Committee on Academic Freedom & Responsibility (CAFR)
Meeting Agenda
September 30, 2015
1:00 – 3:00 PM
408 Mrak Hall

Committee Members: Christopher Elmendorf (Chair), Lawrence Bogad, Carol Ann Hess, Eric Andrew Rauchway, Katherine Skorupski, Jared Campbell (Academic Federation Rep)

I. INTRODUCTIONS

II. CALIFORNIA PUBLIC RECORDS ACT
   A. KIRSTEN C STEVENSON, CAMPUS COUNSEL

III. NAGPRA

IV. OVERVIEW OF THE ACADEMIC SENATE INFORMATION SYSTEM (ASIS)

V. COMMITTEE MEETING SCHEDULE FOR THE FALL QUARTER
I. Introduction

UC Davis is committed to fostering an environment that allows its academic community to conduct teaching and research activities in accordance with the highest standards of academic freedom. Academic and intellectual freedoms are fundamental to an educational and research institution and its mission of producing and disseminating knowledge.

Article I, Section 3(b) of the California Constitution provides that the writings of public officials and agencies shall be open to public scrutiny. This right of access to public records is codified in California law as the California Public Records Act (“CPRA”), which is located in the California Government Code at section 6250 et. seq. As a state institution, the University of California, including the Davis campus, must comply with the legal mandates of the CPRA, a law that requires state agencies to make public records available for inspection and disclosure to the public upon request, unless those records are exempted by law.

When the University receives requests for access to academic or research related records that may infringe upon principles of academic freedom, freedom of expression, and freedom of association, the Office of Campus Counsel works closely with, and in support of, the affected academic departments, faculty, and researchers, in order to meet the University’s legal obligations while minimizing disruption and interference with the University’s academic and research programs.

The intention of these guidelines is to provide an overview of the CPRA and provide academic leaders, faculty, and researchers with information about processes for compliance with this law. Although access to information concerning the conduct of business in a public university is a right of everyone, the University continually strives to balance that public interest with what is necessary to maintain an environment of openness and creativity for teaching and research.

II. Overview of The California Public Records Act

a. What does the CPRA require?

The CPRA requires the University of California to disclose records to members of the public who request them unless there is an applicable exemption from disclosure in the law. Under the CPRA, the University has 10 days to respond to requestors by letting them know whether the records they seek are deliverable public records, are exempt material, or some combination of the two. The CPRA allows for an extension of the time to make that determination. Circumstances most commonly impacting faculty records
and necessitating a 14-day extension are (1) when there is a need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request, or (2) when there is a need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records. It is important to note that there is no statutory time limit for production of the records. The records themselves are not required to be produced within the 10-day time frame. However, the production must be made in a reasonable amount of time, based upon the volume of the records and the necessary review process.

b. What is a “public record”?

A “public record” under the CPRA is “any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.” This definition includes records maintained as paper hard-copies, electronic files, photographs, drawings, audio recordings, handwritten notes, and any other tangible forms that a record may take. A faculty member’s notes, emails, text messages, research documentation including laboratory notebooks, spreadsheets, reports, etc., as well as University-related correspondence, may all fall within the definition of a public record for purposes of the CPRA. Unless an exemption applies, a faculty member’s records are subject to disclosure.

c. What records are exempt from disclosure under the CPRA?

California Government Code section 6254 lists the applicable exemptions to the California Public Records Act. There are a few common exemptions that apply to requests for faculty records:

- Section 6254(c) exempts personnel records, medical records, or similar confidential personal files where disclosure would create an unwarranted invasion of personal privacy. Records related to employee compensation, however, are subject to disclosure.

- Section 6254(k) exempts records that are confidential and protected from disclosure under other applicable state or federal laws. For example, student records are confidential and protected from disclosure under the Family Educational Rights and Privacy Act (FERPA), and communications between Campus Counsel and University officials which fall within the attorney-client privilege in California Evidence Code section 950, et seq., are confidential and protected from disclosure. Additionally, a trade secret privilege (Evidence Code sections 1060, et seq.) protects information that derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use.
d. **Is there any basis in the CPRA to exempt academic research and scholarly records?**

The CPRA does not have a specific statutory exemption for academic research or scholarly records. California Government Code section 6255, however, provides that the government may “justify withholding any record by demonstrating that … on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record.” In a lawsuit testing this issue, UC Davis successfully protected from disclosure unpublished data and researchers’ communications about their research under section 6255. The case went to the California Court of Appeal and is seminal case in California law protecting academic research and scholarly records. The case is called *The Humane Society of the United States v. The Superior Court of Yolo County*. The University of California Office of the General Counsel provides the following summary of this case to researchers throughout the University of California system.

In the *Humane Society* case, the California Court of Appeal affirmed that records relating to the funding, preparation, and publishing of a UC Davis research study were exempt from disclosure under the CPRA. The Humane Society filed a petition to compel disclosure of some 3100 pages of documents, including email correspondence between researchers, held by the University’s Agricultural Issues Center (AIC). The AIC had recently published a study on the projected economic effects of the Prevention of Farm Animal Cruelty Act, a state ballot proposition.

After reviewing the documents, the trial court found that none of the records showed that the egg or poultry industries had improperly influenced the study. Relying upon section 6255, which provides for a “balancing test” between the public’s right to know and the public’s interest in University confidentiality, the court protected all but 28 pages of the records from disclosure. Specifically, the court held that the public interest in promoting research on important social issues “clearly outweighed” any benefit the public might receive from gaining access to the remaining documents.

Upholding the trial court decision, the Court of Appeal emphasized that disclosing scholarly research communications would have a chilling effect on the candid and objective analysis of controversial social issues in the academic setting – and that such analysis benefits the public. In applying the CPRA’s balancing test, the Court gave special consideration to two particular features of the research community’s methodology. First, academic researchers often send brief, informal emails containing “midstream thinking” that the public could easily misunderstand if read out of context. Second, academic studies like the AIC’s are exposed to extensive peer review and scrutiny prior to publication, so public disclosure is not needed to ensure their objectivity.

In reaching its decision, the Court relied heavily on the declaration of the Director of the AIC, who testified about the harm that the release of such data and communications would have on the ability of the Center to carry out its mission, which depends on the
cooperation of community advisors, research collaborators, and farms who provide highly confidential financial data. The Court found the declaration sufficiently authoritative to conclude that the risk of harm to the scholarly research process was not merely speculative, but rather was a real harm that must weigh heavily against public disclosure.

III. Guidelines for Processing CPRA Requests for Academic and Research Related Records

a. Who handles requests for records at UC Davis?

The Information Practices Coordinators within the Office of Campus Counsel coordinate all responses to CPRA requests in order to ensure that the campus meets the necessary legal requirements in responding to requests. Faculty are strongly encouraged to consult with the Information Practices Coordinators to assist in responding to requests so that the University meets the technical requirements of the law and does not inadvertently waive applicable exemptions. Once a request for records is received, the University must acknowledge the request within 10 calendar days and identify pertinent exemptions that may apply, so it is important that all requests for records are immediately forwarded to the office of the Information Practices Coordinator immediately at PublicRecords@ucdavis.edu.

b. How are decisions made with respect to determining whether records are exempt from disclosure?

The Information Practices Coordinators closely consult with the faculty member and/or academic researcher, Campus Counsel, and as appropriate, with academic leadership (e.g. chair, dean, academic senate, provost) to determine potential application of exemptions under the CPRA.

c. What happens if there is a dispute with the requestor as to the application of an exemption?

If the requestor disagrees with the University’s determination that an exemption applies, the CPRA allows the requestor to sue the University (but not individuals) to compel disclosure. In such a lawsuit, the University is the party to the lawsuit, not the faculty member or the individual academic researcher.

d. What protocol does the Information Practices Coordinator follow in responding to public records requests that deal with academic and research related records?

The Information Practices Coordinator will immediately notify specific faculty members and academic researchers identified in requests for records. They will be asked to review what is requested to determine if responsive records exist, and if so, to share any concerns they may have about public disclosure of those records. If there are any
concerns that the release of specific records would potentially infringe on principles of academic freedom, freedom of expression, or freedom of association, the Information Practices Coordinators will closely consult with the faculty member or academic researcher and Campus Counsel, and as appropriate, with academic leadership (e.g. chair, dean, academic senate, provost) to determine potential application of the exemptions under the CPRA.

If a determination is made that records are subject to disclosure under the CPRA and that either no, or limited exemptions, apply, then the following steps will be taken by the Information Practices Coordinators:

- In consultation with the faculty member or academic researcher, all potentially responsive records will be gathered;
- Responsive records will be prepared for public release, which includes review and redaction of any exempted information contained within the records;
- Records prepared for public release will be sent back to the faculty member or academic researcher for review prior to releasing any records; and,
- With approval from the faculty member or academic researcher, the records will be disclosed to the requestor.

e. **Should I create a record to respond to a CPRA request?**

No, the CPRA does not require public entities to create a record that did not previously exist. On occasion the University may elect to create a record to provide explanation or context, compile data, or generate a report that did not otherwise exist. This should only be done in close coordination with the Information Practices Coordinators, because even in draft or email form, once a record is created, it may be subject to disclosure.

f. **Who should I contact if I have any additional questions?**

If faculty members or academic researchers have any questions or concerns regarding the disclosure of their records, they should contact the Information Practices Coordinators at PublicRecords@ucdavis.edu or call (530) 754-6295.
What is this guide, why do I need it, and how do I use it?

Because UCLA is a state institution, its public records, including the public records of its faculty, are subject to the California Public Records Act ("CPRA"). The CPRA was enacted to ensure that the citizens of the state, in essence, know how the state conducts its business. Sometimes, requests for records are made of UCLA or individual faculty members. This guide: (1) provides information on the CPRA; (2) explains what public records are, what types of records are exempt from disclosure under the CPRA, and how UCLA faculty should respond to CPRA requests for records; (3) suggests how faculty should manage their electronic records in light of the CPRA; and (4) is organized as an FAQ page. Just click on a link below to be taken to the appropriate explanatory section. In addition to the information provided on this page, links to other sources of information and guidance may also be found below.

What is a Public Records Request?
What should I do if I receive a public records request?
Are records of the faculty considered to be public records?
Are records of the faculty required to be disclosed in response to a public records request?
How should I respond to notice from the Records Management and Information Practices Office (RMIP) that my records have been requested?
What happens if there is a dispute with the requestor as to whether the records are subject to disclosure?
What happens if the requestor files a lawsuit to compel production of the records?
How should I manage my electronic communications in light of the potential obligation to disclose public records in the future?
How are the Federal Freedom Of Information Act procedures different?

1. What is a Public Records Request?

The California Public Records Act ("CPRA"), “mindful of the right of individuals to privacy,” declares that “access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state.”
http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=06001-07000&file=6250-6270. Unless an exemption applies, when a request for a copy of records is submitted to a state agency, the agency is required to make the records available to the requestor promptly.

2. What should I do if I receive a public records request?

Do not respond to a records request yourself. As requests for public records must generally be acknowledged within 10 days of receipt, immediately forward the request to Public
Records Request Services or contact the Records Management and Information Practices Office at (310) 794-8741. If you have concerns or questions about the request, you may also contact the Office of the Campus Counsel at (310) 206-6985. No records responsive to the request should be destroyed while the request is pending.

3. Are records of the faculty considered to be public records?

UCLA, as a State of California public institution, is subject to the CPRA and must disclose records “relating to the conduct of the public’s business” when requests for specific records are submitted to the campus, unless an exemption applies that protects the records from disclosure.

A “public record” is broadly defined to include any “writing” (which includes any tangible recording such as hard-copy or electronic records, photographs, audio recording, handwritten notes, etc.) that relates “to the conduct of the public’s business,” and which is “prepared, owned, used, or retained” by the University.

Certain types of records of the faculty are likely to be deemed to be related to the “conduct of the public’s business” and hence “public records.” These records include: (i) communications with third parties not encompassed in the faculty member’s research programs or independently scholarly activities; (ii) participation in shared governance; (iii) service on University committees; (iv) conduct in the separate capacity as departmental Chair or other University administrator, and other similar activities.

Communications relating to a faculty member’s individual research or development of individual courses arguably should not be deemed to “relate to the conduct of the public’s business” as these communications are deemed to be the independent scholarly effort of the faculty member. See Report by Senate-Administration Taskforce on Academic Freedom [link to be provided]. This issue, however, has not been decided by a California court.

Records of personal communications: Email communications that are wholly personal in nature do not relate to the conduct of university business and, thus, are not “public records.” Thus, any communications deemed wholly personal in nature are not subject to disclosure. For example, non-University-related communications with a faculty member’s healthcare provider, or communications with a sibling who is not a colleague, would be deemed wholly personal and not a “public record,” even if stored on a University network or computer. However, please see guidance on recommended practices for use of University networks and computers. Although a record may be a “public record,” there are exemptions to the disclosure requirement. See [link to FAQ 4(d)].

4. Are records of the faculty required to be disclosed in response to a public records request?

The types of records requested must be individually assessed to determine first whether they
are public records, and second whether there are any exemptions that apply. [See link to 5(a) below for an explanation of who conducts this assessment]. If a public record is subject to an exemption, disclosure is not required.

There are many exemptions in the CPRA, [see Cal. Gov. Code Section 6253, http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=06001-07000&file=6250-6270], but the categories of most common “public records” of faculty that may be exempt from disclosure are as follows:

a. **Student Records:** The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g and 34 CFR Part 99, requires the university to keep confidential all personally identifiable information in education records related to students. This prohibition on disclosure by federal law exempts such records from disclosure under the CPRA. Cal. Gov. Code § 6254(k). Records, including emails, relating to students or student work are generally exempt, in whole or in part.

b. **Personnel matters and records protected by personal privacy:** Records containing personnel, medical, or other information are exempt from disclosure when disclosure would constitute an unwarranted invasion of personal privacy. Cal. Gov. Code §6254(c) and (k). Records that are protected by personal privacy interests must be balanced against the public interest in disclosure. If disclosure would result in an unwarranted invasion of privacy that is not outweighed by the public interest in disclosure, the records would be exempt from disclosure.
   i. **Example:** Communications about faculty evaluations, merit, and promotion are considered to be personnel records that may be subject to exemption when disclosure would constitute an unwarranted invasion of personal privacy. However, records of faculty compensation, including salary history, are required to be disclosed. See UC policy on public disclosure of Compensation information. http://policy.ucop.edu/doc/4000383/CompPublicDisclosure

c. **Information Protected by Other Laws:** Records that contain confidential, proprietary, or other privileged information that is protected from disclosure pursuant to federal or state law are exempt from disclosure. Cal. Gov. Code §6254(k). Examples: Attorney-client privileged communications, records containing trade secrets, patient information protected under HIPAA, etc.

d. **Communications as Scholars:** Communication with colleagues, students, staff, or other collaborators about research or relating to the development of courses may be exempt from disclosure, pursuant to federal and state law, because the public interest served by not disclosing the records clearly outweighs the public interest served by disclosure, see Cal. Gov. Code §§ 6254(k), 6255. Specifically, disclosure of such records could impair the academic research process by impeding candid and informal communications. Such a chilling effect would result in significant harm to the public
interest—a more significant harm than any potential benefit to the public in disclosure. As reflected in the Report of the Senate-Administration Taskforce on Academic Freedom, [include link here], the UCLA Senate has explicitly set forth the rationale for exemption of these records, which includes the recognition that scholars must be afforded privacy in their communications to pursue knowledge, develop lines of argument without fear of reprisal for controversial findings, and without the premature disclosure of those ideas and theories. The protection of academic freedom is the fundamental foundation of the University of California. See, University of California Academic Personnel Manual 010, http://www.ucop.edu/acadpersonnel/apm/apm-010.pdf. Thus, scholarly communications could be exempt from disclosure.

5. How should I respond to notice from the Records Management and Information Practices Office (RMIP) that my records have been requested?

RMIP is the office responsible for managing and responding to public records requests, so you are required to respond to its request.

a. When RMIP informs you that your records have been requested, you should carefully review the request to determine if you have the records and to raise any concerns you may have as to the appropriateness of disclosing such records. If you believe the records sought are not “public records,” (add link to question 2) or are exempt from disclosure (add link to question 3), you should immediately notify RMIP. RMIP will consult with the Office of the Campus Counsel, you, the Chair of your Department, and as appropriate, with the Vice Chancellor for Academic Personnel and Chair of the Academic Senate to assess whether the records are subject to disclosure.

b. If a determination is made that the records are public records that are not protected by any exemption, you should immediately begin searching for the responsive records. Importantly, the obligation to disclose records rests with the University, not with the faculty or staff whose records are sought. Thus, it is the University administration, through the RMIP after appropriate consultation, that makes the determination of whether and what records must be disclosed. Once that determination is made, you must assist in obtaining the responsive records.

c. Notify the RMIP whether you have the requested disclosable records.

d. Forward copies of the requested records to RMIP. Do not provide RMIP with your original records. Send the records to RMIP (a) as email attachments to Public Records Request Services, or (b) via intercampus mail to 10920 Wilshire Boulevard, Suite 530, Los Angeles, CA 90024-6541.

e. You are not required to, and should not create records that do not otherwise exist in hardcopy, electronic or some other form. Note: the Campus may be required to
compile data or to construct a computer report to extract data that is only maintained electronically, such as in a database. Should that be required in order to produce the requested information, you should notify RMIP of this requirement and the estimated time and effort that you expect would be involved in extracting this type of record.

6. **What happens if there is a dispute with the requestor as to whether the records are subject to disclosure?**

The University administration, after due consultation see [link to FAQ 5(a)], determines whether a record must be produced in response to a public records request. If the requestor disagrees with that determination it may seek a supplemental response, or file a court action seeking to compel the University to produce the requested records.

7. **What happens if the requestor files a lawsuit to compel production of the records?**

In any court action to compel compliance with the California Public Records Act, the University, not the faculty member, is the party to the lawsuit. The cost of litigating such a lawsuit is not covered by any liability insurance program, so the UCLA campus would be responsible for the litigation defense costs. Importantly, in any such lawsuit, if the requestor is deemed to be the prevailing party, the University may be required to pay for the reasonable attorney’s fees incurred by the requestor. This additional expense would also be borne by the UCLA campus. Because of the strong campus interest in protecting academic freedom and supporting UCLA faculty, the Chancellor’s Office has agreed to be responsible for all of the legal expenses.

8. **How should I manage my electronic communications in light of the potential obligation to disclose public records in the future?**

Although electronic resources may be used for incidental personal use, it is best not to include any personal communications on a University email account or to store personal records on a University system. Use a personal email account for personal matters. If you use a personal email account or computer for University-related activities, the records are still considered to be “public records” and are subject to disclosure.

When communicating by electronic communications consider the following:

A. **Limit Addressees:**
   - To: Only those who need to take action or are leading the effort.
   - Cc: Only people who need to be informed.
   - Remember: If people are included on the email address list, their records may be subject to CPRA requests.
   - **Caution**: “Reply All” – Don’t use this without first deciding all recipients need the response.
B. Use a Descriptive Subject Line.
   • If the email dialogue changes into another subject matter, start a new email with a new subject line.
   • If the email string is relevant to the new subject, modify the subject line to reflect the new subject.
   • If the email is attorney-client privileged, include that in the subject line. Merely copying a University attorney is not sufficient to make a communication attorney-client privileged. To be privileged, the communication must seek or provide legal advice.

C. Limit the Scope of the Content.
   • Keep all messages short and on point.
   • Only include relevant portions of prior emails in new emails to prevent lengthy email strings. This has the following effects.
     o Easier for recipients to read.
     o Aids review and redaction.

D. Limit Personal and Sensitive Information.
   • Don’t include names, addresses, phone numbers, email addresses or other identifying information in the body of the email.

E. Remember that other electronic devices are subject to the same obligations.
   • Voice messages
   • Calendar entries
   • Emails copied to calendars.
   • Department websites
   • Text messages
   • Social networking sites and YouTube

F. Have a retention and disposal practice that makes good business, educational, or research sense.
   • If you need to keep a communication for legitimate reasons, keep it.
   • If you do not need to keep communications, routinely dispose of those records.
   • If you have drafts that are intended to be replaced by a final report, routinely dispose of any unneeded drafts.
   • Remember that special rules for preservation of records apply when a notice to preserve evidence has been received. The duty to preserve evidence arises when there is pending litigation or such litigation is reasonably anticipated. Any routine disposal practice must be halted when evidence preservation is required. For more information, see http://www.campuscounsel.ucla.edu/discovery.html.

9. How are the Federal Freedom Of Information Act procedures different?
The Freedom of Information Act ("FOIA"), 5 U.S.C. §552, et seq., is a Federal law that applies to Federal – not state – agencies. It requires federal agencies to make documents available to the public, including documents that federal agencies may have obtained from UCLA. The law provides certain exemptions set forth in 5 U.S.C. § 552 (b), http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section552&num=0&edition=prelim. Because UCLA is not a federal agency, it is not subject to FOIA requests, but UCLA’s records may be disclosed by a federal agency that holds such records.

Some of the exemptions that may apply to faculty records held by a federal agency include records that are specifically exempted by statute, trade secrets and proprietary information, personnel, medical and other records the disclosure of which would be an invasion of personal privacy, and information compiled for law enforcement where release could affect health and safety. Unlike the California Public Records Act, however, there is no exemption to disclosure obligations if the public interest served by not disclosing the records clearly outweighs the public interest served by disclosure. If a federal agency receives a FOIA request that includes records that UCLA’s faculty might deem proprietary, the agency will typically notify the affected faculty member of the request so that the faculty member can provide input. The decision as to disclosure, however, remains with the federal agency. If a faculty member receives such notice from a federal agency, he or she may seek assistance from the Office of the Campus Counsel at (310) 206-6985.
ASIS Quick Reference

Logging In


2. Click the Proceed button below the disclaimer. (See Pic 1 below)

3. Enter in your UC Davis Kerberos login name and password. (See Pic 2 below) If you are uncertain of your Kerberos login information you will need to call the IT Express Computing Help Desk at 530-754-HELP (754-4357). If you do know your username, but have forgotten your password, you will need to visit the IT Express Computing Help Desk in person to obtain a new password.

Pic 1

Pic 2
The home page of the Academic Senate Information System (ASIS) (Pic 1) is composed of the following sections:

1. Title area
2. Top Navigation
3. Left Navigation
4. Body Area

**Title Area (Right Section)**

The right section of the ASIS title area (Pic 2) consists of the following:

1. **Log Out:** Click to log out of ASIS
2. **Print This Page:** Click to print the page body without the title area, top navigation and left navigation.
3. **Help:** Click to email ASIS technical support regarding issues encountered while using the site.
4. **User name and current quarter**
ASIS Quick Reference
Home Page and Navigation

Top Navigation
The top navigation bar of ASIS (Pic 3) consists of links to the following:

**ASIS Home and External Links**
1. The ASIS home page
2. The UC Davis website
3. The Academic Senate website
4. The Academic Federation website
5. The Systemwide Academic Senate website
6. The Emeriti committee website

**ASIS Internal Links**
1. Academic Senate, Academic Federation and Other Committees Lists
2. Meeting Calendar
3. Current and archived Academic Senate news items
4. Link to the Course Approval System
5. Link to the Committee on Research (Travel Grant) page
6. The ASIS Policy/Terms of Use

---

Left Navigation
The left navigation bar of ASIS (Pic 4) consists of links to the following:

1. **Your Information**
   a. *Update Availability page*
      Update your availability by selecting times of the week during the quarter when you are not available.
   b. *User Information page*
      View and update your personal information.
   c. *Consultation Requests*

2. **Your Committees**
   Links to committees you currently serve on

3. **Log Out**
Body Area
The body of the ASIS home page (Pic 5) consists of the following:

1. **Items That Require Your Attention**
   This section will only appear when there are items that require immediate attention, including:
   a. Ballots or Surveys
   b. Call for Preference of Service

2. **Your Committees**
   A list of all the committees you currently serve on including:
   a. The next meeting date
   b. Your role on the committee
   c. The name of the committee’s advisor

3. **Your Consultation Requests**
   If you serve as a committee chair, all consultation requests submitted by the Academic Senate Office will appear in this section.

4. **News**
   Current and archived Academic Senate news items
Log in to ASIS [http://asis.ucdavis.edu/](http://asis.ucdavis.edu/) using your Login ID and Kerberos password. On the left pane of the homepage on ASIS select the **Update Availability** link.

You will be directed to the following screen:

**Quarterly Availability Schedules**

To provide information as to when you are not available to meet, do the following:

- Select the tab that corresponds to the quarter you wish to enter your lack of availability.
- Select the checkbox that corresponds to the day and time when you are NOT available for meetings.
- Enter miscellaneous schedule information for each quarter into the box at the bottom of each quarter.

1. **Select the quarter for which you will be entering your availability.**
2. **Select the day and time when you are NOT available for meetings.** This system works the opposite of Doodle, so you want to make sure you are entering the times you are **NOT** available to meet.
3. Once you have finished selecting the times you are **NOT** available for meetings click **Update Availability**.