COLLEGE ADVISORY COUNCIL
Meeting Minutes
DRAFT

Date:	Friday, January 17, 2020
Location:	191 ComArtSci, Deeb Conference Room
Chair:	Jeff Searl (CSD)
Secretary:	Julie Fusi

Present: Alhabash, Saleem (ADPR); Baykaldi, Sevgi (JRN/GA Rep); Chavez, Manuel (JRN); Corner, Andy (ADPR); Curry, Terry (AHR); Fusi, Julie (Dean's Office); Hoffman, Ann (Dean's Office); McKenzie, Lauren (Dean's Office); New, Jennifer (Student Affairs); O'Donnell, Casey (MI); Peng, Winson (COM); Searl, Jeff (CSD); Sherry, John (COM); Takahashi, Bruno (JRN); Thorson, Esther (Dean's Office); Venker, Courtney (CSD); Zeldes, Geri (JRN)

Minutes

Topic	Jeff Searl called the meeting to order at 9:01 am.
Approval of Agenda	Andy Corner moved to approve the agenda for January 17, 2020. Casey O'Donnell seconded. Agenda approved.
Approval of Minutes from November 8, 2019; December 13, 2019	Andy Corner moved to approve the minutes from November 8, 2019. Courtney Venker seconded. Minutes approved as distributed. Geri Zeldes moved to approve the minutes from December 13, 2019. Winson Peng seconded. Minutes approved as distributed.
Dean Review	Terry Curry attended the meeting to provide information regarding Dean David's review. Academic Governance bylaws stipulate that deans are to be reviewed in a period not to exceed 5 years. This is a shared responsibility between the college and the provost. As representative of the college, CAC will gather and synthesize feedback from internal constituents using the survey provided by the provost, which may be added to as deemed appropriate by CAC. The provost will also gather and synthesize feedback to inform the review, including meeting(s) with internal leadership. The provost and Terry Curry will meet with CAC to share and discuss initial survey findings. Upon conclusion of the review process, the provost will meet again with CAC and college administrators to report on the outcome of the review, ideally by the end of spring semester. See attached memo for detailed description of this process. Terry will share surveys used by other colleges (most recently Engineering and Business) to generate ideas for added questions. The dean will prepare a statement to accompany the survey that describes accomplishments and vision for the future of the college. We will need to consider how to address WKAR within the survey since they have a distinct mission apart from the college's academic mission. CAC must determine who will be surveyed: faculty, staff, students, etc. If we would like to devise a separate survey for students or alumni, we can make further additions/modifications to the standard tool. The Institute for Public Policy and Social Research (IPPSR) will administer the survey. Once survey responses have been collected, CAC may generate and share summary information with the college. CAC will need to discuss and decide whether summary survey information should be shared with the college prior to any in-person sessions.

	Both CAC and the dean will generate lists of 10 individuals that the Provost may choose to contact for independent review. This list should include people from outside the university, but may also include fellow deans, alumni, donors, colleagues from professional associations, etc. <u>CAC discussion on dean review process</u> Suggested that small groups within CAC be created to accomplish associated tasks in a timely manner. Groups should include one person from each department (including WKAR) and cover topics such as the survey, student engagement, WKAR integration, survey and review promotion, demographics and diverse representation. Need to create a timeline with deadlines to ensure we complete the review by the end of the semester. CAC will provide information to the college regarding participation in the review. The memo outlining process and the standard survey instrument will be shared with the college, along with a link to an internal survey where employees can identify additional topics they'd like more information about and/or included on the survey tool. CAC will thematically organize this feedback for inclusion. Each unit along with WKAR and the Dean's Office will be given the opportunity to recommend two names (suggesting one internal to the university, one external) for the list of 10 independent reviewers. All suggested names must be submitted to CAC representatives for discussion and final selection at the CAC meeting on February 14. The provost's office will contact those listed with additional information; CAC will not contact individuals in advance. <u>Items to consider for final list of independent reviewers:</u> • Diverse group from both within MSU (outside of ComArtSci) and external to MSU • All units represented, including WKAR, by individuals/groups familiar with professional fields • Incorporation of both undergraduate and graduate student feedback (suggested listening sessions or working with student leadership council) • Representation from those who have served in leadership positions as well as those who have not • Mixture of letters from both individuals and groups who are familiar with the vision of the college and units as well as Prabu's work • Reviewers should be familiar with one or more of the identified areas on the survey <u>Saleem Alhabash moved that 1 of the 10 letter writers will be a collective letter from the ComArtSci alumni board. John Sherry seconds. Motion carries with no abstentions.</u>
Provost Search Committee	Manuel Chavez, member of the University Provost Search Committee, joined the meeting to provide an update on the search. The candidate pool currently has 25 completed applications, with a deadline of February 10. There will be open presentations once finalists have been determined. The committee hopes the announcement of the person selected will be made by end of semester, though the start date is yet to be finalized. Search committee representatives will solicit CAC feedback for use throughout the interview process.

Academic Governance Elections	Jeff Searl discussed the spring 2020 University Academic Governance Elections. Jeff will summarize available positions and reach out to those eligible for re-election to determine their interest in continuing. Additional names are encouraged on the ballot, not just those up for re-election. University Council/Faculty Senate Bree Holtz – eligible for re-election Dave Ewoldsen – eligible for re-election Laleah Fernandez – eligible for re-election CAC Chairperson – TBD August 2020 University Committee on Graduate Studies Gwen Wittenbaum – eligible for re-election University Academic Hearing Boards Pool Johannes Bauer – eligible for re-election Laura Dilley – eligible for re-election New – need to elect tenure system or fixed term faculty (appointed 3 years+)
Dean's Office	Undergraduate Dean Updates Working on alternative exam times to accommodate students celebrating Ramadan.
Faculty Excellence Advocate	Shared conflict resolution guide, created in conjunction with human resources. The School of Journalism will host a workshop Friday, Jan. 24, delivered by Global Journalists Security (civil protests, emotional self-care). Beronda Montgomery will speak to the college about effective mentoring in spring 2020, date to be determined. Scheduling an RPT forum in fall 2020 to be hosted by department chairs.
Summary of Action Items	Email CAC regarding 2020 academic governance elections (Jeff) Share draft college email with CAC regarding dean's review (Jeff) Talk with units regarding independent reviewers for dean's review (Jeff)
Roundtable	Julie Fusi: Academic Profile walk-in help sessions scheduled for 1-2:30 pm in CAS 184 on January 21, 22, 28, 29.
Adjournment	John Sherry moved to adjourn. Geri Zeldes seconded. Meeting adjourned at 10:33 am.