

Draft Minutes 30 August 2021
Circulated 8 September 2021
Approved 13 September 2021

THE UNIVERSITY OF MICHIGAN
Senate Advisory Committee on University Affairs (SACUA)
Monday, 30 August 3:15 pm
4003 Fleming

Present: Liu (Chair), Ahbel-Rappe, Atzmon, Conway, Finlayson Freeman, Potter, Singer,
Toyama, Banasik Devlin

Absent: Partridge

Guests: Ann Zaniewski, *The University Record*, Vanita Seed, *Michigan Daily*

3:16: Call to order 8/16/21 Minutes/Announcements

Chair Liu called the meeting to order. The minutes for August 16, 2021 were approved. Chair Liu said he had received a message from the leadership of the Lecturers Employees Union (LEO), which he will share with SACUA in executive session, shortly before the opening of the meeting. He said there will also be two items stemming from the SACUA retreat for discussion in executive session.

3:20 Faculty Senate Office Updates

Dr. Banasik said she has been contacting Senate Assembly committees and has started a conversation with Information and Technology Services (ITS) (<https://its.umich.edu/>) about the development of a database that will provide the Faculty Senate Office ready access to SACUA meeting information and Senate Assembly reports. They are looking at available options to determine whether they will be able to use an existing software package or require a custom-built package.

3:23: SACUA Chair remarks

Chair Liu said he had met with Provost Collins for forty minutes about faculty concerns connected with the Fall Semester.

Chair Liu said he has been meeting Senate Assembly chairs to develop the committee charges that SACUA need to vote on during its meeting on September 13, 2021 in preparation for the Senate Assembly meeting on September 20, 2021 where the committee charges will be approved.

Chair Liu said he and Professor Finlayson had attended the faculty governance consortium on August 27, 2021. The group consists of faculty senate chairs from fourteen peer institutions. He said that all institutions had similar concerns with respect to in-person instruction during the upcoming Fall Semester, and that there were no obvious solutions. He noted that every institution was offering in-person instruction, with only some institutions allowing exemptions from in-person teaching. He said Stanford had capped large classes for which lectures will be remote.

Chair Liu reported the result of his survey of Senate Assembly members in the week of August 23, 2021, saying he had received thirty-three, responses, which will help develop guidelines for the use of chat at Senate Assembly meetings as well as agenda items.

3:26: Faculty Senate Feedback on Fall Planning
Executive session

4:03: Lecturer Working Group
Executive Session

Chair Liu said he had discussed the possibility of Faculty Senate membership for lecturers with LEO, and introduced the following motion to SACUA:

SACUA will ask LEO leadership to initiate a parallel process to examine representation of lecturers in the Faculty Senate.

Given the prospective LEO strike, SACUA agreed to postpone discussion of this motion until the negotiations between LEO and the University are concluded.

4:21: Clinical Faculty Working Group Update

Chair Liu said he had sent an email in the week of August 23, 2021 asking for volunteers for the working and reference groups to consider the inclusion of clinical faculty into the Faculty Senate. He said there were 46 volunteers for membership in the reference group, which will provide data about the employment of clinical faculty, and the working group, which will devise recommendations based on the data provided by the reference group.

The working group will consist of six-seven faculty members and will look at patterns of employments and how people are categorized in different units (as clinical vs. non-clinical faculty). Chair Liu said that the volunteers represented a wide range of units, and that he had contacted a colleague of Professor Freeman who is interested in chairing the working group. He said he will also begin to populate the rules committee which will finalize the recommendations of the working group with respect to membership in the Faculty Senate in the week following the current SACUA meeting. He noted that many of the people on the list of prospective members for the rules committee are former SACUA chairs.

Professor Atzmon asked if professors of practice should be included in the study of clinical faculty. Professor Freeman said that the reason to have the reference group is to look at patterns of categorization across different units.

4:30: SACUA Retreat Update

Chair Liu shared the following document:

Summary from SACUA retreat

August 25, 2021

Opportunities for SACUA

- Shape relationships with Executive Officers, building continuity (aware of differences). Formalize relationships with Regents and administrators who we meet with.
- Code of conduct for SACUA members, confidentiality, building trust. Create deliberative processes to formalize dealing with issues.
- Improve/expand surveys and contacts with base and improve communication with faculty senate while building diversity on SACUA and SA.

- Focus on OIE (now ECRT) reform/oversight

Other opportunities for SA committees and/or FSO

- Better system for continuity and onboarding for SA, SA Committees, and SACUA members.
- Inclusion and wellbeing for BIPOC faculty
- Faculty perks (i.e. faculty club, child care, tuition discount...etc)
- Establish norms for electronic participation and norms for technology.
- Establish greater power influence by relating to other groups and leverage committees

Executive Session

Professor Freeman circulated a proposal to improve SACUA's deliberative processes (see appendix 1). Chair Liu invited SACUA members to edit the document through a google.doc (https://facultysenate.umich.edu/wp-content/uploads/2021/09/SACUA-1st_2nd-DISCUSSION-PROPOSAL-Aug-30.docx-1.pdf).

Chair Liu introduced a draft SACUA code of conduct (see appendix 2). The text will be shared as a google.doc (see appendix 2 and https://docs.google.com/document/d/1QafRCCGFK_BkugY32099NQOPehLyR46aXaPexPmqU84/edit).

4:50 Matters Arising

5:06: Adjournment

Appendix 1: Proposed 1st/2nd Reading process

AIM:

- To organize our discussions of issues when a specific proposal has not yet been formulated or put forward and to bring closure to those discussions
- To manage the discussions so that all members have an opportunity to participate
- To avoid- insofar as possible- the sense of circularity in which a discussion is reopened and issues are revisited after closure.

PROCEDURE

An issue is brought up/on the agenda:

1. The **“first discussion”** is an open-ended one with an established time limit.
2. Participation is open—each member has a chance to speak (or they can ‘pass’). We cycle through everyone as time permits.
3. The Chair (or someone they designate) offers a summary of the points raised and aspects that are on the table.
4. Discussion can continue via email or Slack, with everyone copied.
5. At a subsequent meeting, the issue is put on the agenda with a time limit.
6. The **“second discussion”** picks up the thread from the first discussion and interim exchanges, but aims to identify actionable outcome(s).

7. Participation focuses on the actions that can be taken to move forward on the issue.
8. Motions may be made and voted on regarding these proposed actions or the consensus can be to return the issue to a “first discussion” if that is needed.

Appendix 2: SACUA Code of Conduct

SACUA Goal: To work together to ensure that SACUA is as effective as possible in its advisory role in University affairs.

- Emails communicating SACUA business should be sent to all SACUA using SACUA@umich.edu. This is especially important when SACUA members bring up topics of discussion. Side email conversations are discouraged. Emails sent to SACUA chair that are deemed relevant to SACUA would be responded to and copied to SACUA. This ensures that all members receive the same information and can contribute to the discussion. This also maximizes transparency. There will be exceptions when communicating more confidential information.
- It is important that all SACUA members abide by confidentiality as we often handle very sensitive information. Information learned and discussed during executive sessions may not be shared with others outside of SACUA before news becomes public. This also includes our meetings with Executive Officers and information that they provide. Failure to do so may result in strained relationships with the administration, including a reduction in the sharing of information and distrust in SACUA. Violations of confidentiality may result in not being able to participate in meetings with Executive Officers and/or certain SACUA executive sessions for a period of time.
- Written and verbal communications should maintain a high level of respect and collegiality between SACUA members. Use of insulting or offensive language, name-calling, cyber-bullying, abuse and intimidation, will not be tolerated.
- During SACUA discussions, SACUA members wishing to speak on a topic a second time should wait until all SACUA members have a chance to contribute to the conversation.
- When SACUA receives a press request, the SACUA chair speaks on behalf of SACUA or can designate SACUA members who have close knowledge of the topic to be interviewed. Individual SACUA members providing interview materials to the press outside of the above should make sure it is clear that they are not speaking for SACUA.
- Regular meetings with the president and the provost during the academic year are meant to be one-on-one meetings with the SACUA chair. Topics of discussion for each meeting will dictate whether and who from SACUA may participate in the meeting. The Vice Chair will accompany the Chair for at least one meeting per term.
- Communication to the Senate Assembly is the responsibility of the SACUA chair and the Faculty Senate Office. Individual SACUA members wishing to contact the Senate Assembly should communicate through the SACUA chair or indicate individually expressed views to avoid confusion of messages coming from SACUA.
- At SA meetings, the SACUA chair would have SA members speak first before having SACUA members bring their perspectives.
- The Faculty Senate Office Director (FSO) works directly with the SACUA chair and the Faculty Senate Office Director works directly with the Faculty Governance Coordinator (FGC). Through their work, they provide support to faculty governance at all levels. Unless there are specific committee needs, SACUA members will generally not need to work directly with the FSO Director or FGC.

- It is the responsibility of the SACUA chair to share relevant information with SACUA. Topics for SACUA discussion will be determined by the SACUA chair with input from all SACUA members and with occasional input from the Faculty Senate Office Director.

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."