

To: SACUA

From: Luke McCarthy, Director, Faculty Senate Office

Subject: Director's Report on Faculty Senate Office Activities

Date: August 11, 2023

Faculty Senate Office Activities

Following the conclusion of the academic year, various vacations have occurred during the summer.

In between vacations, the FSO continues to productive:

- Shipped SACUA 2023 awards to anyone who could not pick them up.
- Organized and held a special meeting of the University Senate on May 25th.
- Assisted with drafting and sending the May Faculty Senate newsletter.
- Participated in FSO internal self-reflection and team-building activities.
- Reviewed all SACUA, Senate Assembly, and Senate minutes from the prior ten years to see if any prior actions should inform the drafting or revision of a Standard Operating Procedure (SOP).
- Concluded receiving 2023 Senate Assembly committee reports.
- Standardized the email addresses for all Senate Assembly committees to reflect the following pattern demonstrated by the AAAC email address: sa.aaac.members.
- Began assisting committee chairs with scheduling hybrid or virtual meetings for the 2023-2024 year.
- Began planning for an updated web presence for the DMN Academic Freedom Lecture to discuss with the DMNC.
- Continued logistical planning for the 2023-2024 DMN Lecture on November 9th, including by booking hotel and travel accommodations for this year's speaker.
- Gathered Library Council Nominations from the deans and executive committees of the Ann Arbor Schools and Colleges.
- Assisted with the logistics of holding a fall SACUA retreat.
- Sent an updated overview of the Faculty Senate to share with new faculty at the August New Faculty Orientation. Printed information about the syllabus insert on faculty/student interactions to distribute at the orientation.
- Shared SACUA and Senate Assembly meeting events with members.
- After reviewing Straw Poll as a polling site over the past year, opted to get a subscription to the site, which also removes advertisements.
- Reorganized the Faculty Senate Office files to simplify, such as by choosing to only use Google Drive rather than Dropbox and Google Drive for cloud documents as well as revisiting the FSO's internal drive folder hierarchy.
- For historical recordkeeping, saved rosters of for all 2023-2024 committees.
- Ensured that each Senate Assembly committee will have its own Google folder with access for anyone now on a specific committee.
- Reviewed and revised all existing Standard Operating Procedures (SOPs) and created drafts for new ones, in preparation for a SACUA review at the fall SACUA retreat.

- Renewed the historical practice of supporting SACUA interaction with the President and the Regents at football games, starting with obtaining two season passes for the Regents' guest area and also parking passes, with support for a few select home games for the 2023-2024 year. The Faculty Senate Office intends to obtain two season tickets, as has been the prior practice, starting next year.
- Coordinated with various School, College, and Campus personnel regarding elections for new Senate Assembly members.
- Assisted the SACUA Chair in drafting and sending letters recognizing this year's Faculty Senate award recipients.
- Worked on updating the Faculty Senate website to reflect the new Senate Assembly and Senate Assembly Committee membership.
- Assisted in the processing of 2023-2024 SACUA member stipends.

FSO Director Activities

- Planned for a fall SACUA member vacancy.
- Sent the President's Office an information packet regarding SACUA's ABIA nominees.
- Assisted the SACUA Chair in running the May 25th Special Meeting of the University Senate, including by coordination on an amendment to a Senate expansion proposal being considered at the meeting and by coordinating planned speakers.
- Coordinated with the *Record* and the Office of the Secretary in order to submit to the Board of Regents Bylaw revisions related to the Senate expansion.
- Reviewed all committee reports and notes from the 2022-2023 academic year for potential objectives for SACUA or the Senate Assembly committees.
- Assisted with the drafting of charges for all the Senate Assembly committees.
- Assisted the SACUA Chair with discussions with the Provost about the GEO negotiations.
- Assisted the SACUA Chair, with the additional support of SACUA member suggestions, on adding members to committee rosters for the coming academic year.
- Coordinated with Central Student Government about nominating student representatives for Senate Assembly committees.
- Coordinated with the SACUA Chair and the award committees for the two annual Librarian awards as well as the Jackie Lawson award.
- Discussed the process for the awarding of the Regent's Award for Public Service as part of preparation for an updated summary to document the process for this award.
- Assisted the SACUA Chair with ongoing planning for the SACUA Retreat.
- Reviewed the finances of the SACUA Office and the DMN lecture in preparation for discussion with SACUA and, for the DMN, the DMNC chairs.
- On behalf of the University Faculty Ombuds, contacted the Office of the Student Ombuds about how their website insufficiently guides faculty who might find themselves on the Student Ombuds site, searching for Faculty Ombuds information.
- With the Faculty Senate Office staff, performed annual employee reviews and established flexible home/office work schedules for the coming academic year.
- Shared Faculty Senate member and FSO Director recommendations regarding Clery Act reporting obligations, as well as the DPSS Clery Act information pages, with the DPSS Clery Act Compliance Officer.

- Assisted various faculty members considering filing grievances, and assisted in the administration of filed grievances.
- At the request of a chair from an ad hoc committee from the U. of Delaware, provided some feedback on running hybrid meetings.
- Met with HR to discuss the ramifications for the Faculty Senate membership list, after the Regent's approval of the proposed Senate expansion, and began work on a new dashboard system to permit the FSO to continually review the Faculty Senate's current membership.
- Began consideration of how the recent Senate expansion affects the election of the DPSS oversight committee.
- Assisted the Librarians, Archivists, and Curators in organizing to consider how to elect its representatives in a new Senate Assembly unit created by the recently approved Senate expansion, and supported them in organizing a mass membership meeting and in holding a vote using the Faculty Senate's Simply Voting platform.
- Submitted detailed feedback on improvements to the Simply Voting platform used by the Senate for consideration for future updates to the platform.
- Began work on developing a FY25 budget.
- For professional development, signed up for a fall leadership course.
- Assisted the SACUA Chair in new monthly meetings with the ECRT leadership.
- Met with Elizabeth Blouin, from the Office of Development, regarding the funds supporting the DMN lecture.
- Assisted the SACUA Chair in drafting charges for all committees and discussing draft charges with committee chairs for revisions.
- Assisted the SACUA Chair in drafting a document detailing how certain Senate Assembly committee recommendations would be directed to the workload of either SACUA or other Senate Assembly committees.
- Assisted the SACUA Chair in a draft document detailing items for SACUA's workload for the 2023-2024 year to share with SACUA members for input.

SACUA Actions

Between meetings, SACUA has performed the following actions that should be included in the SACUA minutes:

- Following a request from the President's Office for SACUA to submit nominations for the Advisory Board on Intercollegiate Athletics (ABIA), on June 30, 2023, SACUA approved nominating the following faculty:
 - Ellen Arruda
 - Bruno Giordani
 - Kenneth Kozloff
 - Dae Hee Kwak

University Senate Actions

Between meetings, the University Senate has performed the following actions that should be included in the University Senate minutes:

- On June 3rd, 2023, the University Senate approved a resolution to [expand the Senate to Admit Clinical Professors, Lecturers, Archivists, and Curators](#).