Draft Minutes of 15 February 2021
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THE UNIVERSITY OF MICHIGAN
SENATE ASSEMBLY MEETING
Monday, 15 February, 2021 3:15
The meeting was held by zoom

Present: Ahbel-Rappe (by virtue), Ali, Bawardi, Bridwell-Rabb, Burzo, Castilho, Conway (by virtue), Dal Cin, DiFeo, Dinov, Dolins, Evrard, Fabiilli, Finlayson (by virtue), Friese, Gallo (by virtue), Gnedin, Guzdial, Hertz, Hyde, Huang, Junghans, Kahn, Kattari, Ketefian, Kolmanovsky, Lagisetty, Laurence, Lepri, Liu, Madathilparambil, Manera (by virtue), Maitra, Mansfield, Maxim, Mesa, Modrak, Okwudire, Ostling, Papaleontiou, Partridge, Passey, Pinto, Potter, Ramaswamy, Sales, Snyder, Spencer (by virtue), Toyama (by virtue), Wang, Wright

Alternate Requested: MacLatchy

Alternates Present: Devlin, Maureen (MacLatchy)

Absent: Abir, Andrias, Barzilai, , Butt, Byon, Caulfield, Conjeevaram, Fontana, Garner, Hughes, Jenkins, Kazerooni, Kessentini, Knoblauch, Lahiri, Lampe, Liang, Mendlow, Morgan, Nelson, Pal, Singer, Subramanian, Trumpey, Van Berkel

Guests: Mark Schlissel, President, University of Michigan

Electronic Meetings and Accessibility Committee: Deaton, Echlin, Jones, Rosen, Thouless, Vacek

3:17: Call to order/ Welcome/Announcements/Approval of Agenda

Chair Conway called the meeting to order. Members of the Press introduced themselves. Chair Conway drew the Assembly's attention to links to the Best Practices for Faculty Senate and Senate Assembly Meetings and told Senate Assembly that they should contact Elizabeth Devlin (lizdev@umich.edu) if they have an accessibility issue. She said that Senate Assembly members wishing to speak at the meeting should use the raise hand function in "reactions" on zoom. Chair Conway drew attention to the link in the chat to Simply Voting so members could ensure that they had access to the site. She said President Schlissel will deliver twelve minutes of prepared comments. When President Schlissel concludes his prepared remarks, the meeting will move into executive session for a question and answer session.

3:20: Faculty Senate Office Updates

Dr. Banasik reminded Senate Assembly of the David, Markert, Nickerson Academic Freedom Lecture, and pointed to the link on the faculty senate website (https://facultysenate.umich.edu/30th-anniversary-dmn-academic-and-intellectual-freedom-lecture-2/). Dr. Banasik asked Senate Assembly members to self-nominate, or offer nominations, for the SACUA elections that will be held at the March 15, 2021 Senate Assembly meeting. Faculty Senate members who have served on Senate Assembly or on a Senate Assembly committee are eligible for election. The deadline for nominations is February 24, 2021.

3:25: SACUA Updates

Chair Conway said the Provost's Office is still seeking feedback on the Umbrella Policy on Sexual Misconduct. She drew attention to the Record article on the policy (https://record.umich.edu/articles/feedback-continuing-on-interim-sexual-misconduct-policy/), the policy itself (https://sexualmisconduct.umich.edu/umbrella-policy/) and the feedback form (https://umich.qualtrics.com/jfe/form/SV_5jWcxCmXzzxXdnn).

Chair Conway said Senate Assembly would vote at its March meeting on the reestablishment of a Rules Committee to develop rules for to electronic meetings. She invited nominations for this committee, and hopes to have the new rules in place by the end of the current academic year or the Fall Semester of 2021/2022.

Chair Conway said SACUA has been invited to put forward nominees for the search committee for the Dean of the School of Social Work. She asked Senate Assembly members to send nominations to the Faculty Senate Office. She noted that Central Faculty Governance has been successful in providing members for these search committees.

Chair Conway said Guidepost Solutions will be meeting with the Senate Assembly's WilmerHale task force and the Academic Affairs Advisory Committee (AAAC). She said she expects to bring the results of these consultations to the Senate Assembly in April.

Professor Mansfield asked if retirees were eligible for committees. Chair Conway replied that emeriti are eligible for the Rules Committee.

A Senate Assembly member asked if faculty can contact Guidepost Solutions directly. Chair Conway said that was possible.

3:30: President Schlissel

President Schlissel acknowledged that the 2020/2021 Academic Year has been challenging, noting that remote learning is difficult and that the University community has suffered from loss of personal connections, from the financial constraints under which the University has operated. The situation had been further been complicated by the disastrous situation connected with formal Provost Philbert and other incidents of sexual misconduct, in addition to national crises such as the struggle against systemic racism, and the problematic election cycle. He expressed gratitude for the commitment of members of the University community to the success of the University's mission.

President Schlissel said that the WilmerHale report arrived in the first two days of August, while planning for the Fall Semester was taking place. The result of this timing is that the University leadership has yet to fully come to grips with the incidents in the report and discuss them widely enough with faculty, and that Guidepost Solutions has been retained to review the report with groups around campus. He said that he is aware that the problem of sexual misconduct goes well beyond the material included in the report, and that he is committed to making the University community one where reports will be taken seriously, where whistleblowers feel there are adequate protections, and where there is confidence in the Office for Institutional Equity (OIE) and how OIE is supervised. He said it is necessary to establish a level of trust in order to make progress on these problems, and has switched the reporting line for OIE when the investigation is connected with the Provost's office. He said the University has changed the way internal candidates for leadership positions are vetted, requiring full review of all OIE, Human Resources and departmental files to ensure that any reports of misconduct are made known to a search committee. He said this change has already been implemented for current deans and members of the executive team. He is getting advice from Guidepost Solutions about the vetting process for external hires.

President Schlissel drew attention to the Umbrella Policy on Sexual Misconduct, which should enable better understanding of the reporting processes. The University is also working on a relationship policy, focusing on relationships between supervisors and staff who report to them. Guidepost Solutions

has been meeting widely and is currently collaborating with the leadership team looking at deeper cultural issues. He wants this examination to result in an ongoing conversation between the University leadership and the community, with the aim of developing a better understanding of best practices.

President Schlissel turned to planning for the Fall Semester of the 2021/2022 academic year. He said the 2021 Spring and Summer terms will look like the Winter Semester, with most classes remote and low student density in residence halls. With respect to the Fall Semester, President Schlissel said there are many unknowns; the leadership team is working with public health experts and modelers to develop three different scenarios because of uncertainty about vaccination. One is that the University returns to normal operations (the option he prefers). A second scenario will come into effect if there has been a substantial program of vaccination, but the number of people vaccinated falls short of the number necessary to ensure safe operation. A third scenario will come into effect if there has been insufficient distribution of vaccine to alter the current level of activity. He hopes to announce details of these scenarios in the next few weeks, but the University leadership will not know what the path forward will be until the early summer.

President Schlissel noted that 15% of people in the United States have received at least one dose of a vaccine with very high efficacy in preventing severe disease. The problem is supply.   Michigan Medicine has the capacity to deliver 25,000 doses a week, but is currently limited to delivering second doses. As of February 15, 2021, 50-60,000 doses have been delivered and Michigan Medicine is now beginning to administer vaccine to people in category 1B (people over 65 or with critical jobs that require them to be present on campus).

President Schlissel said the University leadership has learned from mistakes it had made with respect to testing. He will be discussing whether or not vaccination will be mandatory for people on campus with faculty governance and more broadly.

3:45 Executive Session with President Schlissel

4:15: Electronic Meetings and Accessibility Procedures

Chair Conway thanked members of the team for its work.

Dr. Banasik introduced the members of the committee: Professor Anne Sales, Professor Michael Thouless, Phil Deaton, Digital Information Accessibility Coordinator, Rachel Vacek, Librarian for Design and Discovery, Bob Jones, Executive Director of Support Service Information Technology Services (ITS), Ryan Echlin, Research Liaison for Engagement and Application Manager and Stephanie Rosen, Librarian for Accessibility and Anne Cong-Huyen, Librarian for Digital Scholarship (not present). Mr. Deaton reviewed the committees 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.

Mr. Deaton said 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, applications, and content look, ensuring that IT products work for persons with disabilities. He noted that improvement, for which the University advocated, are used at other universities.   Mr. Jones said software companies will put out updates on a

weekly basis, which means that University IT needs to create a good partnership with companies so that they will be proactive in developing their products with a view to accessibility.

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/) which enhances accessibility for websites.

Dr. Banasik said the task force finalized charges and then examined current work flow in the Faculty Senate Office to ensure the accessible distribution of materials for meetings and the management of new information during meetings. The task force 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 the task force's proposal is to ensure meaningful participation at meetings, and to manage unanticipated events (issues such as software failures connected with voting, or the failure of a transcriptionist to show up). The result is the best practices document.

Librarian Rosen discussed the committee report (see appendix). The document is organized in terms of the stages of a meeting. 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 adjust in the moment if a person encounters a barrier, that accessibility is both proactive and responsive. She added that it was necessary to adjust rules for electronic meetings to ensure that all persons can review and deliberate on motions. She said that accessibility experts on 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.

Dr. Banasik invited questions from Senate Assembly. Professor Kattari said accessibility is a moving target, and asked if there a plan for Senate Assembly processes to be continually updated. Dr. Banasik she will build a regular review of electronic media for meetings into her processes as Faculty Senate Office Director.

Professor Mesa asked if there are plans to distribute these processes across units. Dr. Banasik said the College of Literature, Science and the Arts (LSA) is looking to approve rules for electronic meetings. She will reach out to the LSA Dean's office to share Senate Assembly procedures, if they are approved by Senate Assembly. After that she will communicate with other units.

Chair Conway thanked the task force for its work and asked for a motion to approve the proposal. Professor Manera made the motion. Professor Kattari seconded the motion. Professor Mesa asked that the abbreviation CART be spelled out in the document. Her proposal was received as a friendly amendment that did not require a vote. The vote was held via Simply Voting. The measure was approved 38-0-0.

4:50 Matters Arising

Chair Conway drew attention to the Davis, Markert, Nickerson Academic Freedom Lecture on the afternoon of February 16. She urged Senate Assembly members to consider running for SACUA, as there are four seats available, three of them for three-year terms, one for a one-year term. The deadline for declarations of interest is February 24, 2021.

4:53 Adjournment

Appendix: **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 Potter
Senate Secretary

University of Michigan Bylaws of the Board of Regents, Sec. 4.01:
The University Senate
The 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.

University of Michigan Bylaws of the Board of Regents, Sec. 4.04:
The Senate Assembly
The Senate Assembly shall serve as the legislative arm of the senate.
The assembly shall have power to consider and advice regarding all matters within the jurisdiction of the University Senate which affect the functioning of the university as an institution of higher learning, which concern its obligations to the state and to the community at large, and which relate to its internal organization insofar as such matters of internal organization involve general questions of educational policy.

Rules of the University Senate, the Senate Assembly and the Senate Advisory Committee on University Affairs: In all cases not covered by rules adopted by the Senate, the procedure in Robert's Rules of Order shall be followed.