

## Decisions of an Academic Character made during the COVID-19 Pandemic

### Implementation Process and Timeline

Recommendation	Action	Due Date
1. Development of an Academic Disruption policy that clearly lays out responsibilities during an academic disruption.	Senate Committee on Elections, Committees and Bylaws to create a draft policy for consultation and eventually approval by Senate.	May 2021 Meeting of Senate.
1.a. Consideration should be given to what group/person should have authority to make decisions in an emergency.	Included within item 1.	N/A
1.b. Academic units should keep their business continuity plans updated, and engage academic staff in the portions of the plan that apply to the delivery of academic programs.	Memo from Provost to Deans to share with academic units.	Memo to be sent by October 15. Update of business continuity plans should be ongoing.
1.c. The Office of the Provost, in collaboration and coordination with the Senate Committee on Undergraduate Studies and the Academic Council of the School of Graduate Studies, should develop academic continuity plans for undergraduate and graduate studies respectively. These should not replace individual academic unit's continuity plans but should consider issues that impact that level of study.	Memo from Secretary of Senate to the Provost, Chairs of Senate Committee on Undergraduate Studies, and the Academic Council of the School of Graduate Studies, informing them of the need for continuity plans at the undergraduate and graduate levels.	May 2021
2. Review and propose changes, as appropriate, to Memorial University's Emergency Management Plan and the campus specific emergency management plans in relation to the delivery of academic programs, being sure to identify how Senate should interact with the Emergency Operations Centre.	Provide the Chief Risk Officer a copy of the report approved by Senate.  Secretary of Senate and the Provost to have discussion with the Chief Risk Officer on the issues raised in this report and propose changes to the emergency management plan.	Report back to Senate by September 2021. *Note these updates may be related to the academic disruption policy.
3. Review and update the Senate Bylaws, including all sub points.	Responsibility for addressing is assigned to the Senate Committee on Elections, Bylaws and Committees.  This committee should consult with Senate in preparing the proposed changes to the existing bylaws.	Report back to Senate by no later than the May 2021 meeting of Senate.  Note: items related to the emergency management plan may take longer to complete.