

**Academic Assembly**  
 April 27<sup>th</sup>, 2020  
 2:05 – 3:35pm, Zoom Meeting

**MINUTES**

**Attendance:** Nalini Iyer, Kirsten Thompson, Frank Shih, Nicole Harrison, Marc Cohen, T. Hayes, Kirsten Thompson, Patricia Buschel, Russell Powell, Sarah Bee, Wilson Garone, Michelle Clements, Kathleen La Voy, Katie Oliveras, Shane Martin, Clara Cordova, Yancy Dominick, Terri Clark, Gregory Silverman, Patrick Murphy, Mimi Cheng, Kate Koppelman, Dylan Medina, Felipe Anaya, Margit McGuire, Chris Paul, Donna Teevan, Angie Jenkins, Arie Greenleaf

*Minutes taken by Lindsey Nakatani*

**I. Review 04-20-20 Minutes**

**2:05 – 2:07**

- a. Motion:** AcA moves to approve the meeting minutes from 4/20/20. Seconded. **VOTE.** APPROVE: 15, ABSTENTIONS: 0, OPPOSED: 0.

- i. Motion is passed** – 4/20/20 Meeting Minutes Approved.

**II. Provost, HR, and CFO Update - Shane Martin, Wilson Garone, Michelle Clements**

**2:07 – 2:45**

- a. Provost Update** (Shane Martin): CARES Act Update - SU has received its first tranche of CARES Act funds totaling \$1.8 million dollars for student aid. The federal government has revised its CARES Act guidelines. Funds can no longer be dispersed to DACA or international students. SU remains committed to funding its DACA and international students through its privately raised funds in the Seattle University Student Emergency Needs Fund. SU's grant application for an additional \$1.8 million from the CARES Act, has been submitted. SU is continuing to study the guidelines for this second tranche of funds. Thus far, the university understands that these funds can be used for student aid, university expenses and technology infrastructure expenses. SU should receive its second funds disbursement in the next 10 days.
- b.** The American Association of Collegiate Registrars and Admissions Officers sent a survey to 2,000 students to determine student interest in completing coursework during the ongoing crisis. The survey found that 64% of surveyed students are expecting to complete their current coursework on time. 83% of surveyed students intend to enroll in the fall, as they were originally planning to do, before COVID-19. 92% of students who intend to enroll in the fall, also intend to stay at their current institution. SU's SQ census has determined that 20 students were lost in the undergraduate class.
- c. CFO Update** (Wilson Garone): SU is reasonably well positioned due to the future financial planning that had already been under way before the COVID-19 pandemic. The current crisis has caused uncertainties for FY 21. SU had previously been projecting a \$1 million-dollar loss prior to the pandemic crisis. This is now being felt in addition to the losses caused by COVID-19. Revenue loss for SQ is projected to total approx. \$7 million dollars. The university community has done a great job of finding ways to curb revenue shortfalls. Efforts have included; lowering utility bills, lessening travel expenses, eliminating on-campus event expenses etc. However, these efforts will not be sufficient to close the SQ financial gap. In its upcoming presentations to the BOT, university leadership will not be providing a specific budget for FY 21 due to continuing uncertainties. Instead, leadership will be providing a framework of 3 possible scenarios for FY 21. Scenario 1: Students will be able to return to campus for Fall, albeit with potential continuing social distancing guidelines that could cause student disengagement. Scenario 2: A mix of on-campus and off-campus classes will be instituted. This scenario would result in a significant revenue gap. Scenario 3: In-person classes will not be permitted to resume, and SU will continue its virtual education throughout the entirety of the 20-21 AY. This scenario would cause the most drastic revenue losses for the university. The BOT will be discussing options within the framework of these scenarios and outlining what steps the university would have to take in each scenario. The university will have more information in October of 2020 for FY 21 and can make more informed decisions at that time.

- d. HR Update** (Michelle Clements): Ms. Clements would like to provide brief updates on a letter sent to the SU community by SU President, Fr. Steve, earlier this week. SU will be furloughing some staff for a period of 3 months. Furloughed staff are those who are under employed or unable to work from home. Any staff member affected by this decision will be instantly eligible for federal unemployment benefits. These staff members will remain employees of SU. Furloughed employees will be marked as inactive but will have a date set for their return to work. In addition to WA state unemployment benefits, furloughed employees are eligible for an additional \$600/week of government unemployment funding. SU will be providing 100% of furloughed employees' SU medical benefits. Other staff benefits will remain intact i.e. tuition remission, Wellspring Counseling, technology hardware (laptops, cell phones) etc. The university will also be instituting mandatory salary reductions for SU cabinet members and Deans as well as voluntary salary reductions for full-time faculty. SU will be deferring the July 1, 2020 annual merit increases for both faculty and staff. The university will be revisiting this policy change in September 2020. SU will continue its hiring freeze until further notice. Fr. Steve will be sending a communication about these actions very soon.
- e. Discussions/Questions:** *What is the absolute deadline for determining if the Fall Quarter will be taught virtually?* There is no deadline yet. More updates from the state government are expected by the end of the week. The most likely scenario for fall anticipates that SU will be allowed to re-open in carefully crafted stages. For example; campus dorms may be able to re-open, but students will have to be housed in single occupancy rooms, bathroom use will have to be monitored and timed out, walking paths on campus may have to be re-routed to minimize person to person contact, etc. The university continues to plan for a variety of models for campus life. As curriculum models are developed, the university leadership will seek input from the ACA.
- f.** *Will HR be offering support/assistance for furloughed staff to aid them in applying for state and federal benefits and funds?* Yes, HR will be providing online tutorials and call sessions to assist staff with their applications. Staff will be able to apply for a lump sum distribution in vacation pay to help cushion the transition from their last SU paycheck to their first unemployment check.
- g.** *Which staff members are considered under employed? And how will this impact academic staff?* For example, with the closure of the university's recreation center, the URec staff were the first heavily impacted group. There was instantly no work for these staff members. There are some employees who are unable to work from home or have a limited capacity to work from home. The decision to furlough staff was not approached with the normal process in mind. HR focused on the groups who were most impacted by the crisis.
- h.** *Were there other determinates for the furloughing of staff?* The financial situation of the university was a driving factor, but the strongest factor was that some staff are unable to work from home.
- i.** *Will there be access to FMLA for faculty and staff for the fall, especially if public schools continued to remain closed?* Under the City of Seattle's "Sick and Safe Ordinance", if you are the primary care giver for a dependent, and therefore must stay home, you are eligible to use your sick pay. To access FMLA benefits, you must apply through the existing process. FMLA benefits continue to be provided on an as needed basis to faculty members.
- j.** *Will the voluntary pay reduction action include all faculty?* Fr. Steve will extend an opportunity to faculty to take voluntary pay reductions. There is concern in some colleges that if faculty who are very highly compensated do not participate, then faculty who are not as highly compensated may not participate. The university leadership decided that this action should be completely voluntary based upon each individual's situation.
- k.** *Will there be an impact on faculty sabbaticals?* SU has not canceled sabbaticals at this time. SU is attempting to hold on to sabbatical funding. Faculty will be able to defer or delay their sabbaticals. Recent rank/tenure promotions will be allowed to move forward. Sabbaticals will only be revisited if the situation becomes direr.
- l.** *Is SU contemplating moving staff members from 12-month to 10-month contracts?* There has been some, minimal employee interest in this option. So far only about 5 employees have been interested.
- m.** *Will there be any changes to the Academic Calendar?* SU is examining different options in adjusting the academic calendar. It is still too early to make any concrete determinations. The cabinet will be examining

different options and will be surveying the higher education landscape. Ideas will be presented to the AcA for feedback. The cabinet hopes to craft 3-5 models or contingency plans for the Academic Calendar. Leadership would welcome suggestions for models from AcA members.

- n. *Is there a deadline for a plan for the fall?* A plan for FY 21 cannot be finalized until retention and enrollment data for the fall is available, which won't be until October 2020. Contingency plans and budgets will be adjusted accordingly to the data gathered in October. Leadership plans to have a model ready for immediate implementation. SU remains mindful that it is also accountable to what other higher education institutions are doing. June 1<sup>st</sup> is the extended, final determination date for student enrollment. It would be to SU's benefit if it could give students an indication of its intentions for the fall before the June 1<sup>st</sup> deadline.

### III. SU Advance Team Update

2:45 – 3:15

*Kristi Lee, Jennifer Loertscher, Jodi O'Brien, Colette Taylor, Sarah Trainer*

- a. Revision of SU Promotion Guidelines: Unheard Voices and Unrecognized Contributions - All presenters are here on behalf of the SU Advance Task Force Team. These proposals are based upon 4 years of dedicated work. The task force is here to gather initial feedback and input into the guidelines revision process and development (not on the specific guidelines themselves). Please use the Zoom chat to ask any questions you may have, questions will be answered at the end of the presentation. A survey will be sent to all TT faculty. Feedback from this survey will be used to improve the guidelines. The task force will be presenting its revised guidelines at a later date, to the AcA, for approval.
- b. The task force's charge was to develop an understanding of faculty life and create better definitions of faculty contributions to the university. The task force has found that women and faculty of color do a larger percentage of institutional work and service. The task force hopes to pave the way to a fairer, more equitable view of faculty service across the entire university.
- c. Unrecognized contributions include mentoring of students or colleagues, designing curriculum or programs, chairing governance committees, providing leadership for units or initiatives, and many, many other types of time-intensive, expert work. Without these roles and contributions, the university would cease to function, yet these contributions have gone under-recognized and under-valued.
- d. There is a disconnect between vibrant mission-focused faculty activities and traditional academic categories of work. This disconnect has rendered the term "service" a misnomer. The impacts of this are real. University data shows that certain faculty "stall" in the promotion process (disproportionately women). Faculty that choose "mission-aligned work" are the ones who most often stall (disproportionately women and faculty of color).
- e. Overall Goals of SU Advance: (1) Alignment of our educational mission with the realities of what is happening, and the recognition systems that are used to evaluate faculty. (2) A reimagined professoriate in which the diversity of contributions is valued, welcomed and celebrated for what they are. (3) Goals will be achieved through a 2-pronged approach: a restructuring of our promotion guidelines and "holistic" faculty formation training. The hope is that this approach will affect the cultural transformation that is necessary to be a truly diverse campus.
  - i. Holistic Faculty Formation Training=training campus leaders to mentor and evaluate faculty and working with different departments to create professional development opportunities for faculty.
- f. Elements of the Revised Guidelines for Promotion for Associate Professor to Full Professor
  - i. A full professor at SU must demonstrate a positive impact at SU and beyond and provide evidence that their contributions have been recognized by the communities impacted.
  - ii. Positive recommendations may be based on evidence that a candidate has developed and applied their range and level of accomplishment in one or more of the dimensions of the faculty role:

1. Research/scholarly/creative contributions in or across appropriate disciplines and/or as applied to relevant community, civic, and industry-related activities, and including extensive leadership in professional organizations; and/or
  2. Teaching and related instructional activity, including mentoring, and curriculum and program development, and contributions to the scholarship of teaching and learning; and/or
  3. Substantial administrative leadership and contributions across various levels of the university.
- g.** *How do these recommendations impact other ranks and other roles in the university?* Once the first category of faculty is revised and reimagined, hopefully this work can be applied to other roles and ranks within the university. The SU Advance Task Force has been keeping other roles and positions at the university in mind as they conduct their work. Cultural transition pieces should help inform future conversations.
- h.** *How do you ensure parity in methods of external and internal evaluation of faculty work across the different areas of faculty work (teaching, research, "service")?* These guidelines will be informative to each college and school, but each college and school will have to institute them as it applies to that school's needs. Training for deans and department chairs to help ensure greater parity across the university will be essential.
- i.** The SU Advance Task Force encourages all faculty to fill out the SU Advance survey and to visit their website for further information on the work of the Task Force.

#### **IV. AcA President Update**

**3:15 – 3:20**

- a.** The BOT Academic Affairs Committee met last Friday and approved all items previously approved by the AcA (including the STM and NCS resolutions). The AcA President gave an update to the committee on the efforts of the AcA. The Chair of the BOT Academic Affairs Committee, Kevin O'Brien (President of the University of Santa Clara) expressed deep appreciation to the faculty and their continued hard work during these difficult times.
- b.** The AcA sent a letter to Scott McClellan (VP for University Affairs) voicing concerns about ongoing university communications. A few AcA members will be meeting with Mr. McClellan on Thursday April 30<sup>th</sup>, 2020 to discuss the concerns voiced in their letter. The AcA has asked that the cabinet send more frequent communications to the faculty, regarding all university matters being considered.

#### **V. Open Discussion**

**3:20 – 3:35**

- a.** *Did the BOT Academic Affairs Committee approve the recommendations of the working groups?* Yes. The matter now moves to the full BOT.
- b.** The ConC call for volunteers will go out this week. An e-mail will be sent to AcA representatives. The ConC would ask that the AcA reps please send a letter to their constituencies. There are currently 25 committees needing volunteers.
- c.** After this meeting, the AcA returns to its normal 2-week meeting schedule for the remainder of the quarter. The AcA continues to consider the possibility of meeting over the summer quarter.
- d.** Fall will not be business as usual. Faculty would like to be more intentional about their online teaching if virtual education becomes necessary for fall. The June 1<sup>st</sup> deadline would also be a good deadline for notifying teachers of fall intentions. Faculty can be better prepared for the fall quarter if they remain informed of ongoing plans for the 3 scenarios mentioned earlier.