Date:	Friday, 2/9/18
Location:	191 ComArtSci, Deeb Conference Room
Chair:	Laura Dilley
Secretary:	Julie Fusi

Present: David, Prabu (Dean's Office); Dilley, Laura (CSD); Dutton, Bill (MI); Fusi, Julie (Dean's Office); Hampton, Keith (MI); Hoffman, Ann (Dean's Office); Holmstrom, Amanda (COM); Hunter, Eric (Dean's Office); Introne, Josh (MI); Kolt, Robert (ADPR); New, Jennifer (Student Affairs); Rhodes, Nancy (ADPR); Sanders Jackson, Ashley (ADPR), Schmaelzle, Ralf (COM); Takahashi, Bruno (JRN); Venker, Courtney (CSD); Watson, Brendan (JRN)

Minutes

Topic	Laura Dilley called the meeting to order at 9:05.
Approval of minutes from January 12, 2018	Minutes from January 12, 2018 approved with no objections or abstentions.
Approval of Agenda	Nancy Rhodes moved to approve the agenda for February 9. Bob Kolt seconded. Agenda approved.
Accessibility Project Update	Web accessibility team is housed in Central IT services. A team of student workers has been hired to assist with remediation. Chairs have provided a prioritized list of classes for students to begin work. It would be helpful for faculty to begin easy remediation now.

Nate Evans (manager of digital content and accessibility teams) joined via conference call. Should consider that your courses are the first interactions that students have with MSU. Important to make them all feel like they belong at MSU. Nate will share quick tips and best practices for how to create accessible documents. Some tips include avoiding underlining unless it's a hyperlink; if using color, also bold to accommodate those who are color blind. Recommends using paid closed-captioning services instead of doing so manually. If you don't own the video, you can request closed-captioning of the copyright holder.

Discussed how to handle making external resources (programming environments, etc.) accessible. Student team can assist with external documents, but accessibility team mainly looking for good faith effort for external web content that is not accessible.

Visit www.webaccess.msu.edu for more information. |
| Undergraduate Subcommittee | Because many faculty are unfamiliar with the Behavioral Threat and Analysis reporting structure, will review how to submit behavioral threat (BTAT) reports at an upcoming meeting. |
| Graduate Subcommittee | The graduate college is going through a strategic planning phase. Gwen Wittenbaum is serving on the steering committee.

The 1-credit summer classes offered this year are Regression Models for Categorical and Count Dependent Variables; Data Analysis and Programming in R; Structural Equation Modeling and Confirmatory Factor Analysis; Grant Writing/Sponsored Research; Cognitive Research Methods; An Introduction to Variance-Centered Meta-Analysis.

Strategic Communication Program updates have passed at the GAAD Subcommittee. New electives to the program and three certificate options were approved. Only one committee left to pass. |

| | Dissertation Completion Fellowship aims to provide financial support for writing dissertations with the goal of ensuring that successful completion of a high quality dissertation in a timely manner (within two semesters). Eligible students must have completed all program requirements up to the point of the dissertation proposal, and the proposal form must be submitted, signed, and approved. Submit materials to Nancy Ashley (ashleyn@msu.edu).

Responsible Conduct of Research
Currently, we are in compliance with the Graduate School as well as federal funding agency requirements. Our College has NOT added more requirements for ComArtSci Graduate Students. Thus, it is the case ALL graduate students in the college need to meet the minimum requirements for their program regardless of when they started their programs. The good news is the majority of our students seem to be doing fine in meeting these requirements, even those who are Plan B (non-thesis students).

Please note that if students go to the college website and type in "RCR", a page comes up with comprehensive information. Here is the URL: https://comartsci.msu.edu/responsible-conduct-research-rcr. This page tells each student what hours are required based on their program, answers FAQs, and also provides a list of RCR training opportunities that were scheduled for 2017-2018 school year. Additional RCR training opportunities are provided through some Friday sessions of the Proseminar.

Additional RCR opportunities can also be provided by individual professors and programs because they deem it necessary to offer more; those RCR sessions will also will be announced as they become available. If you have plans to offer additional RCR training, please forward the date, time, location, and topic to Kami Silk so that we can send it out to students and faculty members. Faculty members who are offering additional RCR sessions will need to obtain the Magnet Strip Reader (swiper device) from Marge Barkman (CAS 472). This device will swipe all students into an EXCEL sheet which gets forwarded to the SABA system to record student RCR hours. Students can also access the SABA system to track their hours, including both their online CITI RCR training and in-person RCR training hours. Monthly reports can also be generated so that Graduate Coordinators can check on student hours too. |
| Current Events and Coordinating Actions | The deans recently met with Interim President Engler. He has emphasized two areas of focus – government relations and law. He does not wish to change the academic mission and will work closely with Provost Youatt and Governor Blanchard.

Discussed a ground-up/bottom-up college response that starts with students, faculty, and staff. Want to encourage dialogue and foster a conversation about how to move forward. Conversations have begun around the university regarding "Teach In" options (see handout for more details).

Students have reported that they feel unsafe and many junior faculty have said that they don't feel secure in their jobs here. Faculty Grievance Office may help create an anonymous comment/suggestion resource for faculty who are uncomfortable going to Provost Office Hours.

Ashley Sanders Jackson is currently reviewing qualitative responses to her recent survey regarding the upcoming vote of no confidence. Will share a brief summary of responses at the next faculty senate meeting. There is an underlying sense that faculty don't know what's going on and that the university response is tone deaf. Faculty have expressed concern over the lack of power of the faculty senate. University needs to have shared governance and shared |

| | leadership. This turmoil presents an opportunity for all of us to have a voice in how we govern ourselves.

You have the ability to impact the students in your class. Pay attention to your students and notice if student behavior changes (failing assignments, missing class, etc.). Get them to student affairs. |
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| Faculty Excellence Advocate Updates | Geri Zeldes provided updates from the inclusiveness committee. Working with a few outside experts regarding sexual violence as well as mentoring. Visit www.comartsci.msu.edu/includes-all.com for more event details. Inclusiveness Committee will meet at noon today in CAS 191 to discuss their identity. Attend to share your ideas and suggestions for the committee.

Discussed the revised mentoring policy, which places mentorship more at the unit level. Would be helpful to include a "mentor the mentors" session to discuss effective mentorship. Policy does not address flexibility in reasons for requesting a mentor. Discussed whether mentoring conversations should/will be documented. Please email additional feedback to Geri (alumitge@msu.edu). |
| Mid-Semester Evaluation Process | Andy Corner (ComArtSci rep for the University Committee for Undergraduate Education) shared information regarding the mid-semester evaluation process. ASMSU and UCUE have endorsed this on a voluntary basis. The university will provide suggestions/templates for how to implement. This data will not be used in the RPT process, but is intended for instructors to "take the pulse" of their class and make adjustments as necessary before the SIRS process begins. |
| Summary of Action Items | Will continue to work on accessibility projects and BTAT reporting. Will continue to discuss campus current events at upcoming meetings. |
| Roundtable | Brendan Watson: Working on SpartansAct project.

Laura Dilley: Academic governance nominees will be circulated soon. Still need 3 names for academic hearing boards. |
| Adjournment | Ralf Schmaelzle moved to adjourn. Brendan Watson seconded. Meeting adjourned at 10:28 am. |