customize yours to meet your needs. Here are some examples you can use or modify:

- Library events are free and open to the public, and we are committed to making them accessible to attendees. If you anticipate needing accommodations to participate, please notify the listed contact with as much notice as possible.
- We aim to make all Library workshops accessible. This online workshop will be offered over Zoom with automatic captions. If you anticipate needing accommodations, please let me know as soon as possible.
- I want to make my session accessible to and inclusive of all students in your class. If I may need to make accommodations for any of your students (due to disability or for any reason), can you please let me know as soon as possible?

What do I do if I get a request for accommodations?

Get Library Support

- Contact lib.accomm@umich.edu if you have questions.
- Library Accessibility Specialist Stephanie Rosen (ssrosen@umich.edu) is available to consult and/or answer questions.

Make Arrangements

- Begin taking steps to make an accommodation.
- If the accommodation requires professional services, such as a professional captioner (CART) or a professional American Sign Language (ASL) interpreter, contact lib.accomm@umich.edu. See also [CART & ASL Accommodations Process](#).

Contact the User

- It is good practice to confirm with the user that we are meeting their request, and to seek additional information as needed.
- If we might be unable to meet the request due to time constraints (e.g. a student signs up for workshop on the next day and needs professional live captions for access):
 - Reach out to the individual, let them know we are trying to meet their request and will follow up to confirm.
 - If we are able to arrange the accommodation, notify the user that the accommodation will be provided.
 - If we are not able to arrange the accommodation given the time constraints, notify the user and offer alternatives. (For example, share the workshop slides and offer to meet the user at another time for additional consultation. Or, invite the user to the same workshop offered next month. Ask the user if they have another alternative they prefer.)

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 policies 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."