**COLLEGE ADVISORY COUNCIL**  
**Meeting Minutes**

**Date:** Friday, January 18, 2019  
**Location:** 191 ComArtSci, Deeb Conference Room  
**Chair:** Laura Dilley  
**Secretary:** Julie Fusi

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<th>Present:</th>
<th>Cotten, Shelia (MI); David, Prabu (Dean’s Office); Dilley, Laura (CSD); Ellithorpe, Morgan (ADPR); Fusi, Julie (Dean’s Office); Hoffman, Ann (Dean’s Office); Introne, Josh (MI); Kolt, Robert (ADPR); Neumann, Dominik (Grad Rep); New, Jennifer (Student Affairs); Takahashi, Bruno (JRN); Venker, Courtney (CSD);</th>
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**Minutes**

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<tr>
<th>Topic</th>
<th>Laura Dilley called the meeting to order at 9:02 am.</th>
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<tr>
<td>Approval of Agenda</td>
<td>Agenda for January 18, 2019 amended to revise the order of discussion. Amended agenda approved.</td>
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<td>Approval of Minutes from December 14, 2018</td>
<td>Minutes from December 14, 2018 approved as distributed.</td>
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<td>NSF Notification Requirements for Findings of Harassment or Assault</td>
<td>Faculty received a memo this week that details new NSF notification requirements of findings of violations of university policy of harassment (sexual or anything based on specified categories detailed in anti-discrimination policy) or assault. Please discuss with your faculty. There is speculation that NIH will also require similar notifications.</td>
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<td>Academic Governance Spring Elections</td>
<td>Laura Dilley discussed representation needed for the 2019 Academic Governance elections process. Please self-identify or encourage your faculty to contact Julie Fusi (<a href="mailto:fusi@msu.edu">fusi@msu.edu</a>) if they are interested in running for election. We also need a substitute for the University Committee on Curriculum (UCC) for spring semester. We need a substitute before January 31. If we do not have a representative on this committee, they will not hear our curriculum matters.</td>
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<td>Bylaws Revisions</td>
<td>Unit representatives shared status updates of their respective bylaws and RPT guideline revisions processes. Units are also addressing faculty and administrator annual review processes. CSD is holding a series of meetings this spring to review bylaws. ADPR is still discussing and reviewing bylaws, but will have an additional update after today’s faculty meeting. MI recently revised their bylaws in 2016, but have not spent considerable time on it this year. JRN has made progress in revisions to their RPT guidelines, including softening timeline language and revising language regarding the process for a candidate to dispute committee recommendations. Inclusiveness Committee would like to change their name and have proposed bylaws language that would clarify the role of the committee within the college. Hope to have this language available to review and vote on at the Spring college meeting. Collegiality/professional norms discussions suggest that the bylaws may refer to an external living document for further information on these ideals. Laura suggested a few specific bylaws for CAC review, including: (1.1.1) defines regular faculty and says they all should enjoy the same privileges and responsibilities</td>
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(3.3.4.1) claims that college bylaws apply during times of conflict between unit and college bylaw language. CAC body can assist with adjudication if necessary. University bylaws for academic governance and bylaws for the Board of Trustees are vague and generally defer to the college when questions arise.

Laura suggested that the college should address voting rights for professors of practice and anyone who is not considered “regular faculty.” MI is currently discussing the impact of giving voting rights to professors of practice on short term contracts. How does their potential departure from the university impact the future of the department?

Units should reflect upon the college bylaws and report unit priorities back to CAC in February.

**Equity Committee**

The feedback from the last meeting regarding the survey tool was well received and led to small group discussions to assist with revisions. Prabu’s goal for the survey is to gauge climate in the college. Thus, the instrument discussed at December meeting will be split into two separate pieces. Shelia shared that the university will be doing a large university-wide climate survey. Discussed whether we should also do a survey in light of this.

**Inclusiveness Committee / Faculty Excellence Advocate**

Please review handout provided and encourage faculty to promote and participate in events.

**Dean’s Office**

**Dean’s Updates**

There is resounding support across the university for the change in president. This decision was made after much consideration from Deans, the Presidential Search Committee, and the Board of Trustees. The past year has been a significant learning experience for the Board in how to have a more active and engaged role in the community. Discussed the impact of executive leaders appointed without searches.

We need someone to chair the CAC meeting for February 8. Morgan Ellithorpe or Courtney Venker have agreed to consider this.

Each unit has been asked to review their RPT guidelines as well as unit bylaws and annual review processes.

Community Norms are now being referred to as professional norms. Prabu is involved in ICA’s professional norms guideline committee. ADPR, JRN, MI have all discussed these norms within the unit. CSD and COM will address the matter this semester.

We have made offers to MI and COM chairperson candidates. JRN candidates are visiting this week and next.

Units have been asked to update their strategic plans. Future hiring and faculty lines will be directly related to strategic plans.

Teresa Mastin is leading the Sustained Dialogue initiative this semester, which we hope will foster culture change in the college.
Hope to wrap up IM PhD curriculum and bylaw revisions this semester. First review of bylaw revisions was voted down by Journalism, but we hope to revise and move forward. Vague bylaws and the fact that all 3 units have to unanimously approve changes to this program makes this slow to complete. Curricular changes have passed many votes and will likely be in place for the fall.

Undergraduate Updates
My Spartan Story is the new co-curricular record for students on campus. MSU transcript will be the home for credit bearing activities; My Spartan Story will contain non-credit bearing activities where learning outcomes are articulated as part of the process. If you have students engaging in non-credit bearing learning activities (student working on research, student serving as officer for student organizations), faculty would determine learning objectives and enter into My Spartan Story. Students can curate to choose what is emphasized and what goes to potential employers or graduate schools. Will also allow MSU to track and validate learning outcomes. Concerns over differences in the way faculty write learning outcomes and the level of work this might require, as well as how this will affect students who have to work. Contact Ann Hoffman, or Kari Schueller Lopez with questions. Visit www.mystory@msu.edu for more information.

UURAF registration information will be out next week. We will need faculty to judge sessions in April.

Governance will hear about shifting drop and add deadlines as related to flat rate tuition. The actual implementation of any new deadlines is on hold for the new student information system, as the current system will not be able to facilitate any changes. Proposed changes, per UCUE minutes, are detailed below:

- During the first through fifth days of the semester, students can drop or add classes without any penalties or permissions.
- From the sixth day of the semester through the quarter term, students may add a class only with the permission of a professor. On the sixth day through quarter term, students may drop without permission and with no grade reported but with a penalty of some type yet to be determined amount or kind.
- From the quarter of term through the end of term, students may drop only with the Dean’s permission and a “W” on their transcript.
- For students whose class changes result in them moving in to or out of the 12 to 18 credit block, on days one through ten of the semester they can do so with one hundred percent refund/no additional costs.
- For students whose class changes result in them moving in to or out of the 12 to 18 credit block after the tenth day of the semester, they will do so with no refund.
- UCUE also recommends a thorough reevaluation of the drop add dates and the possibility of adding a centrally administered wait list to the policy within one year

If all students elect to take 15 credits, the university will be short 25,000 seats/semester. There will be ongoing conversations regarding increasing class sizes, seat numbers, and section numbers. This will likely affect integrated studies courses the most (math, writing, etc.).
Faculty should review the tentative schedules for US 19, FS 19, and SS 20 to ensure there are no issues with teaching load. Need to know of changes before March 1. This information will come from grad staff.

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<th>Action Items</th>
<th>Units should reflect upon the college bylaws and report unit priorities back to CAC in February.</th>
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<td>Roundtable</td>
<td>Jennifer New – over 700 students came through the student affairs office to visit advisors.</td>
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<td>Bruno Takahashi – JRN candidate talk is today at 1:00 pm in CAS 161. Next candidate will be here Friday, 1/25, with a talk at 1:00 pm in CAS 161.</td>
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<td>Dominik Neumann – Putting together a PhD student group with bylaws.</td>
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<td>Adjournment</td>
<td>Morgan moved to adjourn. Meeting adjourned at 10:49.</td>
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