

COLLEGE ADVISORY COUNCIL  
Meeting Minutes

Date: Friday, 11/9/18  
Location: 191 ComArtSci, Deeb Conference Room  
Chair: Laura Dilley  
Secretary: Carol McDonald

Present: Dilley, Laura (CSD); Hoffman, Ann (Dean's Office); Introne, Josh (MI); Johnson, Jennifer (Steering Committee); Kolt, Robert (ADPR); McDonald, Carol (Dean's Office); Fennell, Chris (Grad Rep); New, Jennifer (Student Affairs); Sherry, John (COM); Steinhardt, Joe (ADPR); Takahashi, Bruno (JRN); Thorson, Esther (Dean's Office); Venker, Courtney (CSD); Wenslow, Judy (JRN); Zeldes, Geri (JRN)

Minutes

Topic	Laura Dilley called the meeting to order at 9:01 am.
Approval of Agenda	<u>Motion to add changes to CSD 880 and add Jennifer Johnson from the At-Large Steering Committee to the agenda. Esther Thorson moved to approve the agenda for November 9, 2018. Geri Zeldes seconded. Agenda approved.</u>
Approval of Minutes from DATE	<u>Minutes from October 12, 2018 approved as distributed.</u>
CSD 880	<p>The request is to eliminate the prerequisite status of CSD 880-Clinical Proseminar prior to enrollment in CSD 883-Clinical Practicum.</p> <p>CSD 883 is the course associated with the clinical internships in which our MA students engage during the final four semesters of the 5-semester MA program. CSD 880 was historically required in the first semester to address professional practice issues and to inform the students of the accreditation requirements of the American Speech-Language-Hearing Association. While CSD 880 conveyed important programmatic information, it was not a rigorous academic course.</p> <p>In an improvement to the course sequence, CSD 880 has been moved from the first (i.e., Fall 1) semester to the middle (i.e., summer) semester to provide two benefits. First, this allows for a language development course to take its place in Fall 1 and to occur prior to the Spring 1 school-based internship, instead of providing it in Spring 1 concurrent to the internship. This course sequence better suits the knowledge-to-skills training continuum. Secondly, the summer placement of the CSD 880 Proseminar, following a semester of clinical training, provides a frame of reference to address professional practice issues and greater scholarly rigor). The important fundamental concepts that prepare students for success in the program and the basics regarding clinical certification requirements - that is, those previously presented in the Fall 1 version of CSD 880 - are now addressed in a required MA Program Professional Practice Workshop Series in Fall 1. These changes have proven beneficial to our clinical training outcomes and have well-received by students/alumni.</p> <p><u>Movement for CSD 880 to no longer be a prerequisite for CSD 883. John Sherry made a formal motion and approves. Robert Kolt Seconds. Motion approved.</u></p>
Jennifer Johnson – At-Large Steering Committee	Jennifer attended the CAC meeting to share information about the At-Large Steering Committee and to discuss topics that we discuss to the committee.

	<p>The committee has an opportunity to shape our institution with new leadership. They asked to have meeting minutes from listening sessions posted. They are also working on improved communication within the university.</p> <p>The ComArts faculty reps are Keith Hampton, Bree Holtz, Laleah Fernandez and Dave Ewoldsen. The most recent steering committee meeting included revisiting the terms to ensure both Fall and Spring semesters are equal length, worked with the presidential search committee to share notes from the listening session, adjusted the travel policy to provide assistance in emergency situations and adjusted campus dining hours.</p> <p>The group discussed how faculty senate representatives report back to the college. This may be an agenda item for the next meeting.</p>
College and Unit Bylaws Reviews	<p>Last week the CAC subcommittees met for an in depth discussion dedicated to each department's bylaws and RPT documents. The meeting covered the Dean's discussion of collegiality and how it should be implemented in each unit and the role of bylaws in our processes. An annual review of bylaws may be useful as well as a bylaw committee to enable consistencies and knowledge sharing.</p> <p>Josh Introne-The review of the bylaws is not a retooling, but the effort to communicate the bylaws to each unit. Codifying collegiality within the bylaws may not be the best route. Instead, a working document can be created that is referenced in the bylaw.</p> <p>Ann Hoffman - Two years ago CAC reps that were sitting on university committees were trained. A session in August may be helpful to allow individuals in committee roles to obtain historical knowledge from the previous individual.</p> <p>Laura Dilley - CAC has a role to foster training and knowledge share. This may be outside of a bylaw revision, but is an important part of the CAC committee. We may be able to add a faculty orientation in our processes that can be used as needed. We may change the CAC chair election to the spring before sessions end to allow the new chair to prepare during the summer and will allow each department to nominate reps earlier in the process. CSD discussed the role of the faculty inclusiveness committee. Collegiality and community norms can be included in the goals of the inclusiveness committee.</p> <p>Roundtable:  CSD-Formed a committee to revisit the bylaws and discuss necessary changes.  COM-Bylaws are up to date.  JRN-Currently voting on bylaw changes. Community and culture is currently being voted on.  MI-Up to date and a committee is looking at RPT documents. Working with Laura Athens to consider collegiality which may result in adjusting bylaws.  Advising-Collegiality is being considered.  ADPR-Still in process of reviewing bylaws.  Equity committee is still in process.</p> <p>Discussed a potential role for Laura Athens. Please continue to provide input on the use of Laura Athens skills as a consideration to utilize her college wide. Discussed data collection using services similar to those provided by Laura to analyze Faculty and Staff and also consider graduate students focused on mentorship as a separate group.</p>

	<p>Courtney Venker – Expressed concern over consultant fatigue if two units are already working with Laura. Timing may be critical to ensure faculty buy in to this process.</p>
Faculty Pool of Volunteers	<p>Interested Faculty can use the <a href="#">Link to Survey</a> sign up. The deadline is December 1.</p>
Informational Updates	<p>Inclusiveness Committee/Faculty Excellence Advocate Committee Update – Reviewed activities since October 12. See attached.</p> <p>Undergraduate Updates –Proposing an undergraduate minor in Media Photography which utilizes existing courses. See attached.</p> <p>CAL is adding an artistic photography minor and CAS will offer a more in depth photography minor. Dean Long will endorse our new minor to provide documentation that both minor will attract different audiences.</p> <p><u>Motion to approve minor. Robert Kolt approves. John Sherry would like curriculum paperwork to be included. Seconded by John Sherry. Motion passed.</u></p> <p>Block Tuition is in effect next fall. Student awareness needs to be increased.</p> <p>Graduate Updates - Strosacker proposals are due Nov 30 by 5 pm with a required grant-writing seminar with Professor Jim Dearing on Wednesday, November 14 from 1-2 pm in CAS 182.</p> <p>Dissertation completion awards are being changed this year to be consistent with University policy and will include a December deadline.</p> <p>If you have any events for the Grad Calendar, please email them to Katy Lacy at lacyk@msu.edu</p>
Summary of Action Items	<p>Suggested bylaw changes need to be shared with the college by April 5 for a vote at the All College Meeting on April 19. March 15 is the last CAC meeting to prepare adjusted bylaws.</p>
Adjournment	<p><u>Geri Zeldes moved to adjourn. John Sherry passed. Meeting adjourned at 10:38 am.</u></p>