MICHIGAN STATE UNIVERSITY

ACADEMIC COUNCIL

MINUTES

Tuesday, September 25, 2007
3:15 p.m., 115 International Center

Present: President Simon, Provost Wilcox, Schwille (for Ames), Foster (for Armstrong), Aviyente, Ayoob, Caldwell (for Baba), Barnhizer, Bice, Bolin, Caramagno, Putnam (for Chivukula), Corby, Curry, Dawson, Dougherty, Vickery (for Duncan), Esquith, Estry, Forger, Francsics, Garnett, Gift, Good, Griffore, Haka, Hinojosa, Jackson-Elmoore, June, Kaguni, Kendall, Kirkpatrick, Klomparens, Kosciulek, Kulesza, Lacy, Largent, McCormick, McMillan, Miller, Moch, Morash, Morrice, Mundt, Noel, Owen, Petchen, Powell, Prebish, Propst, Punch, Riedinger, Robinson, Rodriguez, Rosser, Roth, Saint Arnault, Salmon, Selanders, Soffin, Spees (for Simmons), Spiro, Stanford, Sticklen, Strampel, Thompson, Tims, Udpa, Wright, Noverr (for Wurst), Youatt, Youngs, Zheng

Absent: Balroop, Bauer, Brown, Cognato, Crawford, Dobson, Domer, Fay, Fillmore, Fitzgerald, Floyd, Fraker, Fu, Gelbke, Gray, Grummon, Hughes, Jacob, Jacob, Keller, Khanna, Leahy, Lynch, Marcus, Newhouse, Ostrom, Rappley, Revitte, Sleeper-Smith, Ten Eyck, Thornburg, Vargas, Webber, Wildman, Wilson, Wolfson, Yansa

The meeting began at 3:15 p.m. with a full quorum present.

Approval of Agenda:
The agenda was approved as distributed.

Approval of Minutes:
The minutes of April 17, 2007 were approved as distributed.

President’s Remarks:
The President reviewed the status on the budget question. Steve Webster, one of the people representing all of Michigan colleges, met today to share information about what is happening with the budget process. The President noted that, when you think of the legislative process and the rules, theoretically when one house passes a law or a budget bill it must sit for 5 days before the other house can take it up. There is a procedural issue then that could cause problems. The legislature is looking at a bill that would encompass reductions as well as revenue enhancements that would be voted on as a package to try to keep a coalition in place around the compromise. As we progress toward the end of this week, we are closer to a shut down or a continuation budget. A continuation budget is what was planned by the University. This assumed a minus 1.8 from the State, the other reductions in the Extension and Experiment Station and the fact that the $30 million dollars collectively from AESCS and the operating line would be repaid on October 16, 2007. If a shut down occurred, it would not affect the operation of the University and it would remain open. It does potentially affect the variety of contracts and other relationships the University has through the State of Michigan. President Simon referred interested faculty to a website called countdowntochaos.org which can be Googled for information. The good news at this point is that the contingencies planned for by the University are the ones being discussed.
Provost’s Remarks:
The Provost reported on the agreement that was signed to put into action the next steps toward opening the MSU programs in Dubai International Academic City. The agreement covers the financial arrangements as well as the expectations on the academic side that MSU will have full representation of MSU quality programs in Dubai in the next year and the future.

The Provost expressed gratitude to everyone that made the beginning of this academic year such a successful start. The good financial planning done by the leaders of the University allowed moving into fall semester without having to cut any Unit budgets.

The Provost reported that the plan for Program Reviews approved by Council last spring have been worked on through the summer and the Guidelines for Program Review implementation will be shared with ECAC at the next meeting. Provost Wilcox expressed appreciation to the Council for their leadership.

ECAC Chairperson’s Remarks:
Professor Potchen reported meetings of the Faculty Liaison Group with the Board of Trustees concerning what the faculty can do to address the economic state of the State of Michigan and how we can use the intellectual capital embodied in the faculty to try to make a difference. The faculty have a stewardship of a public resource and have a duty to do what can be done. Professor Potchen would like to work together with other university faculties as an independent group to bring some intellectual approaches to the problem. A small task force has been formed to include Professors Ballard, Moch and Weber along with Professor Potchen. The task force will meet with the President to increase the faculty attention to do what is possible to have an impact on the destiny of the faculty by affecting the environment.

Professor Potchen reported on the progress toward drawing closure on the remaining Faculty Voice issues. The recommendations for Task Forces 3 and 5 are completed. The recommendations for Task Force 2, Program Review, are in the final stage of implementation and the recommendations for Task Force 4, Communication and Transparency, are nearing implementation regarding the faculty survey which will go to faculty this semester. The remaining recommendations from Task Force 1 will continue to be addressed this semester. Professor Potchen noted that a review of the rules of operation were done in the summer as an effort to increase the functioning of the Councils.

Athletic Council Annual Report for 2006-07:
Professor Kasavana, Athletic Council Chairperson, summarized the annual report of the Athletic Council distributed with the agenda.

University Committee on Curriculum Report:
Professor Bice, Chairperson of UCC, presented the following report to members.

There were 17 programs and 85 course proposals approved which included:
- 5 new programs and changes in 12 programs
- 31 new courses
- 44 course changes
- 10 course deletions
Highlights included two new minors established for fall 2007, one in Anthropology and the other in Philosophy. A new Master of Science degree was established in Integrative Pharmacology for fall 2007. The moratorium in the Bachelor of Science degree in Apparel and Textile Design was extended through spring 2008 by the Provost.

A motion was passed to approve the UCC report.

**Proposed Special Rule for Emeriti Faculty Representation on Academic Council and Faculty Council:**
Professor Potchen presented a proposed special rule from ECAC to add one ex officio member from the Emeriti Faculty to the Faculty Council and Academic Council effectively immediately. This representative is to have voice but no vote on the Councils and will represent the Emeriti Faculty for the 2007-08 year. The motion was seconded and passed.

**Committee on Institutional Cooperation (CIC) Authors’ Rights Statement and Addendum:**
Professor Potchen introduced the CIC Authors’ Rights Statement and Addendum and referred to Professor Powell. The intent of this document is for faculty to look at it as you publish to preserve your rights. A motion was passed to endorse the document for an approach to publishers.

**Other Business**
No additional items were identified.

There being no further business, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Jacqueline Wright
Secretary for Academic Governance

**Attachments:**

2006-07 Annual Reports of University Standing Committees and Advisory Consultative Committees of Academic Governance and the Faculty Grievance Official

Tapes of complete meeting of the Academic Council are available for review in the office of the Secretary for Academic Governance, W32 Owen Graduate Hall, 355-2337.
ANNUAL REPORTS

of the

UNIVERSITY STANDING COMMITTEES

and

ADVISORY CONSULTATIVE COMMITTEES

OF ACADEMIC GOVERNANCE

and the

FACULTY GRIEVANCE OFFICIAL

2006-07
The committee met a total of six times during the academic year and the following topics were reviewed:

1. **Proposed Amendments to the Bylaws for Academic Governance: Section 3.2.1.1.5.** This proposed change was to reflect position titles of several ex officio members of Academic Council. Proposed revisions were forwarded to the Executive Committee of Academic Council (ECAC) 10-10-06 to be placed on the Academic Council agenda of 10-24-06 for approval.

2. **Brief discussion of Student Participation on Committees:** It was noted changes proposed by Faculty Voice Task Force I would change the mode of student participation in Governance. UCAG tabled this issue in hopes that it would soon be clear whether changes resulting from the Voice report would make the issue moot. If not, there may be some need for clarifying language in the Bylaws.

3. **College Bylaws Review:** The committee reviewed the Bylaws of the Colleges of Law, Osteopathic Medicine and Human Medicine. UCAG split into three subcommittees for the purpose of reviewing the bylaws. Reports were brought back to the full committee for discussion and then the Secretary for Academic Governance responded back to the colleges with suggested recommendations for modifications.

4. **Elections:** UCAG selected names from the Faculty Pool of Volunteers list to compile ballots for elections to many committees and councils. They also forwarded names of nominees to the President for her appointment of members to various committees and councils.

5. **Faculty Voice Task Force 5 Report/Fixed Term Faculty Bylaw Amendments:** UCAG prepared a draft of the Bylaws with modifications appropriate to reflect the inclusion of Fixed Term faculty with at least three years of experience as “regular faculty”. The Bylaws will require an additional amendment so that the formula for determining the number of students on Academic Council will remain proportional after the inflation in faculty representation as a result of the expanded definition of faculty and thus the faculty census. The draft of the revised Bylaws was approved as presented and forwarded on to the ECAC.

6. **Role of Emeriti Faculty:** ECAC suggested that UCAG look at the possibility of giving voice (but no vote) to the Emeriti Faculty in Faculty Council, by proposing a Bylaw change. UCAG discussed this issue and proposed the following to ECAC:

   “We welcome the input of Emeriti Faculty, without a formal change in the Bylaws. We feel it would be a good idea to send the Emeriti Faculty notification of Faculty Council meeting dates and agendas.”

   ECAC created a special rule, which was approved by the Faculty Council and Academic Council, allowing 1 Emeriti Faculty member to serve on the Councils as an ex officio member with voice but no vote for the 2006-07 academic year.

7. **Faculty Participation in Academic Governance:** It was noted there is general lack of enthusiasm for faculty to participate in Academic Governance. It was agreed we should consider having faculty directly elected to the University Committee on Academic Governance (UCAG), without being members of Faculty Council. Names could be drawn from volunteers of the Faculty Pool List. The chair of UCAG would have to be a member of Faculty Council. This issue was tabled until after Faculty Voice Task Force 1 is resolved.
University Committee on Academic Policy  
2006-2007 Annual Report  

UCAP Chairperson: Ralph Putnam  

UCAP meets every other Thursday throughout the academic year. UCAP minutes and agendas are available on the UCAP website: http://ucap.msu.edu  

1. Meetings Held:  
   - August 31, 2006  
   - September 14, 2006  
   - September 28, 2006  
   - October 12, 2006  
   - November 9, 2006  
   - November 30, 2006  
   - December 14, 2006  
   - January 11, 2007  
   - January 25, 2007  
   - February 8, 2007  
   - February 22, 2007  
   - March 15, 2007  
   - March 29, 2007  
   - April 12, 2007  
   - April 26, 2007  

2. Specific UCAP Issues and Actions Discussed or Finalized in 2006-2007  
   (Dates indicate UCAP meeting dates on which actions were taken).  

1. Considered and supported proposal to revise the Writing Requirement statement in the Undergraduate Education section of Academic Programs, to accommodate writing course requirements established by the Residential College in the Arts and Humanities. (August 31)  

2. Considered and supported proposal to create a College of Music. (September 14)  

3. Continued discussion begun in Spring 2006 of possible changes or clarification to the Dean’s List policy. The committee agreed that the policy should remain unchanged, but recommended changes in the wording of the policy. (September 14)  

4. Considered request by the Department of Food Science and Human Nutrition to establish a minimum grade-point average for admission to the Dietetics major. UCAP supported establishing an admissions requirement. (October 12)  

5. Considered and supported recommendation from the Honors College that the Academic Scholars program be made permanent. (November 30)
6. Considered and supported request to extend moratorium on Admission to the Bachelor of Arts Degree in Women’s Studies through Summer 2007. (November 30)

7. Discussion and subcommittee work on possible revisions to policy for College-Level Examination Program (CLEP) course waivers.

8. Considered and supported request to extend moratorium on admissions to the Bachelor of Science degree in Geophysics until Summer 2007. (December 14)

9. Considered and supported proposed changes to make permanent the College of Engineering’s “Admit When Ready” practices. Forwarded this recommendation to ECAC for action by Faculty Council and Academic Council. (January 11)

10. Considered request for changing the admission requirements for admission as a junior to the Construction Management Program to require at grade of at least 2.0 in each of 5 courses. Request to be again considered upon receipt of additional information from Construction Management to justify the proposed changes and clarify their potential impact on students. (January 11)

11. At request of ECAC, considered invitation for MSU Faculty Council to join the Coalition on Intercollegiate Athletics (COIA). After consulting with members of Athletic Council and discussing, UCAP recommended to ECAC that Faculty Council join COIA. (January 11)

12. Considered and supported proposed changes to the admission as a junior requirement for the B.A. degree in Business Administration. (January 25)

13. Considered and supported proposed guidelines for students in the Institute of Agricultural Technology transferring to Baccalaureate programs. (January 25)

14. Considered and supported request from the Honors College to consider policy changes related to MSU credits of high school students enrolled in MSU courses. UCAP recommended to ECAC that these policy changes be forwarded to Faculty Council and Academic Council for endorsement. (January 25)

15. Considered and supported request from the College of Business to implement a 2.00 minimum requirement for a specialization in International Business. (February 8)

16. Considered and supported proposed criteria for admission and grade-point requirements within a proposed new Bachelor of Science degree in Athletic Training. (February 8)

17. Considered and recommended proposal from Office of the Registrar to change implementation of policy on graduation with honors and high honors. Academic Programs specifies that 20 percent of each undergraduate class should receive honors, with 6 percent receiving the "With High Honor" designation, and the following 14 percent receiving the "With Honor" designation. Currently Academic Programs also lists the minimum GPAs for each designation. Under the endorsed change, Academic Programs will no longer list the
GPA cut-offs, referring readers instead to a website with the current GPAs required for honors and high honors. These GPAs will be determined each spring semester to become effective for students graduating the following spring. (February 22)

18. Considered request from Linda Trevarthen, Manager, Testing Services, to change policies on granting credit based on College Level Examination Program (CLEP) exams. Currently, credit for CLEP exams is granted only before matriculation for specific approved examinations. Trevarthen requested that CLEP examination credit also be granted for currently enrolled students. UCAP determined that no change in policy is warranted. (February 22)

19. Established special rule for the remainder of the current academic year that the secretary of the Associate Provost for Undergraduate Education will attend UCAP meetings and prepare minutes for approval by the committee. (February 22)

20. In response request from ECAC, considered changes to MSU's Religious Observance Policy as proposed by ASMSU (Bill 14-41). After considerable information gathering and discussion, UCAP proposed changes to this important policy, forwarding the recommendation to ECAC for further consideration by appropriate governance groups. (February 22)

21. Considered and supported proposal to proposal to return Lyman Briggs School of Science to college status. (March 29)

22. After extensive discussion and subcommittee work during the year, forwarded to ECAC a proposal to establish a Fall Study Break. (March 15)

23. Considered possible changes to the policy for repeating courses. Based on input and recommendation from the Undergraduate Associate/Assistant Deans (UGAAD) committee, recommend that no change be made to the current course repeat policy. (March 29)

24. Considered and supported request to extend moratorium on admissions to the Bachelor of Science degree in Apparel and Textile Design until Spring 2008. (April 26)

25. Discussion and subcommittee work on academic dishonesty policies. Began development of proposal to revise policy on Integrity of Scholarship and Grades (Academic Dishonesty).

26. Discussion and subcommittee work to clarify policies for undergraduate instructional or learning assistants. (no action taken)

3. Pending issues for 2007-2008

1. Revisit religious observance policy

2. Continue work on academic integrity policies
3. Continue work on policy for undergraduate learning assistants
Issues Addressed:

- Curricular review of courses and programs
  
  **Undergraduate Programs** - Changes (53), Deletes (5), New (20), Moratoria (2), **Total** (80)
  
  **Graduate Programs** - Changes (43), Deletes (4), New (10), Moratoria (1), **Total** (58)
  
  **Undergraduate and Graduate Course Actions** - New (276), Changes (626), Deletes (54), **Total** (956)

Policies Developed:

- Revised definitions for inclusion in Academic Programs
  
  - Academic Program Terminology

Informational and Briefing Items: University Curriculum and Catalog works in support of the University Committee on Curriculum.

- Serves as a curricular resource for all colleges
- Web improvements to the University Curriculum and Catalog website
  
  - Keyword Search
  
  - What's New (Degree Programs, Department Names, Disbandment of Programs, Moratoria, Subject Codes)
- Published:
  
  - Academic Orientation Program Course Descriptions 2007-08
  
  - Academic Programs 2007-2009
- Completed the electronic Academic Program Submission Process
- Oversaw transfer of the School of Music, College of Arts and Letters to the College of Music
- Conducted COURSES Training Sessions on an as-needed basis
- Met with members of the Faculty Voice Committee
- Completed the integration of MSU College of Law curriculum into the MSU academic governance system
- Processed requests for newly established academic minors for Fall 2007
- Provided academic units specialization data, including enrollment data

Anticipated Items for 2007-2008; UCC governance items are asterisked (*):

- Continue curricular review of courses and programs *
- Continue website enhancements
- Offer updated curricular workshops
- Begin planning for restructuring of the UCC’s subcommittees to accommodate new colleges and any relevant recommendations resulting from the Voice Implementation Committee
- Review and revise guidelines for graduate certificate programs, as needed, in view of the availability of the new MSU graduate certification level. Determine if there are any policy implications needing governance approval.
- Tier II Writing in Modern Languages request for policy review - to send to UCAP *
- Revise the academic minors policy to specify minimum number of required credits – to send to UCAP *
- Development of policy on the number of credits that may double-count in a specialization and a major – to send to UCAP and UGC *

(5/15/07)
Date: September 13, 2007
To: Jacqueline Wright, Secretary for Academic Government
From: University Committee on Faculty Affairs
       Catherine Ernst & John Powell, Co-Chairs
Re: Academic Council Standing Committee Report

The University on Faculty Affairs (UCFA) consists of two subcommittees; Budget Subcommittee and Personnel Subcommittee. The subcommittees focus their efforts on their individual charges. As their projects are completed, they are presented to the UCFA for discussion, recommendations and action. The follow paragraphs summarize the activities of the two subcommittees and the actions taken by UCFA as a result of their work.

UCFA – Committee of the Whole

The Co-Chairs (Catherine Ernst & John Powell) of UCFA in conjunction with chair of the University Graduate Council (UGC) are providing oversight for the implementation of the Faculty Policies on Conflict of Interest that was adopted by academic governance in April of 2006. The chairs have worked with the Vice President for Research and Graduate Studies in establishing the search committee for the newly created Faculty Conflict of Interest Information Officer (FCIIIO). The search committee has been established and has its recommendation for the search process has been forward to the VPRGS office. In the interim, Dr. Terry May has been the FCIIIO and has developed a faculty handbook for the process. The on-going oversight for this position resides with the University Graduate Council.

Budget Subcommittee:
The Budget Subcommittee of the University Committee on Faculty Affairs (UCFA) addressed a number of issues related to budgetary implications for the 2007-2008 year. Numerous committee meetings were devoted to a review of the 2006-2007 budget materials, the metrics for the quality fund allocations, and “big picture” issues regarding budget development guidelines and recommendations for the 2007-2008 academic year.

The subcommittee also received updates from Human Resources staff regarding the impact of mail order drugs on health care, the costs of biotech drugs, the flexible health care spending accounts, and the effects of changes made in the benefits package for 2007. The Benefits Office also has made periodic reports on the progress of the Michigan University Consortium on Healthcare (MUCH). This is an initiative designed to provide better bargaining power with health insurance providers for the Universities in Michigan.

The subcommittee maintains on-going dialogue with the Budgets and Planning Office regarding the ever changing economic outlook for the State of Michigan and its affects on the University budget. The members heard a presentation from the Director of the Physical Plant regarding energy issues, including co-generation, energy consumption, and potential challenges for the near future with respect to energy production and consumption. Each of these areas has an important impact on MSU budgets.
The Subcommittee reviewed the needs and plans for the updating of the administrative software programs used to manage the operations of the University. The current applications were built over 20 years ago and, by today’s technology standards, well behind the curve. The project will be conducted over the next 3-5 years.

The subcommittee received weekly reports from its Health Care Options Task Force. This task force was examining options available to MSU to continue to provide quality health care benefits and at the same time provide cost containment, not only in the immediate future, but over the long term. The task force held two “Conversations about Health Care” programs for the University community. These presentations and discussions with Dr. Roger Feldman of the University of Minnesota and Dr. Paul Ginsburg from the Center for Studying Health System Change (HSC) in Washington are presented on the UCFA website. The task force continued its work for the remainder of the 2007 spring semester and over the summer months. It will present a report of its work to the Budget Subcommittee and UCFA in September of 2007.

The Subcommittee completed the preparation of its recommendation to the University administration regarding faculty raises for 2007-2008 fiscal year. The deliberations regarding this task were difficult due to the many uncertainties regarding the State of Michigan’s Budget. The recommendation was presented to governance in April 2007.

Personnel Subcommittee
The Personnel Subcommittee of the University Committee on Faculty Affairs

Outside Work for Pay Policy (OWP) – The Personnel Subcommittee conducted a thorough review of the policy and developed, with the aid of the University Counsel’s office, a Q & A Manual for the OWP policy. The subcommittee members held an open meeting to receive feedback from faculty on these questions and concerns about the policy. The subcommittee identified a list of concerns that University Legal Council used to develop the appropriate documentation. The documentation was reviewed and presented to Faculty Council and Academic Council.

Tuition Waiver – The Personnel Subcommittee developed a proposal for providing a tuition waiver for faculty wishing to take up to one course a semester. This was passed by UCFA and sent on to the Provost for comment and cost analysis. After review, the Provost’s office returned the proposal to the UCFA Budget Subcommittee for further determination of the fiscal implications of the policy.

Tenure for non-citizens or permanent residents – The Personnel Subcommittee developed a recommendation for changing the policy prohibiting granting tenure to faculty who are not US citizens or permanent residents. The recommendation endorsed changing the policy and recommending that UCFT develop guidelines for implementing the policy.

Program for longitudinal service recognition for faculty – The ECAC asked the UCFA and its Personnel Subcommittee to consider an award program for faculty based on years of service. They have solicited comments from faculty and conducted a survey of faculty regarding their thoughts on such a program. From this information, UCFA prepared a recommendation and presented it to the ECAC. It was sent to the Provost's
office for further consideration. This proposal has been finalized and will be implemented in the fall semester of 2007.

**Dismissal for Cause Officer Panel Nominations** – The Personnel Subcommittee solicited nominees to fill vacancies on the Dismissal for Cause Officer Panel. A slate of nominees was submitted to the full committee and forwarded to the appropriate office.

**Review of the Faculty Grievance Officer** – The subcommittee conducted the annual evaluation of the Faculty Grievance Officer (FGO) and forwarded its recommendation to the UCFA. The full UCFA reviewed the recommendation and forwarded its recommendation to the Provost’s office. Members of the UCFA and Personnel Subcommittee, along with the Provost and Vice President for Academic Affairs conducted an annual performance interview with Dr. John Revitte, MSU Faculty Grievance Officer.

*MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION*
STANDING COMMITTEE ANNUAL REPORT - 2006-7

Committee Name: University Committee on Faculty Tenure (UCFT)

Chairperson: Kathleen Payne (MSU College of Law)

Meetings Held: Every other Wednesday during the academic year from 3:30-5:00 unless cancelled.

1. Please give a brief description of committee activities and/or issues discussed and actions taken/recommendations made and to whom.

A. Discussed and sent written comments concerning the Faculty Voice Task Force Report #1 recommendation to combine functions of UCFT with UCFA in proposed governance model. UCFT recommends that its existence as a separate committee continue in light of the importance of tenure and its underlying ramifications in the University.

B. Discussed recommendations in Faculty Voice Task Force Report #5 concerning fixed term faculty membership on university committees.

C. Reviewed employment statistics and trends involving the decrease in tenure system positions and the increase in fixed term positions. Drafted a recommendation concerning faculty involvement in the creation of faculty positions, and forwarded the recommendation to the Provost.

D. Met with Provost Wilcox in November to discuss UCFT’s recommendation that departments and colleges amend their bylaws to require discussion and input from tenure system faculty regarding the initiation of tenure system, fixed term faculty, and specialist positions.

E. The UCFT proposal to increase the number of tenure system faculty at Michigan State University was endorsed by Provost Wilcox in a memorandum circulated to administrators.

F. Endorsed Annual Memorandum on Appointment, Reappointment, Tenure and Promotion Recommendations for 2006-7 with amendments proposed by Provost Wilcox.

G. Revised Operating Principle #7 of the Tenure System to permit the award of tenure without requiring US citizenship or permanent residency status as a condition precedent, subject to specific guidelines. The revision was recommended to and adopted by ECAC, FC, AC, and the Board of Trustees.

H. Impaneled a Hearing Committee in a dismissal for cause proceeding against a tenured faculty member. The proceeding was concluded without the Hearing Committee making a recommendation as the faculty member retired or resigned from the University.

I. Reviewed the results of the COACHE study, discussed whether any of the findings required or suggested changes in University tenure policies, and determined that no changes where required.

J. Revised the Granting Tenure Policy to eliminate language describing instructors in the tenure system and to make the language consistent with other University policies. The revisions were forwarded to Provost Wilcox as advice from UCFT.

K. Revised the Operating Principles of the Tenure System to make language consistent with other University policies and to:
1. Resolve the inconsistency between Operating Principle #8 and the Bylaws for Academic Governance;
2. Clarify/reiterate that tenure at Michigan State University resides in the University;
3. Delete the option to appoint Instructors in the tenure system; and
4. Delete the option to reappoint an Assistant Professor with tenure.

The revisions were forwarded to Provost Wilcox as advice from UCFT.

M. Reviewed and decided ten individual personnel matters, most of which were requests for extensions.

2. Please comment on matters pending before the committee and matters that should be considered in 2007-8.

A. Discussion of whether the Tenure System timing provisions require adjustment in light of different college requirements.
B. Review language in the extension of the tenure clock policy to maximize department and college compliance with the requirements.

3. Please comment on problems or issues that have made the work of the committee more difficult.

None.

4. Please make any suggestions about how the academic governance system might be modified to improve the committee’s work.

Consider coordination/consultation/joint meetings with UCFA in rare cases with overlapping jurisdiction.
Committee Name: University Graduate Council
Chairperson: Glenda Lappan
Meetings Held: (Dates)

September 11, 2006
October 2, 2006
November 6, 2006
December 4, 2006
January 15, 2007
February 12, 2007
March 12, 2007
April 9, 2007
May 7, 2007

1. Brief description of committee activities and/or issues discussed and actions taken/recommendations made and to whom.

New

Request to establish a Graduate Specialization in Global Urban Studies in the College of Social Science

Request to establish a Doctor of Philosophy degree in Cell and Molecular Biology-Environmental Toxicology in the College of Natural Science

Request to establish a Doctor of Philosophy degree in Comparative Medicine and Integrative Biology-Environmental Toxicology in the College of Social Science.

Request to establish a Master of Science in Integrative Pharmacology in the Department of Pharmacology and Toxicology, College of Human Medicine, College of Osteopathic Medicine, and College of Veterinary Medicine.

Request to establish a secondary concentration in Strategic Management for the Master of Business Administration degree in The Eli Broad College of Business

Request to establish a Dual Major in Quantitative biology in the College of Natural Science

Closed

Request for an extension to the Moratorium on admission to the Master of Arts Degree in Apparel and Textiles

Request to discontinue the Doctor of Philosophy degree in Entomology-Environmental Toxicology in the Department of Entomology
Request to discontinue the **Master of Arts** degree in **Comparative Literature** in the College of Arts and Letters.

Request to discontinue the **Master of Science** degree in **Agricultural Technology and Systems Management** in the Department of Biosystems and Agricultural Engineering.

Request to discontinue the **Doctor of Philosophy** degree in **Agricultural Technology and Systems Management** in the Department of Biosystems and Agricultural Engineering.

Request to discontinue the **Doctor of Philosophy** degree in **Music Theory** from the School of Music, College of Arts and Letters.

**Revised**

Request to change the requirements for the **Master of Science** degree in **Applied Statistics** in the Department of Statistics and Probability.

Request to change the requirements for the **Master of Science** degree in **Geographic Information Science** in the Department of Geography.

Request to change the name of the **Multi-departmental Doctoral Programs in Environmental Toxicology** to **Multidisciplinary Doctoral Training Program in Environmental and Integrative Toxicological Sciences**.

Request to change the requirements for the **Master of Science** degree in **Kinesiology** in the Department of Kinesiology.

Request to change the requirements for the **Doctor of Philosophy** degree in **Kinesiology** in the Department of Kinesiology.

Request to change the requirements for the **Master of Arts** degree in **Rehabilitation Counseling** in the Department of Counseling, Educational Psychology and Special Education.

Request to change the requirements for the **Master of Science** degree in **Forensic Science** in the Department of Criminal Justice.

Request to change the requirements for the **Master of Arts** degree in **Communicative Sciences and Disorders** in the Department of Communicative Sciences.

Request to change the requirements for the **Master of Arts** degree in **Telecommunication, Information Studies and Media** in the Department of Telecommunication, Information Studies and Media.

Request to change the requirements for the **Doctor of Philosophy** degree in **Communicative Sciences and Disorders** in the Department of Communicative Sciences and Disorders.

Request to change the requirements for the **Master of Science in Nursing** degree in
Nursing in the College of Nursing.

Request to change the requirements for the Master of Science degree in Biological Science-Interdepartmental in the College of Natural science

Request to change the requirements for the Master of Arts degree in Higher, Adult and Lifelong Education in the Department of Educational Administration.

Request to change the requirements for the Master of Arts degree in Journalism in the School of Journalism.

Request to change the requirements for the Master of Science degree in Electrical Engineering in the Department of Electrical and Computer Engineering.

Request to change the requirements for the Doctor of Philosophy degree in Electrical Engineering in the Department of Electrical and Computer Engineering.

Request to change the Administrative Responsibility for the Master of Arts degree in Musicology and Master of Music degrees in Music Composition, Music Conducting, Music Education, Music Performance, Music Theory, Music Therapy, and Piano Pedagogy from the School of Music, College of Arts and Letters to the College of Music.

Request to change the Administrative Responsibility for the Doctor of Musical Arts degrees in Music Composition, Music Conducting, Music Performance and the Doctor of Philosophy degree in Music Education the School of Music, College of Arts and Letters to the College of Music.

Request to change the requirements for the Graduate Specialization in Food Safety in the College of Veterinary Medicine.

Request to change the requirements for the Doctor of Veterinary Medicine Degree in Veterinary Medicine in the College of Veterinary Medicine.

Request to change the requirements for the Doctor of Philosophy degree in Rhetoric and Writing in the College of Arts and Letters

Request to change the name of the Master of Science degree in Manufacturing and Engineering Management in the Department of Marketing and Supply Chain Management to Operations and Engineering Management

Request to change the requirements for the Doctor of Veterinary Medicine Degree in Veterinary Medicine in the College of Veterinary Medicine

Request to change the college level Doctor of Philosophy Requirements in the College of Agriculture and Natural Resources

Request to change the requirements for the Master of Arts for Teachers degree in General Science in the College of Natural Science

Request to change the requirements for the Master of Arts degree in Student Affairs Administration in the Department of Educational Administration
Request to change the name of the major leading to the **Master of Labor Relations and Human Resources** degree in **Labor Relations and Human Resources** to **Master of Human Resources and Labor Relations**

**Special Topics**

Faculty Conflict of Interest Policy: overview and information brochure (Interim Faculty Conflict of Interest Information Officer Dr. Terry May (VPRGS and GS)

Request to add catalog language in College of Education catalog text clarifying the credit policy pertaining to all graduate degree programs in the College of Education.

School of Music request for administrative reconfiguration (consultation)

**Graduate Instruction, Employment, Mentoring Subcommittee:** Members of University Graduate Council value our graduate research assistants and our graduate teaching-excluded assistants as they contribute to the intellectual environment at MSU. For that reason, we recommend an increase in stipends for RA and TE appointed graduate students of 2% or the percent increase recommended for faculty, whichever is higher.
UCSA worked on the following matters last year:

--College of Music: UCSA reviewed the proposal to create a College of Music from the School of Music. Following discussions with the Director of the School, Jim Forger, UCSA endorsed the proposal.

--University Community Statement: UCSA endorsed the University Community Statement

--Academic Freedom Report: UCSA began the process of reviewing the AFR. This process will continue this year.

--State News: UCSA investigated the State News Non-Compete Clause and the impact it has on students. Margaret Harding, the Editor in Chief of the State News, attended a meeting and answered questions.

--Dean’s List: UCSA examined current Dean’s List policy with an eye toward more inclusive standards. No action was taken.

--Lyman Briggs: UCSA endorsed the proposal to make Lyman Briggs a college again.

--Religious Observance Policy: UCSA reviewed and endorsed the most recent draft available of the proposed Religious Observance Policy.

--Matthew Caramagno, UCSA Chairperson
University Committee on Honors Programs
Minutes, September 29, 2006  1:30-3:00  Eustace-Cole Hall

Members present: Warren Beck, Catherine Ernst, Constance Hunt, Hee Sun Park, Ken Saunders, David Stowe, Laura Apol, Ron Fisher (ex officio)

1. The agenda for the meeting was approved
2. Committee members introduced themselves
3. Officers were elected: Alex Plum as chair, Laura Apol as secretary
4. The minutes from the meeting of 13 January 2006 were discussed and approved.
5. Dean Fisher gave the dean’s report,
   a. UCHP role and responsibilities. The committee is an advisory/consultative committee that advises the governance system—Academic Council—as well as the HC Dean. Dean Fisher handed out material from 1977 about establishment of this committee—duties and composition.
   b. Recruiting and Honors College Membership. Dean Fisher distributed a graph detailing Honors College Membership (both by number of members and by percentage of undergraduates) since the establishment of the Honors College in 1957. In the last decade, the percentage has risen and now is stabilizing at about 7% of undergads. Dean Fisher expanded on this information, including gender, out of state students, ethnicity, GPA, ACT and SAT scores, and yield rate for incoming Honors College students.
   c. 50th anniversary of the Honors College. Dean Fisher discussed anniversary activities. Nov 6 1956 is “official” date of formal University Actions related to Honors College—its establishment and governance. Therefore, in celebration of the 50th anniversary, an Open House will be held on November 6, 2006. On Feb 24, 2007, the HC will host a reunion event for students, faculty, directors, etc, which will include a day-long series and dinner. The HC will also produce a special Anniversary edition newsletter. The purpose is to call attention to the program on campus, and invite contributions to an endowed scholarship fund (need-based, rather than merit-based).
   d. Strategic Planning. This is Dean Fisher’s last year as Dean (after 11 years). Therefore, a search for a new dean will be initiated. The search process will be approved by Academic Council. UCHP will nominate 4 faculty members to serve on the search committee, and the Provost will select from these nominees. This will happen in late fall. The Dean will be selected from tenure system faculty members at MSU (not a national search).
6. Associate Dean Steve Kautz gave an update on and evaluation of Honors Research Seminars.
   a. Honors Research Seminars—seminars offered for academic credit in which a team of students works on single research project with a tangible result. Fall semester 06: 16 seminars, 142 students. (All 16 seminars will present at UURAF).
      Goal: 20-25 seminars, 200-250 students. Some seminars can be taught more than once. Some can’t be—specific to a year or situation. The HC task this year is to regularize solicitation and selection of faculty proposals. The call for proposals will go out next week, and will go through Deans, Chairs, and Directors to faculty. Funding includes expenses for seminar and funding for faculty for
their own research (up to $4000/seminar to faculty; $3000 for seminar expenses). Proposal deadline: November 17.

b. Leadership Seminars: Goal: 3-5 leadership and citizenship seminars. Leadership Center out of Honors College; leadership seminars include a service learning project. Same model as research seminars for funding and administration; same review process as well.

c. Timing. Earlier for next year? Faculty usually already have their teaching assignments when this call goes out. Kautz: this is in addition rather than in place of other teaching. Compensation is only the increased support for research; therefore, it's not negotiated into load or teaching assignments.

d. Would like faculty review of proposals advisory to Dean of Honors College. UCHP committee’s role: establish subcommittee (3-5 people) to review proposals and give advice. Looking in proposals for breadth of kinds of experience as well as range of discipline and a defined tangible output or result. Subcommittee volunteers for review: Park, Beck, Ernst, Apol.

7. General Education. Honors students don’t take IH courses; instead, they take parallel general education courses based on disciplines. As departments move (or within interdisciplinary programs), where do these courses “count”? Should HC move to competency or experience base rather than disciplinary base? Honors College can decide this for HC students’ general education. These issues will be investigated by a small working group led by Cathy Ernst.

8. Other business:

a. Constance Hunt brought a question about national scholarship competitions. Proposal on the table to create a new position for scholarship advisor. Dean Fisher responded that Jenny Marsh coordinates this effort (she is honors college and grad school joint appointment).

b. David Stowe asked about the outcome of the review of Honors College students at end of 2nd year. Dean Fisher: GPA 2.9 or at least 3 honors experiences in first 2 years; by graduation, GPA 3.2 and 8 honors experiences to have Honors designation on transcript or diploma. Some students have been removed from the program for failing to meet these criteria; now students are planning accordingly.

c. Steve Kautz provided info on lunch meetings to be held for Honors advisors around campus to discuss issues around advisement etc. There are six lunches for 220 advisors across campus. As well, information on the Honors Option system will be brought to Program Chairs and Department Chairs to make sure Honors Options are consistently applied.

d. Cathy Ernst asked whether Honors students take graduate classes. Dean Fisher responded that the HC is trying to encourage this among advisors for students starting their second year.

9. The meeting was adjourned.

Respectfully submitted,

Laura Apol
University Committee on Honors Programs
Minutes, February 23, 2007  1:30-3:00  Eustace-Cole Hall

Members present: Warren Beck, Neeraj Buch, Catherine Ernst, J. Kevin Ford, Constance Hunt, Brian Kalt, Hee Sun Park, Alex Plum, David Stowe, Keri Zolman, Laura Apol, Steve Kautz, Ron Fisher (ex officio)

1. The agenda for the meeting was approved

2. The minutes from the meeting of 29 September 2006 were discussed and approved with two minor amendments. Steve Kautz, Associate Dean, was also added to the Members Present for that meeting.

3. Ron Fisher (Dean) and Steve Kautz (Associate Dean): General Education expectations for HC members
   a. Ad hoc committee: Peter Asquith, Philosophy; Cathy Ernst, Animal Science; Carl Liedholm, Economics; Victoria Moeller, student; Dawn Psycharchik, International Studies and Programs; Kate See, James Madison; Judith Stoddart, English; Gavin Craig, Honors College; Mary Zalaeta, Honors College; David Bailey, History and Honors College; Steve Kautz, Political Science and Honors College; Ron Fisher, Economics and Honors College. Dean Fisher outlined the constraints within which the committee worked and distributed the proposal the committee produced. Get away from disciplinary-based requirements.

   1. rigorous academic programs. Also historic commitment in honors college for flexibility—take advantage of offerings of university.

   2. proposal based on skills and areas of inquiry. Signal to students and advisors that these are areas of knowledge or skill that someone might expect an Honors graduate from MSU in these days to have these competencies. Experiences must cover all three skills and at least three areas of inquiry.

   3. implementation guidelines. Suggestion: Linking experiences through a "theme"—seven classes along with experiences that, taken together, cover these skills and areas of inquiry

   4. purpose: shake up thinking rather than checking off boxes; build general education programs that are more enriched, enhanced, individualized and advanced. Opportunities that are more than just classes

   5. moving away from a disciplinary approach would build competencies, but would not ensure that students have experiences across disciplinary areas.

   6. internships and service learning project? Fisher: to the extent they have an academic component, this is determined by the academic advisor, different from case to case. It is a possibility to get academic credits.

   7. is there still a math / writing / etc. requirement? Fisher: still bound by university mathematics requirement. Tier 2 writing is still part of this. Tier 1 writing can be filled through communications. Most Honors students come in with the credits for math and writing through AP. (most HC students come in with 15 credits, some come in with 30)

   8. who keeps track? Mostly, the honors college advisors; faculty advisors focus on the requirements for the majors. (Faculty don't want to have
to figure out which courses cover which skills and areas of inquiry, so this will require more of the honors advisors.)

9. experiences can happen before or during college years.

10. How long does the "experience" need to be? Spring break as an international experience?

11. does this privilege some colleges and subjects? The idea is to make this even-handed, working across colleges.

12. don't want gen ed to be the first thing students "get out of the way" during their freshman year (filled with 100 / 200 level courses in the first year)

13. faculty incentive for course development that would contribute to general education. Maybe even teams of faculty.

14. send comments to Steve.

4. Honors seminars. The subcommittee evaluated proposals. Have 20-22 seminars. Working on the last couple seminars. Seminars will serve 225 students—50 % increase. Course descriptions available next week or the week after. LAURA TALK TO STEVE

5. Update on Dean Search. The search committee consists of: Sherman Garnett, James Madison; Kelly Morrison, Communications; Thomas Pence, Mechanical engineering; Lynmarie Posey, Chemistry; Steven Pueppke, Michigan Agricultural Experiment Station; Marissa Olagunju, student; Channing Landreth, student. The process is moving forward; hope to have a dean selected by May 07.

6. Budget: Honors professors. Part-time assignment in honors college on a rotating basis. Teaching honors class, creating honors class, setting up a study abroad experience. Target mid-career faculty.

7. Major fellowships: Several of our students have won or are finalists of major fellowships.

8. Fall 2007 class: distribution of students eligible for HC professorial assistants (in potential freshman class) has gone up 30%. May have an incredibly strong freshman HC class. In the 80's, tried to get 25 / yr. In mid 90's, up to 100 / yr. Then... "get as many as we can..." New agreement: up to 200.

9. Language change for H options: supervising faculty. Broadening the language to include many kinds of faculty. This is for information only.

10. Around the table:
    a. Dean's search. Are we part of that? Alex can communicate our interest to the search committee.

11. The meeting was adjourned at 2:20.

Respectfully submitted,

Laura Apol
INTERNATIONAL STUDIES AND PROGRAMS
ADVISORY/CONSULTATIVE COMMITTEE (ISP A/CC)
2007 ANNUAL REPORT TO ACADEMIC GOVERNANCE

Sharon Ladenson (MSU Libraries) & Melvin Yokoyama (Animal Science) Co-Chairs
Meetings Held: 9/15/06, 11/3/06, 12/8/06, 2/16/07, 3/30/07, 4/2/07, 5/11/07

1. Give a brief description of committee activities and/or issues discussed and actions taken/recommendations made and to whom.

The ISP A/CC is advisory to the Dean of ISP on:
- Study abroad programs
- Foreign student affairs
- Exchange relationships with foreign universities
- International comparative and area studies
- International contractual projects and other relationships; and

Serves as the principal channel of communication at the policy level between the Office of ISP and faculty and students.

Notable 2006-2007 A/CC activities include the following:

The ISP A/CC played an active role in the search for a permanent Dean of ISP. During the 2007 spring semester, the A/CC met separately with each candidate, attended the public presentations of each candidate, and submitted feedback via an online form developed by the search committee.

Members of the A/CC discussed and approved a motion to develop a Strategic Issues Task Force, which would provide the Dean of ISP advisory input and guidance on issues of strategic importance specific to planning and implementing international programs and activities. Further discussion of the development of the task force (including the charge and scope of responsibilities) will continue next year.

Notable guests at 2006-2007 A/CC meetings include Ronald Russell (from the MSU Office of Regulatory Affairs), who delivered a presentation and fielded questions specific to export controls and trade sanctions, and John K. Hudzik and Dawn Pysarchik, who presented and fielded questions specific to a proposal for establishing a program in Dubai, United Arab Emirates.

Three subcommittees do substantial work of the ISP A/CC: the Communications Subcommittee, the Linkages Subcommittee, and the Policy and Procedures Subcommittee.
Communications Subcommittee

The Communications Subcommittee proposed developing and publishing an MSU magazine with an international focus. The proposed title is *Global Review*. The magazine would “promote the understanding of the commercial, economic, social, cultural and political impact of global engagement in an increasingly interdependent world economy.” Further discussion specific to the development of this publication will continue next year.

Linkage Agreements Subcommittee

In its role as advisory to the Dean of ISP, the A/CC recommended approval of nineteen general linkage agreements, two 2-way exchange agreements, and one 1-way exchange agreement over the course of the year. One general agreement was renewed.

The Linkages Subcommittee also completed a *Template for International Engagement by MSU*. The document, which outlines criteria and a basic process for identifying international strategic partnerships, was approved by the ISP A/CC on December 8, 2006.

Policies and Procedures Subcommittee

The main activity of the Policies and Procedures Subcommittee was the review and updating of the policy guidelines for international activities at MSU. The subcommittee (Wheeler, Reznich and Yokoyama) reviewed the '76, '79 and '95 reiterations of the policy guidelines and proposed revisions, which were incorporated into a single document. This draft document was presented to the A/CC membership for evaluation, comment and approval. Concurrent with this policy updating, new language for the transmittal form for grants with international activities was proposed and approved that PIs had read the policy guidelines for international activities, and would self report any possible deviations from the policies with an appropriate explanation. Some items such as faculty consulting remain on the table for discussion next year.

The committee also made revisions to the A/CC Bylaws to allow for electronic voting for the purposes of obtaining a quorum.

2. **Comment on matters pending before the committee and matters which should be considered in 2006-07.**

- Development of a Strategic Issues Task Force, which would provide the Dean of ISP advisory input and guidance on issues of strategic importance specific to the planning and implementing of international programs and activities.
- Further discussion and planning for the development of *Global Review*, an MSU magazine with a focus on international issues.
3. **Comment on problems and/or issues that have made the work of the committee more difficult.**

Establishment of a quorum to conduct business at meetings was discussed as an issue during the year, and a revision to the A/CC Bylaws was proposed to amend item 3.2.1a to read “more than half” of the voting members instead of “half of the voting members” shall constitute a quorum. A motion was made for the amendment, which was approved and carried by the members.

4. **Please make any suggestions about how the academic governance system might be modified to improve the committee’s work.**

The academic governance system has worked well over the past year. No suggestions for modification at this time.
2006-07 ANNUAL REPORT TO ACADEMIC GOVERNANCE

Committee Name: UNIVERSITY COMMITTEE ON LIBERAL LEARNING (UCLL)

Chairperson: To be elected at the September 26, 2007 meeting of the committee

Meetings Held: 2/23/07, 3/16/07, 4/20/07, 6/11/07, 8/22/07

Committee Composition:

- Director, Center for Integrative Studies in Social Science
- Director, Center for Integrative Studies in the Arts & Humanities
- Director, Center for Integrative Studies in Biological and Physical Sciences
- 1 faculty member representing University writing
- 1 faculty member representing the area of quantitative literacy
- 1 faculty member from each college offering undergraduate programs
- 1 faculty member from University Libraries
- 2 undergraduate students (elected by ASMSU)
- 1 continuing system academic specialist whose major function is advising
- 1 liaison representative from University Committee on Curriculum
- 1 liaison representative from University Committee on Academic Policy
- 1 representative from International Studies and Programs
- 1 representative from the Honors College
- Dean of Undergraduate Studies, or designee

The UCLL met for the first time in the spring semester of 2007. As envisioned by the Working Group to Improve Undergraduate Education and as charged by Academic Governance, its primary charge is to identify ways to integrate the Outcomes of Liberal Learning (OLL)* into the fabric of undergraduate education. Initially, meetings focused on understanding and defining the charge and establishing a set of goals around which the work would be framed. The committee has agreed on the following goals:

1) Relative to the Outcomes of Liberal Learning: Clearly articulate the knowledge, attitudes, and skills that should characterize all graduates of MSU.

2) Demonstrate the degree to which the undergraduate experience at MSU leads to the knowledge, attitudes, and skills outlined in the Outcomes of Liberal Learning.

3) Foster campus-wide conversation focused on enhancing student, faculty, and staff understanding of the Outcomes of Liberal Learning, thus influencing institutional culture.

4) Identify and celebrate exemplars that foster intentionality in the design and implementation of dynamic and innovative curricular and co-curricular initiatives.

5) Promote MSU as a leader in understanding, articulating, taking action on, and assessing the expected Outcomes of Liberal Learning.
The committees work is organized around a set of one-year benchmarks. These include:

- Communicating and marketing, both on and off campus, the Outcomes of Liberal Learning and the associated Intended Learning Outcomes that are being developed.

- Creating an inventory. This includes:
  - Identifying exemplars where Outcomes of Liberal Learning are intentionally embedded in curricular and co-curricular initiatives and identification of faculty who seek to incorporate Outcomes of Liberal Learning in their work.
  - Developing a matrix that illustrates to faculty and students how the Intended Learning Outcomes are currently embedded in areas of undergraduate education, particularly across integrative studies courses.
  - Collecting existing evidence of student learning outcomes from such things as the National Survey of Student Engagement (NSSE), Cooperative Institutional Research Program (CIRP), and existing learning outcomes data associated with National Central Association (NCA) accreditation, etc.
  - Identifying and characterizing exemplars of liberal learning initiatives at other institutions.

- Finalizing the Intended Learning Outcomes associated with and cutting across each Outcome of Liberal Learning. Current status:
  - Quantitative Literacy (QL) Intended Learning Outcomes complete but need to be integrated with Outcomes of Liberal Learning.
  - Global/Cultural Intended Learning Outcomes complete.
  - Scientific Literacy (SL) Intended Learning Outcomes drafted and will be seeking broader campus input.

- Initiating administration of pilot assessment tools. Current Status:
  - QL pilot begun in FS07
  - SL planned for SS08

- Exploring barriers to effective inter and intra college collaborative teaching
  - Issues of faculty and unit rewards
  - Issues of student rewards
  - Currently surveying Chairs and Directors about practices in their units

- Promoting innovative approaches through opportunities in integrative studies.

Subcommittees have been formed and are meeting separately to move toward the benchmarks. The full committee will be meeting each month to discuss progress toward the one year benchmarks and to engage around selected topics chosen to expand the committee's understanding of the many aspects of liberal learning. The first standing meeting will be September 26, 2007 at which time leadership for the committee will be elected.

Respectfully submitted by
Doug Estry
OUTCOMES OF LIBERAL LEARNING

The total effect of the knowledge and skills described in the following goals for liberal learning results in the MSU graduate having the potential to be an outstanding leader—perceiving and developing opportunities, actively fostering and guiding change, and applying skills and knowledge to understand and articulate complex issues of work, community, and public life. Students who complete an undergraduate degree program at Michigan State University are expected to demonstrate:

INTEGRATED JUDGMENT
The MSU graduate will effectively synthesize specialized discipline-based knowledge with a broad-based liberal arts education, understand the importance of life-long learning, and make decisions that reflect humane, social, ethical, and aesthetic sensibilities developed through coherent curricular and co-curricular activities.

ADVANCED COMMUNICATION SKILLS
The MSU graduate will be a competent writer and speaker, able to write and speak effectively in a variety of situations and to a variety of audiences, able to write and speak with authority within a professional area, and able to write and speak effectively and persuasively as a citizen in the public arena.

CULTURAL COMPETENCE
The MSU graduate will have explored global, cultural, social, and intellectual diversity and will value the experiential and intellectual diversity of the academic community.

ANALYTICAL THINKING
The MSU graduate will be a critical user of knowledge, adept at using current technologies to access information and having the ability to analyze complex information critically, using multiple modes of inquiry (i.e., scientific, artistic, literary, and information methodologies).

LITERACY IN SCIENCE AND MATHEMATICS
The MSU graduate will demonstrate ability to formulate, evaluate, and communicate conclusions and inferences from quantitative information, employing analytical arguments and reasoning built upon fundamental concepts and skills of science, mathematics, statistics, and computing.

EFFECTIVE CITIZENSHIP
The MSU graduate will have a sense of responsibility for a dynamic, democratic society that offers broad opportunities and requires the ability to function in an interdependent world.
University Committee for the Library—Annual Report 2006-2007

Committee Name: University Committee for the Library

Chairperson: Richard H. Bernsten

Meetings Held:

Committee’s Activities
The Committee met four times during the 2006-2007 academic year.

At these meetings, Cliff Haka (Director of the Library) and his staff provided highly informative updates and solicited committee discussion/feedback regarding a variety of library-related issues, including: the introduction of two new hi-tech rooms, the success of the Sesquicentennial Library endowment campaign, the moving of reference service to make these services more accessible, the creation of a new alcove for faculty publications, the situation and challenges in the area of scholarly communications (with attention to the possibility of “open access” publishing initiatives), the Google project as it is playing out at the University of Michigan, resources available for the acquisition and management of “data sets” on campus, journal pricing and MSU’s response, and a review of the library’s public service offerings

Problems/Issues That Have Made the Work of the Committee More Difficult
None

Suggestions About How the Academic Governance System Might be Modified to Improve the Committee’s Work
No suggestions

Submitted by Richard H. Bernsten
Committee Name: Military Education Advisory Committee

Chairperson: Michael E. Unsworth


1. Please give a brief description of committee activities and/or issues discussed and actions taken/recommendations made and to whom.
   - Status of the Dept. of Aerospace Studies and the Dept. of Military Science – Received reports by the department chairs at all meetings
   - Degree requirements and criteria for military instructors at Michigan State University. -- Approved Guidelines to assist future committee members in selection of new faculty

2. Please comment on matters pending before the committee and matters which should be considered in 2005-06 -- None

3. Please comment on problems or issues that have made the work of the committee more difficult. -- None

4. Please make any suggestions about how the academic governance system might be modified to improve the committee's work. – None needed
October 1, 2007

ANNUAL REPORT OF THE FACULTY GRIEVANCE OFFICIAL TO THE ACADEMIC COUNCIL FROM AUGUST 28, 2006 THROUGH AUGUST 26, 2007

In compliance with provision 2.2.9 of the Faculty Grievance Procedure, I submit to the Academic Council this annual report of the activities of the Faculty Grievance Office. This report covers the grievances, inquiries and conferences handled by the Faculty Grievance Office from August 28, 2006 through August 26, 2007.
1. GRIEVANCE CASES SETTLED

1.1 Informal

1.1.2 Subject: Evaluation/Salary 5
Annual Review Letter 2
Discipline 2
Assignment 1
Bylaws 1
Office Access 1
Promotion 1
Sabbatical 1
Salary 1
Study Abroad 1
Termination 1

1.2 Formal

1.2.1 Subject: Promotion/Tenure 1
Reappointment 1
Termination 1

TOTAL CASES SETTLED 20

2. RESULTS OF SETTLED GRIEVANCES

2.1 Grievant Won

Informal 7
Formal 0

2.2 Grievant Lost

Informal 0
Formal 3

2.3 Grievant Satisfied

Informal 5
Formal 0

2.4 Grievance Dropped 4

2.5 Ruled Moot by Standing Appeals Panel 1
3. GRIEVANCE CASES PENDING

3.1 Informal Stage

3.1.1 Subject:
- Promotion/Tenure: 2
- Termination: 1
- Unpaid Leave: 1

3.2 Formal Stage

3.2.1 Subject:
- Discipline/Termination: 1
- Promotion: 1
- Termination: 1

3.3 Pending Resolution by Administrative Review: 1

TOTAL CASES PENDING: 8

4. INQUIRIES

4.1 Subject:
- Settlement: 68
- Faculty Grievance Procedure: 61
- Bylaws: 16
- Promotion: 14
- Promotion/Tenure: 12
- Assignment: 11
- Discipline/Termination: 10
- ADJB/Discrimination & FGP: 7
- Annual Review Letter: 7
- Evaluation/Salary: 7
- Administrative Review: 6
- Harassment: 6
- Information Request: 5
- Salary: 4
- Sabbatical: 3
- Office Hours: 2
- Reappointment: 2
- Teaching Load: 2
- Termination: 2
- Grants: 1
- Office Access: 1
- Student Complaint: 1
- Study Abroad: 1
- UIIO/Integrity & FGP: 1
- Visa Status: 1
5. CONFERENCES

5.1 Subject:
- Faculty Grievance Procedure: 33
- Settlement: 31
- Promotion: 28
- Promotion/Tenure: 23
- Bylaws: 10
- Discipline/Termination: 9
- Teaching Assignments/Load: 9
- Study Abroad: 8
- Evaluation/Salary: 6
- Administrative Review: 5
- Reappointment: 5
- Information Request: 4
- Reassignment/Transfer: 4
- ADJB/Discrimination & FGP: 3
- Annual Review Letter: 3
- Salary: 3
- Discipline: 3
- Harassment: 2
- Medical Leave: 2
- Academic Freedom: 1

5.2 Source:
- Faculty: 159
- Administrator: 83
- Other: 6

5.3 Type:
- One-Person: 172
- Two or More Persons: 20

TOTAL CONFERENCES: 192
PROCESSING AND DISPOSITION OF GRIEVANCES

This report covers the period from August 28, 2006, through August 26, 2007. For purposes of comparison, references will be made to last year’s annual report to Academic Council, which covered the period from May 16, 2005, through May 12, 2006. We have thus shifted the FGO reporting period to the standard academic year.

The total number of cases that were processed (settled and pending) decreased from 43 to 28. The number of cases that were settled decreased from 30 to 20, while the number of cases pending decreased from 13 to 8. There was an increase in the number of inquiries handled by the Faculty Grievance Office (from 216 to 251), and a slight decrease in the number of conferences held by the FGO (from 217 to 192). A major focus of the office involved repeated attempts to mediate disputes and informally resolve cases without hearings.

Of the 20 cases that were settled, 17 were resolved informally. Of note, half of these cases were settled through informal negotiations which led to signed written agreements by the parties following mediation with the FGO’s assistance. Grievants either won or were relatively satisfied with the outcome in 12 of the settled cases. Grievants withdrew their complaints in four of the cases. Grievants lost in three of the settled cases. One grievance was ruled moot and dismissed on jurisdictional grounds as a result of a decision of the University Standing Appeals Panel overruling a FGO determination.

Pursuant to Article 3.1.5 of the FGP, I made a total of 63 decisions on jurisdictional and procedural issues regarding 10 separate grievances. Fourteen of these decisions were challenged by a Respondent. The FGO’s decision was upheld in eight instances while four decisions were overturned by the University Standing Appeals Panel (SAP). During a busy year for the SAP, Dr. Gwen Wyatt, Dr. Julia Grant and Dr. Harrison McKnight served with distinction.

I note, for the record, that beginning of Fall 2006, Dr. Julia Grant, Associate Professor, James Madison College, and Dr. Gwen Wyatt, Professor in the College of Nursing, were selected by the University Committee on Faculty Affairs (UCFA) from the membership of the University Appeals Board to serve two-year terms on the University Standing Appeals Panel. They joined Dr. Harrison McKnight, Assistant Professor, Accounting and Information Systems, whose term of service on the Standing Appeals Panel expired at the end of academic year 2006-2007.

The number of cases that were resolved through formal hearings decreased from eight last year to three this year. In two of the three cases that were resolved formally, Provost Wilcox upheld the University Hearing Panel’s unanimous findings and recommendations against the Grievants. In the other formal resolution, President Lou Anna K. Simon overruled the University Appeals Panel’s majority findings and recommendations, which in part had found for the Appellant/Grievant, and thereby ruled against the Appellant/Grievant.

The number of cases currently pending stands at eight. Of the four cases at the formal phase, one awaits a President’s decision regarding a University Appeals Panel’s findings and recommendations, two are pending the scheduling of a hearing, and one is being held in abeyance awaiting completion of an Administrative Review. All the pending cases have been subject to continued attempts to informally resolve them via mediation and settlement agreements.
To facilitate informal resolution of disputes, I held a total of 192 conferences involving 159 faculty, 83 administrators and six other individuals. One hundred and seventy-two (172) of these were held with one person each, and the remaining 20 involved two or more individuals. The most common subjects discussed involved the FGP, settlements, promotion/tenure, bylaws, discipline and termination. I also responded to 251 inquiries, and of these 161 were generated by faculty, 82 by administrators, and eight by others. Most of the inquiries involved the FGP, settlements, bylaws, discipline/termination, promotion/tenure, or assignments.

OTHER ACTIVITIES OF THE FGO

In my capacity as FGO, I attended weekly meetings of the UCFA and its Personnel Subcommittee. I also attended the monthly meetings of the Academic Council (as an ex-officio member), as well as meetings of Faculty Council when they discussed matters concerning “Faculty Voice” task force reports which might result in MSU Bylaw revisions.

In addition, I undertook the following activities:

1. September 25, 2006  Conducted an orientation for the new members of the Standing Appeals Panel.

2. February 13, 2007  Presented a guest lecture on faculty rights and responsibilities and the MSU FGP/O for an EAD 870 class session.

3. March 22, 2007  Presented a guest lecture on faculty concerns, grievances and MSU dispute resolution techniques for a LIR 860 class session.

4. Spring 2007  Moved the Faculty Grievance Office from the Auditorium Building to the garden level of Owen Graduate Center’s west wing.

5. May 8, 2007  Attended training program for MSU administrators on administrative data on-line conducted by the MSU Libraries, Computing and Technology Office.

6. June 12, 2007  Participated in the annual review of the FGO by the Provost and UCFA co-chairs and its personnel subcommittee co-chairs which essentially became a review of the Faculty Grievance Procedure and the User’s Manual.

7. Summer 2007  Worked with the Provost and General Counsel’s offices to begin a discussion concerning potential revision of the 35 year old Faculty Grievance Procedure and the decade old FGO’s User Manual. Several areas of unclarity and/or inconsistencies within and/or between these documents have became evident and deserve attention.
8. July 31, 2007: Explained the Faculty Grievance Procedure in a workshop on conflict resolution resources for new administrators, sponsored by the Office of the Provost at the Kellogg Center.

9. August 21, 2007: Ms. Bennett staffed an FGO information table at the annual orientation session for new faculty members, sponsored by the Provost Office at the Kellogg Center.

10. August 2007 Recruited returning and new faculty and administrator counsels and presiding officers for fall semester training sessions and designation by UCFA, and were prepared to handle Mediation Service inquiries during the vacation of Dr. Miller.

I want to thank Dr. Robert Banks for his many years of assistance to myself, Dr. Rubner, and other previous FGOS. I also wish to acknowledge his long time assistant, Ms. Andrea Bullock, for her years of support of the Faculty Grievance Office. I want to thank Professor Curry for aiding the process of a smooth transition to his new role and welcome his new Administrative Assistant, Ms. Kay Beach. I also want to acknowledge the support of Provost Kim Wilcox, Ms. Donna Zischke and Ms. Kristine Zayko for their assistance regarding both individual grievance cases and the review of the FGP and the User’s Manual begun in Spring and Summer semesters, 2007.

Finally, the continued helpful assistance of my secretary, Ms. Deb Bennett is deeply appreciated as we completed our transition to our new Owen Graduate Center space and began to revise our recording and reporting on the work of the FGO.

Respectfully submitted,

John L. Revitte
Faculty Grievance Official, and
Professor, School of Labor and Industrial Relations and
Residential College in the Arts and Humanities

JLR/dkb