

COLLEGE ADVISORY COUNCIL
Meeting Minutes

Date:	January 12, 2018
Location:	191 ComArtSci, Deeb Conference Room
Chair:	Laura Dilley
Secretary:	Julie Fusi

Present: Dawson, Aaris (Undergrad Rep); Dilley, Laura (CSD); Dutton, Bill (MI); Fusi, Julie (Dean's Office); Hoffman, Ann (Dean's Office); Holmstrom, Amanda (COM); Introne, Josh (MI); Neumann, Dominik (Grad Rep); Rhodes, Nancy (ADPR); Schmaelzle, Ralf (COM); Takahashi, Bruno (JRN); Venker, Courtney (CSD); Watson, Brendan (JRN)

Minutes

Topic	Laura Dilley called the meeting to order at 9:03 am.
Approval of Agenda	<u>Brendan Watson moved to approve the agenda for January 12, 2018. Ralf Schmaelzle seconded. Agenda approved.</u>
Approval of minutes from December 8, 2017	<u>Brendan Watson moved to approve minutes from December 8, 2017. Nancy Rhodes seconded. Minutes approved.</u>
Academic Governance Spring Elections	Discussed the openings and nomination process for this year's university academic governance elections. College Advisory Council members will send names to Laura and Julie within the next week after speaking with possible nominees and chairs. Make sure that nominees to each committee that deals with curricular/policy changes are comfortable with asking questions and dealing with territory issues.
Undergraduate Subcommittee	Ann Hoffman discussed the prerequisite course correction for MI 482. This changes an error in listed prerequisites (MI 231, 346, or 445) that have since been discontinued. The prerequisites now will be MI 230 or MI 445. This correction was unanimously approved by the undergraduate subcommittee. <u>Nancy Rhodes moved to approve the changes to MI 482. Bruno Takahashi seconded. The changes were approved with no objections or abstentions.</u>
Graduate Subcommittee	The Graduate College is hosting a workshop on holistic admissions that may be interesting if you serve on an admissions committee. Reach out to your unit's graduate secretary for more information. Materials will be provided online if you are unable to attend. Eric indicated he would follow up with Kami regarding Responsible Conduct of Research training dates for the next CAC meeting. The dates will be Jan. 23 9-11:30 a.m., Feb. 16 8:30-11 a.m., Mar. 19 2:30-5, and Apr. 25 8:30-11. More info can be found at: http://comartsci.msu.edu/comartsci-rcr-training-calendar-events-2017-18
Faculty Excellence Advocate Updates	Mandy Holmstrom provided announcements from the Inclusiveness Committee. January 12, 2018, 12:00 pm in the Newsroom, Michael Lawrence, MSU Professor of Constitutional Law, will give a talk on free speech at public universities. January 19, 2018 – MILO (Multiple Interactive Learning/Training Objectives) Range Theater Training Session. There will be an additional training opportunity on January 26. Contact Geri Zeldes if interested in participating. MILO Training stems from DPS's efforts to interact with faculty in a proactive way share tactics to deal with emergency situations, such as an active shooter or riots on campus. Would like to follow up on this after the training occurs to see what other scenarios are presented and determine how applicable this is for faculty. Discussed

	<p>importance of emergency preparedness in the classroom. For more information and resources, please visit http://comartsci.msu.edu/faculty-and-staff-resources and view the “Emergency Preparedness” tab. The link “Suggested Procedures for Faculty” directs you to the information provided from the University Ombudsperson regarding syllabus language for emergency preparedness.</p> <p>January 26, 2018, 10:00-11:30 am in the Newsroom, Terry Curry, Prabu David, Kami Silk, Shelia Cotten, Dawn Pysarchik, and Eric Hunter will participate in a panel on “RPT Expectations and Strategies.”</p> <p>February 9, 2018, Dr. Becker from the MSU Counseling Center will be back for “How to Recognize and Respond to Mental Health Cues 2.0.”</p> <p>Hope to share link to inclusiveness committee’s website at the next CAC meeting. Website will contain information pertaining to all upcoming events.</p>
<p>Roundtable</p>	<p><u>Ann Hoffman:</u> Diversity Career Fair – All university career fair (second largest) on January 24.</p> <p>ComArtSci Connect – Week of professional development events February 5-9 filled with talks from recruiters, Networking “How-To” Workshops and visits from industry professionals. The week caps off with a ComArtSci Career Fair within the hallways of the building.</p> <p>Data Day – Held on Friday, February 16, this first ever event is designed to show students the exciting career paths available in data within the fields of Advertising, Media, and Communication. Students will hear from leaders in the industry and have the opportunity to network and have all of their questions answered.</p> <p>Web Accessibility – The MSU Web Accessibility Policy outlines MSU commitment to support and enact the ADA and Section 504 of the U.S. Rehabilitation Act (1973) to design education experiences that are accessible for all students. This makes it critical that faculty design educational experiences, including in digital environments, which are accessible for all our students. To help Faculty facilitate this in digital environments, six students have been hired that are being trained and are working in conjunction with IT Services and Instructional Media. Department Chairs have been helping to prioritize classes to be reviewed based on the university’s prioritization guidelines. Some of you will be contacted in the upcoming weeks because a course you teach is under review.</p> <p>Chairs have been sharing with faculty things that they can do proactively to have their classes ready for review. The location of the materials that they shared is: https://webaccess.msu.edu/index.html</p> <p>Contact Carol McDonald (mcdon458@msu.edu) and Ann Hoffman (hoffman5@msu.edu) if you have questions.</p> <p><u>Ralf Schmaelzle:</u> Neurocognitive Communication Science area moving ahead. Already had the first CAS 992.</p> <p><u>Bill Dutton:</u> Submitted policy thematic area.</p> <p><u>Nancy Rhodes:</u> Submitted media psychology thematic area.</p>

	<p><u>Jennifer New:</u> In the first week of class, advisors have seen nearly 700 students. Friday, 1/12, is the last day to add a class. After today, it will be a late add and needs to be done through student affairs office.</p>
Summary of Action Items	<p>Submit nominees for academic governance by next week.</p> <p>If you are unable to attend CAC, make sure to send a rep in your stead.</p> <p>Share emergency procedure and accessibility information with your faculty.</p>
Adjournment	<p><u>Brendan Watson</u> moved to adjourn. <u>Josh Introne</u> passed. Meeting adjourned at 9:56 am.</p>