



**Present:** J. Alan, M. Sortman (for A. Austin), J. Buchweitz, B. Holtz, N. Lajevardi, D. McCole, T. Pence, E. Rapinchuk, J. Schaeffer, A. Simon, T. Silvestri, F. Villarruel, L. Walesby, P. White, S. Yoder, L. Zhang

**Absent:** B. Cantwell, S. Carlson, M. Helton, J. McElroy

A regular meeting of the University Committee on Faculty Affairs was held via Zoom on August 29, 2023 at 1:00 p.m. with Chairperson Jamie Alan presiding. The agenda was approved as presented. The draft minutes of the April 25, 2023 meeting were approved as presented.

Assistant Provost Melissa Sortman, Director of Faculty and Academic Staff Affairs Jennie Schaeffer, Associate Provost of Enrollment and Strategic Planning Dave Weatherspoon, and Faculty Grievance Official Francisco Villarruel gave remarks.

### **Election of Chairperson and Vice Chairperson**

The committee unanimously re-elected Jamie Alan, the sole candidate as chairperson for the 2023–2024 academic year. Bree Holtz, the sole candidate, was unanimously re-elected vice chairperson.

### **Selection of Subcommittee Members and Chairpersons**

Chairperson Alan, John Buchweitz, Nazita Lajevardi, Laura Walsbey, and Scot Yoder joined the Personnel Subcommittee, and Buchweitz was elected chairperson.

Vice Chairperson Holtz, Daniel McCole, Thomas Pence, Ekaterina Rapinchuk, Amy Simon, Peter White, and Lu Zhang joined the Budget Subcommittee. The subcommittee agreed that Holtz and White would share the responsibilities of the chairperson.

### **Annual Empaneling of UCFA Serious Discipline Review Panel**

Laura Walesby, Daniel McCole, and Nazita Lajevardi volunteered to serve on the Serious Discipline Review Panel. Lu Zhang, Thomas Pence, and Peter White volunteered to be alternates.

### **Overview of Active and Upcoming Business**

The chairperson reviewed [a document](#) outlining anticipated UCFA business for the year, including continuing work on the Code of Professional Standards, the Course Courtesy Fee, the compensation (including retirement benefits) for AY faculty engaged in summer work, dental coverage and prescription benefits, the process for developing the annual faculty compensation manual, the process for appointing a faculty grievance official, and MSU's travel policy.

### **Discussion of Meeting Format**

Following discussion, the committee agreed by consent to hold approximately half of the year's meetings in person with a Zoom option and the other half by Zoom only.

# University Committee on Faculty Affairs

Minutes

August 29, 2023



**MICHIGAN STATE**  
UNIVERSITY

## **Microsoft Teams Discussion**

By consent, the committee agreed to continue using the Microsoft Teams platform for its business.

## **Adjournment**

The meeting adjourned at 2:09 p.m.

*TA Silvestri*

Tyler Silvestri

Secretary for Academic Governance

**Approved:** September 12, 2023