

# The Steering Committee

Draft Minutes

December 3, 2024



**MICHIGAN STATE**  
**UNIVERSITY**

**Present:** T. Jeitschko, V. Nelson, A. Wilson, J. Lipton, J. St. Charles, G. Chen, J. Aerni-Flessner, E. Gardner, V. Wensloff, J. Alan, T. Smith, L. Wolff, C. Warren, A. Amir, C. Le, N. Lubben, M. Roberts

**Absent:** S. Barman, K. Guskiewicz, M. Dallas

A regular meeting of the Steering Committee was held on December 3, 2024 at 3:17pm via Zoom with Chairperson Wilson presiding. The agenda was approved as presented. The minutes of the November 5, 2024 meeting were approved as presented.

## Remarks

Chairperson Wilson provided remarks to the committee.

## Written Reports

In addition to written reports summarizing activities in November submitted by each standing committee, the student governments, and the Office of Academic Governance, ASMSU President Le, UCUE Chairperson Warren, and Secretary Nelson provided verbal reports to supplement what was submitted from their respective group. ASMSU President Le discussed a bill ASMSU recently passed advocating for a circular economy institute at MSU. UCUE Chairperson Warren discussed majors, certificates, and other curricular changes that were recently approved by UCUE. Secretary Nelson encouraged faculty to apply for upcoming vacancies on university-level committees and thanked the committee members for their support to her office in the fall 2024 semester.

## 'Ombuds-Like' Support for Faculty

Chairperson Wilson discussed the gap in resources for faculty in conflict management, mediation, and confidential support. Wilson proposed the formation of an ad hoc committee through the UCFA to review this issue further and produce recommendations to share with the Provost's Office. The committee discussed this proposal. Aerni-Flessner moved to endorse the UCFA's creation of an ad hoc committee focusing on this faculty-support role. The motion was approved.

## Develop Faculty Senate Agenda

Aerni-Flessner moved to approve the January Faculty Senate agenda with the following new business:

1. Presentation on Automatic Captions  
Digital Accessibility Coordinator Dennis Bond
2. Presentation on Travel Support and Concur Platform  
University Travel Manager Ed Phillips
3. Presentation and Information Update from Faculty Unions  
UNTF President Victor Rodriguez-Pereira  
UTSF Representative (to be added)

The motion was approved.

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## **Develop and Finalize Speaker's List for UC and FS for Spring 2025**

The committee discussed potential guest speakers to the University Council and Faculty Senate for the spring 2025 semester. Secretary Nelson asked committee members to send additional suggestions to her office.

## **Presentation on Intellectual Property and Patent Handbook Revisions**

MSU Innovation Center Director Anne DiSante and Associate Vice President Charles Hasemann presented on revisions to the Intellectual Property and Patent Handbook. Committee members asked questions throughout and after the presentation.

## **Corrections to the Minutes for November 5, 2024**

Secretary Nelson requested that the committee amend its approval of the November 5, 2024 minutes. Nelson presented the corrected minutes, and they were approved by the committee by general consent.

## **Adjournment**

The meeting adjourned at 4:20pm.

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Victoria Nelson  
Secretary for Academic Governance

**Approved:**