

COLLEGE ADVISORY COUNCIL

Meeting Minutes

Date:	12/11/15
Location:	191 Com Arts, Deeb Conference Room
Chair:	Eric Hunter
Secretary:	Julie Fusi

Present: Bossen, Howard (JRN); Carnahan, Dustin (COM); Carpenter, Serena (JRN); David, Prabu (Dean's Office); Dilley, Laura (CSD); Dutton, Bill (MI); Fusi, Julie (Dean's Office); Huddleston, Pat (ADPR?); Hunter, Eric (CSD); Koning, Kendall (Grad. Rep); Meng, Jingbo (COM); New, Jennifer (Academic Advising); O'Donnell, Casey (MI); Rifon, Nora (AD+PR); Salisbury, Mercedes (Undergrad. Rep); Sherry, John (Dean's Office);

Minutes

Topic	Eric Hunter called the meeting to order at 9:02 a.m.
Approval of Agenda	<u>Laura Dilley moved to approve the agenda for December 11, 2015. Howard Bossen seconded. Agenda approved.</u>
Approval of minutes from November 13, 2015	<u>Casey O'Donnell moved to approve minutes from November 13, 2015. Nora Rifon seconded. Minutes approved.</u>
Dean's Office Updates	<p><u>J. Sherry</u> Strossacker awards and dissertation completion grants are out, but there is money remaining, so there will be another call in early spring. The Strossacker award supports health communication research in mid-Michigan.</p> <p>Online MA is progressing. Everything has moved on to academic governance. Instructors are in the process of creating their courses. 4 courses will be up and running for fall 2016 to launch the program. Considering hiring a professor of practice (one of 10 positions available) for the Online MA program director, who will also help with the program's marketing.</p> <p><u>J. New (for A. Hoffman)</u> <u>Career Services Updates:</u> Planning for spring events, including ComArtSci Connect, and have received a sponsorship from MSUFCU to assist with covering the costs for these events and are working with student organizations to collaborate on the event.</p> <p>Planning for the retail connect Field Experience to NY in January, and PR Advertising Field Experience in Chicago in January. Upcoming Field Experiences: Game Design in San Francisco, AD+PR in New York, Advertising/MI in LA.</p> <p>Starting to collect 2015 December Destination Data. Julie Hagopian and Skyin Yin presented to international students about job search strategies.</p> <p>DEAN'S OFFICE End of the semester reminders: <u>FINAL EXAM POLICY</u></p> <ul style="list-style-type: none"> In the event that a final examination is deemed appropriate by the instructor, it may not be scheduled at any time other than the date and hour listed in <i>Schedule of Courses</i>. Any deviations from the final examination schedule must be approved by the Office of the Registrar based on the recommendation of the assistant/associate dean of the college responsible for the course offering.

- Faculty members shall schedule office hours during the final examination period (or in some other way attempt to make themselves accessible to their students) as they do in the other weeks of the semester.
- No student should be required to take more than two examinations during any one day of the final examination period. Students who have more than two examinations scheduled during one calendar day during the final examination period may contact the Academic Student Affairs Office in their colleges for assistance in arranging for an alternate time for one of the three examinations
- *A student absent from a final examination without a satisfactory explanation will receive a grade of 0.0 on the numerical system, NC on the CR-NC system, or N in the case of a course authorized for grading on the P-N system.* Students unable to take a final examination because of illness or other reason over which they have no control should notify the associate deans of their colleges *immediately*.
- Grades need to be submitted to the Registrar's Office by 4pm on Tuesday December 22.

Override reminders

Auditing Courses: U

- As a reminder, it is against campus policy to allow students to audit courses. Please remind your faculty and TA's that allowing a student to audit a course actually disadvantages the student as they will not be able to earn credit for the course.
- Also, since overrides are handled centrally, and students are often denied overrides, students who attempt to audit courses are often bypassing the system.
- In FS15, we had multiple instances of students auditing ComArtSci courses and this causes significant issues for the Academic and Student Affairs Office. Related to this, please ***do not*** add students to D2L if they are not on your class lists.

Regarding Override requests:

- Any student requesting an override or permission into an **UNDERGRAD Course (numbers 100 to 499)** should be sent to the Course Request System (<http://override.cas.msu.edu>). Once received, the Academic and Student Affairs Office will determine the student's eligibility for the course and take appropriate action. The Course Request System has been tweaked so it will accept requests for on line as well as in person classes.
- Students requesting override permission to a **GRADUATE Course (numbers 500 to 999)** should be told to email the Grad Staff person working in the area.
 - Rachel Iseler (rachel@msu.edu) M&I and ADV
 - Marge Barkman (barkman@msu.edu) COM
 - Nancy Ashley (ashleyn@msu.edu) JRN and CAS
 - Alison Keesey (hartm103@msu.edu) CSD
- This process runs until the 5th day of class for each semester (for SS16, this date is: Friday **Jan 15, 2016**), at which point, we shift to the Late Add period.

Late Add Procedure:

- After the 5th day of the semester, adds are not normally permitted into the course. If there is an extenuating circumstance, students must request the late add through the Academic & Student Affairs Office. Similar to how we process Dean's Drops, the Academic & Student Affairs Office will review circumstances and contact the professor if late add is warranted. ***We will not send the student to you to ask for permission, you will receive the request from one of the Advisors or myself.***
- The following list should be used for lead advisors:
 - Advertising: Lauren Gaines McKenzie(gainesla@msu.edu)
 - Journalism: Stratton Lee (leestrat@msu.edu)
 - Media and Information: Corey Moore (moorec56@msu.edu)
 - Communicative Sciences and Disorders: Alicia Birdsong (aliciab@msu.edu)
 - Communication: Daune Rensing (dkoester@msu.edu)

- CAS: Kari Schueller Lopez (schuell8@msu.edu)

Other helpful reminders:

- In cases where students have spoken to instructors and instructors want to waive CONTENT prerequisites, they should send a note to the primary major advisor and have the student complete an online request at (<http://override.cas.msu.edu>). We will process an approval to waive the content. This will not exceed the established class capacity so there will still need to be space in the class for students to add the class.
 - Advertising: Lauren Gaines McKenzie (gainesla@msu.edu)
 - Journalism: Stratton Lee (leestrat@msu.edu)
 - Media and Information: Corey Moore (moorec56@msu.edu)
 - Communicative Sciences and Disorders: Alicia Birdsong (aliciab@msu.edu)
 - Communication: Daune Rensing (dkoester@msu.edu)
 - CAS Courses: Kari Schueller Lopez (schuell8@msu.edu)
- For all independent studies, once paperwork is completed with the appropriate faculty/coordinator and the student, all forms come to 189 Com for students to be enrolled in the course. This deadline is **January 13, 2016**. *Please note: Instructors may want to back date the information they need from students to meet the January 13th deadline.*
- For all Internships, completed paperwork is due to the Academic and Student Affairs Office on **January 13, 2016** so that forms can be processed and students can be added to the course. *Please note: Internship Coordinators may want to back date the information they need from students to meet the January 13th deadline.*

Discussion surrounding lack of clarity regarding final exam procedures for online courses. Faculty are unsure whether online course finals should take place prior to finals week, or if they are supposed to occur during finals week, during the required portion of the online course.

Faculty would like for the ComArtSci website to house this type of academic policy information (late add/override/audit procedures) in a place that is easily accessible.

P. David

Inclusivity on campus is a high priority at this time. Inclusiveness committee (see work/life balance section for more detail) can help create ideas and best practices to help promote inclusive climate on campus. As a communications college, we are in a unique position to act as leader in this effort. A message from the dean encouraging students to talk about their experiences and to whom they should speak would be helpful in creating a climate that welcomes this discussion. Faculty discussed several ways to promote inclusivity, including creating a social game, promoting Joe Grimm's bias busters, creating courses, etc.

The college needs to create a plan that describes how Professors of Practice will fit within the structure of the college, and what makes someone a professor of practice. Would like to create a subcommittee of CAC, plus some fixed term faculty and chairs (2 people from CAC, 3 chairs (JRN, MI, ADPR), 2 fixed term faculty). CAC members should talk with chairs to discuss who would be best representatives for this committee.

The search for tenure track faculty currently has 4 signed offers, with at least 6 offers under negotiations. Candidates heavily negotiating for spousal accommodations and expedited tenure. We will work to help accommodate spouses, but faculty must have one year of service before submitting materials for tenure review.

	<p>Working on finalizing the ad for our 10 professors of practice lines. These positions will be part of the “Media Arts Collaborative” (a collaborative effort with College of Arts & Letters, College of Music, and the Honors College). Will be promoted as a cluster hire as MSU’s investment in the Media Arts.</p> <p>The university is very interested in a proactive strategy for engagement in India. If your department has faculty who are currently doing projects in India, let us know so that we can engage them in developing a strategy. The university wants to increase undergraduate enrollment, graduate student recruitment, and research collaborations. If you can recommend any peer institutions, that would also be welcomed.</p> <p>Considering a pre-ICA event, potentially focused on computational communication, in Seoul. Working with NCTU (Taiwan) and SKK and Korea U (Korea) on this. Would like to host a small event, with some talks and an evening reception.</p> <p>3 things to focus on in 2016: Curriculum Reform, Fostering Community, Research Community/Creative Spaces</p>
FEA Updates	FEA meeting this month was canceled but was supposed to include discussion of the Catalyst Talks event and whether this is a good model, as people were impressed by this strategy.
UCC Ad Hoc Grade Committee	<p>Nora Rifon is the representative to the Curriculum Committee. Committee discussing shifting grade policy from half point increments (3.0, 3.5, 4.0) to quarter point increments to (3.0, 3.25, 3.5, 3.75, 4.0). There is concern that this would create grade inflation, but some think that this would combat the grade inflation that already exists. This would only add finer increments to deal with students whose percentage falls between two half point increments. The committee is looking for faculty who teach large undergraduate courses to volunteer to participate for one semester in this new grading system as a test group.</p> <p>The subcommittee meets in January and would like feedback prior to then. Formal survey will come out in January.</p>
Bylaws CAC Subcommittee	Revisions were approved and new bylaws are now on the academic governance website.
Work/Life Balance	<p>The work/life balance issue seems to be directly related to faculty retention. Faculty Retention committee planning to reach out to faculty who have left in the past few years to see if there is anything that could have been done differently that would have changed their mind. Committee still trying to determine the salient issues before determining any course of action to remedy the faculty retention problem. Eric Hunter plans to send an email as Chair of CAC, followed up by a phone call from Kami Silk for further conversation. No objections/feedback to this email and plan from CAC members.</p> <p>We lack an Inclusiveness Committee in our college. According to our bylaws, this committee should be composed of one faculty and one student from each unit (with rolling terms of service) and should meet once per semester. The committee will promote equal opportunity in recruitment, admission, treatment of students, retention, hiring and promotion, etc. Current search FEA representatives could serve on this committee. Discuss this at faculty meetings to determine how to find student participation (potentially leadership from student groups).</p>
Roundtable	<p><u>Howard Bossen</u>: Today is Big 10 Journalism day.</p> <p><u>Pat Huddleston</u>: Hairong Lee brought group of Chinese ADPR students in last week.</p> <p><u>Julie Fusi</u>: Encourage faculty to come to Holiday party next Wednesday.</p>
Adjournment	<u>Casey O’Donnell</u> moved to adjourn, <u>Howard Bossen</u> seconded. Motion passed. Meeting adjourned at 10:29 a.m.