

# The Steering Committee

Draft Minutes

September 3, 2024



MICHIGAN STATE  
UNIVERSITY

**Present:** A. Wilson, J. Alan, T. Jeitschko, J. Lipton, V. Nelson, J. St. Charles, J. Aerni-Flessner, V. Wensloff, T. Smith, L. Wolff, M. Dallas, A. Amir, C. Le, M. Roberts

**Absent:** K. Guskiewicz, G. Chen

## **Approval of Agenda and Minutes:**

A regular meeting of the Steering Committee of Michigan State University was held on Tuesday, September 3, 2024 at 3:15 p.m. via Zoom with Chair Angela Wilson presiding. The agenda was approved as presented. The draft minutes for the April 2, 2024 meeting were approved as presented. The draft minutes of the May 20, 2024 special meeting were approved as presented.

## **Form of Standing Committee Reports to the Steering Committee**

Secretary for Academic Governance Victoria R. Nelson reviewed the form that standing committee chairpersons would use to submit reports to the Steering Committee on behalf of their committees. Members made no changes to the form.

## **Schedule of Annual Faculty Senate and University Council Guests**

The secretary presented a proposed schedule for the fall semester guests that are invited to Faculty Senate and University Council. An additional speaker from the Provost office was added to the September University Council guests lists. The Faculty Senate speakers were flipped so that Su Webster will be asked to present in October and Rebecca Barber in November. By consent, the committee authorized the secretary to implement the schedule with such changes subject to presenters' availability.

## **Composition of Faculty Liaison Group to the Board of Trustees**

Article 5 of the Bylaws of the Board of Trustees specifies that the Faculty Liaison Group to the Board of Trustees be composed of the Steering Committee chairperson, the Steering Committee vice chairperson, a member of the University Committee on Faculty Affairs, and "two additional representatives selected by the chair and vice chair of the Steering Committee from the faculty who are members of the Steering Committee . . . [who] should be chosen to provide additional or special insights or counsel to the board on topics of present interest to the faculty or topics currently being addressed by the board" and "may, but need not necessarily, change from meeting to meeting."

## **Updates to the Disability and Reasonable Accommodation Policy**

Following an update from Tracy Leahy, Office of Civil Rights and Title IX Education and Compliance ADA/Section 504 Coordinator the committee agreed by consent to have these changes move to the University Council.

## **Update Regarding Protection Against Retaliation Interim Policy**

Interim Provost Thomas Jeitschko gave an update regarding the policy on protection against retaliation. Policy is being routed to the University Committee on Faculty Affairs and the University Committee on Graduate Studies before final review by the University Council.

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## **Working Group on Fixed-Term Faculty Promotion**

UCFA Chairperson Jamie Alan shared that there was a lack of consistent information available regarding the criteria, process, mentorship, and guidance for fixed-term faculty seeking promotion at the university. The University Committee on Faculty Affairs created a working group which sought to address this issue last year. The Chair, Jamie Alan, requested and was granted by consent to create another working group from the Faculty Senate to continue review of this issue. Additionally, the committee agreed through consensus to also have this working group review common terms used to describe fixed-term faculty in policies across the University.

## **Proposal to Consolidate the School of Planning, Design, and Construction Under the College of Agriculture & Natural Resources**

Interim Provost Jeitschko provided an update on the proposal to Consolidate the School of Planning, Design, and Construction Under the College of Agriculture & Natural Resources. This proposal was referred to the University Committee on Curriculum for review.

## **Develop Faculty Senate and University Council Agendas**

After discussion, the committee agreed by consent to set agendas for the upcoming Faculty Senate and University Council meetings with the following new business:

Faculty Senate:

1. Faculty Senate Orientation

Faculty Senate Chairperson Angela Wilson

Secretary for Academic Governance Victoria Nelson

2. Report from the University Committee on Faculty Affairs

UCFA Chairperson Jamie Alan

University Council:

1. Revisions to the Code of Teaching Responsibility

Assistant Dean for Global Education & Curriculum James Lucas

2. Presentation from the MSU Survey Committee

Assistant Provost for Institutional Research Bethan Cantwell

SLE Division Assessment Officer Paul Goldblatt

Assistant Director for Human Resources Brenda Hill

Assistant Provost for Undergraduate Student Success Renata Opoczynski

3. Presentation on Space Planning, Infrastructure, and Public Safety

Interim Executive Vice President for Administration Thomas Glasmacher

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Vice President for Strategic Infrastructure Planning and Facilities Dan Bollman

Senior Vice President for Student Life and Engagement Vennie Gore

Assistant Provost of Institutional Space Planning and Management Barb Kranz

4. Protection Against Retaliation Interim Policy

Interim Provost Thomas Jeitschko

Interim Executive Vice President for Administration Thomas Glasmacher

Senior Associate General Counsel Theresa Kelly

4. Bylaw Revisions to the University Committee on Undergraduate Education

*Newly elected Chair of UCAG*

5. Update From the *ad hoc* Committee on Complementary Digital Learning Platforms

*Newly elected Chair of UCUE*

## Adjournment

The meeting adjourned at 4:48 PM EST.

*Victoria R. Nelson*

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Victoria R. Nelson  
Secretary for Academic Governance

**Approved:**