

COLLEGE ADVISORY COUNCIL
Meeting Minutes

Date:	Friday, September 8, 2017
Location:	191 ComArtSci, Deeb Conference Room
Chair:	Laura Dilley
Secretary:	Julie Fusi

Present: David, Prabu (Dean’s Office); Dawson, Aaris (Undergrad Rep); Dilley, Laura (CSD); Fernandez, Laleah (MI); Fusi, Julie (Dean’s Office); Hoffman, Ann (Dean’s Office); Holmstrom, Amanda (COM); Hunter, Eric (Dean’s Office); Introne, Josh (MI); McKenzie, Lauren (Student Affairs); Miller, Vernon (COM); Neumann, Dominik (Grad Rep); Rhodes, Nancy (ADPR); Schmaelzle, Ralf (COM); Takahashi, Bruno (JRN); Venker, Courtney (CSD); Watson, Brendan (JRN); Zeldes, Geri (FEA)

Minutes

Topic	Laura Dilley called the meeting to order at 9:03 am.
Approval of Agenda	<u>Ralf Schmaelzle moved to approve the agenda for Friday, September 8, 2017. Nancy Rhodes seconded. Agenda approved.</u>
Approval of minutes from August 18, 2017.	<u>Laura Dilley moved to approve minutes from Friday, August 18, 2017. Minutes approved.</u>
Dean’s Office Updates	<p>A. Review of 2017-2018 Priorities</p> <p style="padding-left: 20px;">i. Dean David reviewed the 2017-2018 college priorities, which include an emphasis on graduate programs; focus on thematic areas such as computational communication and neurocommunication; new website; exploring revenue generating opportunities through partnering with international organizations in India (MICA School of Communication) and China.</p> <p>B. ComArtSci Thematic Areas</p> <p style="padding-left: 20px;">i. Neurocommunication group is gathering input from faculty regarding thematic areas. Hope to use this information to encourage graduate students to choose MSU. Encourage faculty and graduate students to join a thematic area discussion. Faculty should consider how research and courses fit with each area.</p> <p style="padding-left: 20px;">ii. Speaker Series/Pro-Seminar will help foster collaboration among departments and encourage discussions in the thematic areas.</p> <p>C. University Testing Procedure</p> <p style="padding-left: 20px;">i. Students with disabilities will present a VISA form that explains reasonable accommodations for the disability. Concern expressed regarding the burden this places on faculty and whether there is a need to push for centralized funding for additional assistance. Contact Ann Hoffman with concerns or questions.</p> <p>D. Accessibility Issues</p> <p style="padding-left: 20px;">i. All courses need to be made accessible for students. New laws go into effect next summer and fines will be assessed if we are not in compliance. There are many simple fixes that faculty can make right away, such as no longer using certain fonts. Jan Bukovac-Phelps is involved with the accessibility campus committee. Ann Hoffman will send a list of tutorials and resources for converting materials.</p> <p>E. Dissertation/Thesis Updates</p> <p style="padding-left: 20px;">i. Talk with graduate school to ensure theses and published manuscripts are submitted to ProQuest to avoid issues with copyright.</p> <p>F. International Graduate Students</p> <p style="padding-left: 20px;">i. Counseling resources are available for international grad students.</p> <p>G. RCR Training</p>

	<p>i. Changes coming from the university. All graduate students must complete some training, but the number of hours depends on the graduate student. New tracking portal will be released soon to help with tracking hours. Pro-seminar will provide some RCR training. Add RCR to future CAC agenda.</p>
Undergraduate Subcommittee	<p>A. COM BA Curriculum Overhaul</p> <p>a. Vernon Miller discussed COM curriculum changes and reviewed discussion points from the subcommittee meeting. COM 100 is now required. Some courses have been unlinked and optional transcriptable concentrations have been built in, which will allow students greater flexibility.</p> <p>b. <u>Nancy Rhodes moved to end discussion regarding COM curricular changes. Eric Hunter seconded. Discussion closed.</u></p> <p>c. <u>Brendan Watson moved to approve the COM curricular changes. Nancy Rhodes seconded. COM curricular changes approved.</u></p> <p>B. ADPR Housekeeping Items</p> <p>a. Ann Hoffman discussed changes to names and subject codes for the ADPR linked program. Changes passed both undergraduate and grad subcommittees.</p> <p>b. <u>Mandy Holmstrom moved to end discussion regarding ADPR curricular changes. Lauren McKenzie seconded. Discussion closed.</u></p> <p>c. <u>Mandy Holmstrom moved to approve ADPR curricular changes. Lauren McKenzie seconded. ADPR curricular changes approved.</u></p>
Faculty Excellence Advocate Updates	<p>A. Every college has one Faculty Excellence Advocate (FEA), whose primary role is to promote inclusiveness and diversity. Geri Zeldes is ComArtSci's FEA. Contact Geri with any issues.</p> <p>B. Geri provided an overview of spring 2017 activities and initiatives, as well as plans for 2017-2018. See handout for more details.</p> <p>C. The inclusiveness committee is seeking an undergraduate representative, as well as soliciting suggestions for priority items for 2017-2018. Email suggestions to Geri Zeldes.</p> <p>D. Geri shared resources for faculty, including a tool kit for the reappointment, tenure, and promotion process. Faculty can also opt in to a mentorship program within the college.</p> <p>E. Discussed the importance of promoting diversity and civil dialogue in the classroom.</p>
Roundtable	<p>Ann Hoffman: Sales Leadership Career Fair will be held Sept. 28 from 5-8 pm in the Union. The Professional Prep Series will be held Sept.29 from 1:30-3:30 pm in Snyder Phillips. Career Gallery will be Oct. 3-5 at the Breslin Center. All MSU employees are mandatory reporters for Relationship Violence and Sexual Misconduct and bias incidents. Contact Kari Schueller Lopez or Teresia Hagelberger if you have questions.</p> <p>Lauren McKenzie: Required dates for EASE reports (Enhancing Academic Success Early) are the 5th and 11th weeks of the semester, but do not wait until then if you notice issues. These reports provide valuable insight for advisors to better assist students. Online courses should not note attendance. Any mental health concerns should be reported to Ann or Kari.</p> <p>Bruno Takahashi: Neal Shine lecture will be September 13.</p> <p>Nancy Rhodes: ADPR chair search is ongoing. Hope to interview 4 candidates. Nancy has taken over leadership of the Health Risk Com MA program and the Health Risk Center is now lead by Maria Lapinski.</p> <p>Prabu David: I&M Ph.D. committee report will be circulated today. Faculty and students can comment via D2L or anonymously through Qualtrics. Town hall meetings are scheduled for Sept. 26 and 27.</p> <p>Laura Dilley: CSD has welcomed several new faculty.</p>

Summary of Action Items	<ul style="list-style-type: none"> • Talk to Geri Zeldes if you have any inclusiveness or diversity issues or concerns. • Departments should know who their Inclusiveness Committee representatives are. • Check out ArtPrize Grand Rapids, which many ComArtSci faculty are participating in. • Seeking nominations for inclusiveness committee undergraduate representative. • Toolkits for tenure and promotion success are available to new faculty. • Faculty can opt in to college mentorship programs. • Faculty, please be leaders in inclusiveness and classroom civility. • Remember that faculty are mandatory reporters. This includes reporting bias incidents. • Faculty should remember to submit EASE reports. This is mandatory to put in for some students. • If there is a suspected mental health issue with a student, call Ann Hoffman or Kari Schueller Lopez. • Make sure on-line materials are accessible to those with disabilities. Laws regarding course material accessibility go into effect next summer. Ann Hoffman has resources to share. • Relative to theses and dissertations, if there is a published manuscript – this is flaggable as copyright issue.
Adjournment	<u>Bruno Takahashi moved to adjourn. Nancy Rhodes seconded. Meeting adjourned at 10:30 am.</u>