

COLLEGE ADVISORY COUNCIL  
Meeting Minutes

Date:	Friday, 3/16/18
Location:	191 ComArtSci, Deeb Conference Room
Chair:	Laura Dilley
Secretary:	Julie Fusi

Present: David, Prabu (Dean's Office); Dilley, Laura (CSD); Dutton, Bill (MI); Ellithorpe, Morgan (ADPR); Fusi, Julie (Dean's Office); Hagelberger, Teresia (Dean's Office); Hoffman, Ann (Dean's Office); Holmstrom, Amanda (COM); Introne, Josh (MI); Kolt, Robert (ADPR); Neumann, Dominik (Grad Rep); New, Jennifer (Student Affairs); Schmaelzle, Ralf (COM); Takahashi, Bruno (JRN); Venker, Courtney (CSD); Zeldes, Geri (Dean's Office)

Minutes

Topic	Laura Dilley called the meeting to order at 9:03 am.
Approval of minutes from February 9, 2018	<u>Minutes from February 9, 2018 approved as distributed.</u>
Approval of Agenda	<u>Mandy Holmstrom moved to approve the agenda for March 16, 2018. Josh Introne seconded. Agenda approved.</u>
Dean's Office Updates	<p>Dean David discussed ComArtSci's response to the current university crisis. Values to focus on include transparency, shared leadership, and inclusiveness. CAC will take a leading role in assisting with these three values through participation in committees and making recommendations to the dean. Planning for a gender equity survey study to create actionable items to address any inequities. Will complete bylaws reviews in each unit and at the college level, in addition to reviewing RPT guidelines. Will address differences across departments regarding annual review process and move toward committee model to assist chairs with this process.</p> <p>Optimistic there will be progress with the IM PhD program and thematic areas by May 2018.</p>
Safety Policies and Procedures	<p><u>Behavioral Threat Assessment Team (BTAT) &amp; Reporting</u> BTAT was created in coordination with Department of Public Safety in response to the national active shooter issue, but it extends farther than that to include any suspicious, concerning, disorderly, disruptive, disturbing behavior exhibited by students, faculty, and staff. Unusual or concerning behavior can be reported and BTAT will investigate and intervene if necessary. Ann Hoffman and Kari Schueller Lopez will attend upcoming faculty meetings to further discuss BTAT reporting. In addition, we will discuss BTAT at the April 13<sup>th</sup> All College meeting.</p> <p><u>Criminal Background Check Policy</u> Policy now requires volunteers and unpaid university personnel to undergo Criminal Background Checks. All faculty and academic staff are now required to self-disclose any incidents within 72 hours. Disclosures will be investigated before any termination decisions are made.</p> <p><u>Relationship Violence and Sexual Misconduct (RVSM) Policy</u> Teresia Hagelberger attended the meeting to discuss the external review of the University Policy on Relationship Violence and Sexual Misconduct. ComArtSci Title IX Liaisons participating in this review, currently in phase two, which looks at campus services and resources, including Office for Institutional Equity (OIE) and counseling services. RVSM policy stipulates that any violation must be reported to OIE instead of dealt with in the unit. This includes anything that happens with students, staff, faculty, etc., whether it happened to them in the past or while at MSU. If suspected perpetrator or suspected claimant are affiliated with MSU, the violation must be reported, no matter the level of detail that you have. When OIE reaches out to a victim, it can take up to 2 business days. Can also alert Ann Hoffman, Kari Schueller Lopez, or Teresia Hagelberger to share resources if concerned about wait time. An email would go to victim that</p>

	<p>says an incident has been reported; here are some available resources that may be of interest to you.</p> <p>CAC reps should discuss this at upcoming faculty meetings to ensure all faculty understand their responsibility. Will further discuss RVSM policy and our responsibility as mandatory reporters at the April All College meeting. Hope to solicit example scenarios to present at the All College meeting for OIE team to walk through with faculty. Requested training or more information for reporting cases of suspected child abuse in research participants under 18.</p> <p>ComArtSci is hosting mandatory training for “Building an Inclusive Workplace” hosted by the Office for Inclusion and Intercultural Initiatives. Training discusses what inclusion and bias are and how to create an inclusive workplace culture that empowers all to speak up. Two trainings are being offered next week on 3/20 and 3/21.</p>
Undergraduate Subcommittee	<p><u>Career Services Network Update</u> Karin Hanson is the Interim Director for the Career Services Network (CSN) at MSU. She remains 25% with ComArtSci to work with Randi Martinez on planned events through FS18. CSN and Academic and Student Affairs are in the process of hiring a split position that was vacated earlier this year by Liz Jorgensen. Office is hiring intern staff for 2018 year- 1 writing position, 1 design position and 2 peer advisors. Posted on Handshake.</p> <p>ComArtSci Connect (Feb 9th) was successful despite weather; had about 500 students in attendance and 44 employers (58 registered, some cancelled due to storm). On Feb 24, we hosted re-connect, with the companies not able to attend career fair due to inclement weather. Overall successful, about 80 students, 10 organizations.</p> <p><u>Upcoming Events</u></p> <ul style="list-style-type: none"> <li>• Summer job and internship fair: March 21 3-6, Breslin Center</li> <li>• Careers in Wine and Beer: March 22 (new event, networking plus summer opportunities and a few internships as well)</li> <li>• Summer Arts opportunities showcase: March 16th (networking and mini career fair; summer communication/advertising/sales related internships)</li> </ul> <p><u>Financial Assistance Awards</u> ComArtSci career center internship opportunity awards open today-April 1 for students who have secured a summer internship. Funds assist with costs associated with low paid or unpaid internship opportunities. Application available on Handshake.</p> <p>MSUFCU Intern Award open. The award is for unpaid summer internship opportunities, with preference for MI based internships. Check career network main website for application instructions.</p> <p><u>CCAS Course Accessibility Project Update</u> 6 students have been hired and trained. 35 sections of US18 classes have had separate D2L images created for the students to start reviewing and determining remediation recommendations. Versions are copies of Spring 18 online versions or US 17 online versions of the course with the same instructor. When they are ready to work, letters of introduction are being sent to instructor of record, chair, and the accessibility team.</p>
Graduate Subcommittee	<p>Strategic Communication curricular changes have passed subcommittee C and are progressing on time. Summer 892 research classes are now available on the schedule of courses.</p>
Responses to Current Events and College-Level Planning	<p>Special Committee on Gender &amp; Climate: Goals and Directions. Priorities are to address gender equity issues, RPT bylaws and process, and annual review bylaws and process. This intersects with a broader goal within CAC of empowering leadership at all levels.</p> <p>University Committee for Academic Governance (UCAG) will review university bylaws. CAC reps are requested to review ComArtSci bylaws in advance of April CAC meeting.</p>

Faculty Excellence Advocate Updates	<p><u>Faculty Mentoring Policy</u>  Will review mentoring policy at April meeting. Looking for feedback from faculty in regards to Reappointment, Promotion and Tenure (RPT) training. Planning to offer workshops/panels for reflective essay and Form D but would like suggestions and feedback regarding other training opportunities faculty would like to attend.</p> <p>Inclusiveness Committee hosting a few upcoming events, including a poetry slam on Thursday, 3/22, and “Classroom Best Practices for Emergency Situations” on Friday, 3/23.</p>
Roundtable	<p><u>Jennifer New</u>  Annual enrollment starts on 3/30. Direct overrides to <a href="http://www.overrides.cas.msu.edu">www.overrides.cas.msu.edu</a>.</p>
Summary of Action Items	<p>Email all faculty with information about Behavioral Threat Assessment (BTAT) reporting and mandatory reporting requirements and guidelines for the Relationship Violence and Sexual Misconduct (RVSM) Policy. (Ann, Teresia)</p> <p>Reach out to BTAT and RVSM/OIE teams to attend April All College Meeting (Ann, Teresia)</p> <p>Review ComArtSci bylaws prior to April 13<sup>th</sup> CAC meeting. (All CAC Reps)</p>
Adjournment	<p><u>Laura Dilley moved to adjourn. Josh Introne seconded. Meeting adjourned at 11:04.</u></p>