

The following message is being sent to all Academic Senate Members, Academic Assistant Deans, and Academic Department Managers.

UC SANTA BARBARA

Academic Senate

September 10, 2021

Divisional Chair's Newsletter

Dear Colleagues,

Here are some updates on recent developments related to fall quarter. Thank you to the many instructors who submitted questions for our Frequently Asked Questions page, which will soon be live. We will continue to add more questions and answers over the next two weeks, and update the answers as we receive new information. Instructional Development has also posted helpful guidance on [UCSB Keep Teaching](#).

Town Hall meeting. We encourage all instructors to attend the town hall meeting on the Return to Campus and Fall Instruction, which will take place Monday, September 13, from 3-5 pm. The agenda will include presentations on Campus Fall Reopening Plans, Health and Safety Considerations, Instruction and Students. Participants in the webinar-style meeting must register in advance, using the link provided in the email sent to all instructors last week. We are collecting questions in advance in order to group similar concerns and use the time as efficiently as possible. To submit questions, please use the link provided in the invitation email since we will not be taking questions live during the webinar. We will likely not have time to answer all questions, but any remaining issues will be addressed on the Senate website after the meeting. A recording of the webinar will be posted for instructors who are unable to attend.

Classroom ventilation. A September 10 memo emailed to all instructors

detailed some of the actions both taken and ongoing to address concerns about classroom ventilation. Please attend the Town Hall meeting on September 13 (or view the recording) for more details about how classrooms are being readied for the return to in-person instruction.

New Workplace Adjustment category for instructors living with immunocompromised family members. Instructors (including Teaching Associates and Teaching Assistants) may request a temporary workplace adjustment allowing them to teach remotely in fall quarter if they live with a family member or household member who is moderately to severely immunocompromised, as defined by the [CDC's current recommendations](#) (effective August 23, 2021) for an additional vaccine shot. This workplace adjustment is offered at the discretion of the Academic Senate, and is different and distinct from medical accommodations for instructors (which are assessed by the campus [Workplace Accommodations Specialist](#) in Human Resources).

The Senate has delegated to the academic deans of the various Schools, Colleges, and Divisions the authority to grant a workplace adjustment involving remote teaching if the instructor provides a completed Workplace Adjustment Request Form, including (1) a physician's certification that a member of the instructor's household has one of the qualifying medical conditions; and (2) an attestation of cohabitation. If granted, permission to teach remotely is valid for Fall Quarter 2021 only at this time. A dean and/or a department chair can also provide, at their discretion, other workplace adjustments, such as alternative teaching assignments, or alternative teaching quarters, that do not include remote teaching.

Faculty compliance with the vaccine mandate. All faculty who will access the campus in fall quarter were expected to comply with the systemwide COVID-19 vaccine mandate by September 9, by (1) uploading evidence of vaccination to the Student Health Services portal, or (2) requesting a temporary deferral (e.g., for pregnancy), or (3) requesting an exemption (medical or religious). Faculty with an approved deferral or exemption must comply with weekly testing, and must wear a mask at all times on campus indoors. Faculty who are not in compliance with the policy have been notified. They are in violation of the Faculty Code of Conduct, and subject to charges and possible

sanctions.

Digital vaccine record retrieval. Faculty can now retrieve their personal vaccine record from the [California Digital COVID-19 Record](#) portal. Vaccine data for those faculty who were vaccinated by Student Health Services was resubmitted recently, so if you tried to access your record unsuccessfully in the past, please try again now using the following form of your email address: name@ucsb.edu. Aliases such as name@engineering.ucsb.edu are not linked to your record.

International students. Unvaccinated international students who have an approved deferral of their vaccination requirement due to their inability to access an approved vaccine in their home country will be vaccinated by Student Health Services upon arrival in Santa Barbara. We have about 175 international students in this category currently. These students will receive the single-dose J&J vaccine, and are considered to be fully vaccinated within 2 weeks. Until they are fully vaccinated, these students will be required to undergo weekly testing, and to be masked while indoors. The same requirements apply to other students who arrive before their vaccination is fully effective (2 weeks after their second or single dose, depending upon the vaccine type). The most recent guidance from UCOP states that these students may attend classes, as long as they comply with the masking and testing requirements.

Teaching and learning while masked. Face coverings for employees are available from Environmental Health & Safety, and can be obtained by emailing ehs-covid19safety@ucsb.edu. Teaching may be more comfortable with a “duckbill” N95 mask, which can make speaking easier. Students in need of a mask can be directed to the Ask Me kiosks which will be set up around campus starting September 18. According to Cal/OSHA, a face covering is a surgical mask, a medical procedure mask, a respirator worn voluntarily or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar or single layer of fabric. Masks with a see-through plastic portion for the mouth, and face shields with drop cloths, are not currently approved (as of September 2, 2021). For more details about the campus masking policy, see [here](#).

All of the larger general assignment classrooms are equipped with PA systems and microphones. Instructional Development (ID) has a limited supply of headset microphones available to loan instructors for Fall quarter that are available on a first-come, first-served basis. [Email ID](#) with your assigned classroom to discuss microphone options to borrow or to purchase on your own.

Lecture recording. All general assignment classrooms are equipped with Panopto, which allows you to record a screencast of your computer display and your voice. Panopto recordings will automatically be posted to GauchoCast for you to share, at your discretion, via GauchoSpace. Please review these [instructions for using Panopto on the classroom computers](#), and reach out to Instructional Development for additional questions or training. Additionally, sixteen classrooms are being equipped for [dual-mode instruction](#) (live zoom).

Instructors should notify students, both verbally and in the course syllabus, that only the instructor is allowed to record the lecture. Students who release or sell lecture recordings have violated the Student Code of Conduct, and can be subject to disciplinary action up to and including expulsion. Instructors should advise students in advance that (1) the lecture is being recorded, and (2) any student who does not want their voice recorded can pose their question after class or during office hours. However, the lectern microphone will not properly record student voices in the classroom, so instructors may want to repeat questions. Recording of interactive discussions/sections is not recommended.

Faculty may wish to explore the newly-enabled “watermark” feature in Zoom. In the event of an unauthorized recording, the watermark will facilitate identification of the person who made the recording. When activated, the video includes an image, consisting of a portion of a meeting participant’s email address, onto the shared content they are viewing and the video of the person sharing their screen. For example, if a student with the net ID sscott@ucsb.edu views shared content during a class, Zoom imposes the watermark (e.g, “sscott”) on the shared content and the active speaker’s video. Currently, the watermark only appears on content shared using speaker view; gallery view does not contain the watermark. In addition, watermarks may not appear when

a recording is viewed later. See [here](#) for instructions on how to activate watermarking of Zoom presentations.

Textbook orders. In previous years, most faculty ordered their required texts from the Campus Store at the beginning of August. It appears that some faculty (or their departmental textbook coordinators) have not yet placed orders. The Campus Store can place any order received online by September 16, but they may experience a slower response from publishers as they field other late orders from across the country. As we are now two weeks from the start of instruction, please confirm that your orders have been placed, or ensure that they will be placed as soon as possible.

New Senate leaders. I want to thank the many faculty who accepted leadership positions in the Academic Senate for 2021-22, and the even larger number of volunteers who will contribute their wise judgement to its councils and committees on the many issues that await us. The [full slate](#) of this year's council and committee members is available on our website.

I hope you will be able to attend the Senate's Town Hall meeting next week, and please do submit your questions in advance.

Sincerely,
Susannah Scott
Chair, Santa Barbara Division



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