MICHIGAN STATE UNIVERSITY

ACADEMIC COUNCIL

MINUTES

September 26, 2006
3:15 p.m., 115 International Center


Absent: Annatoyn, Aviyente, Berens, Blackburn, Bolin, Brown, G., Catrine, Crawford, DeJong, Fitzgerald, Gelbke, Giesy, Harris, Hovey, Hughes, Kaplan, Klomparens, Lindemann, Lynch, McCormick, McMillan, Moch, Mundt, Munn, Newhouse, Ostrom, Rappley, Schare, Selanders, Solomon, St. Arnault, Ten Eyck, Turner, Vargas, Wilson, Wolfson

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 25, 2006 were approved as distributed.

President’s Remarks:
President Simon welcomed members to the first Academic Council meeting for the academic year. The President encouraged faculty to attend the Third Thursday for Faculty event on October 19, 2006. This event provides an opportunity to meet and greet colleagues from across the campus. The Legislature is caught up in election activities and it does not appear that there will be any movement on the Capitol Outlay Budget or any supplemental appropriations that would affect the University. President Simon recognized Professor Ballard for his work and the publication of his book on Michigan’s Future in terms of economic issues. This publication is an outgrowth of Michigan at the Millennium, which was done in partnership with Michigan, Michigan State and Wayne State Universities, about the economic policy issues affecting the State of Michigan. Professor Ballard has published a condensed version of the key policy aspects and this is being shared with policy makers.
The State News reported an accurate account of the Detroit Economic Club meeting which noted that Michigan was undergoing a significant amount of economic restructuring and corporations have to adapt quickly. The University has been working with the State Appropriation that is now at early 1980 levels in real dollars and support from the State that has not included significant money for necessary maintenance of buildings. The University collectively has demonstrated great responsibility in terms of trying to control health care costs. The unionized staff employees are on a three year program of a total comp number of 3% so as health care goes up their wages go down. The UCFA will be taking up these issues again this year.

Secretary Spellings has begun to issue statements regarding the Miller Commission Report and the accountability for higher education, focusing on learning outcomes rather than inputs as an example. There is an increased focus on the effective use of technology and collaborations and partnerships. The President indicated there is some uncertainty as to how things will unfold over the next months but it appears that the first deliberations will be around affordability which includes restructuring recommendations for federal financial aid programs. A series of regional meetings are being scheduled to discuss key issues. The Higher Education Associations have issued reports arguing for voluntary accountability measures, focus on distance learning, but more in the control of the institutions. The President expressed the hope that MSU, through conversations, would come to a set of recommendations as to how MSU would consider these big issues and not simply be reactive to proposals submitted by State or National agencies.

The President noted that in every student setting this fall she has urged people to be active in the political process and register to vote. There are important issues on the ballot that require the engagement of the community.

**Provost’s Remarks:**
Provost Wilcox commented that as he begins his second year at MSU, he was delighted to report there are 60 to 70 new tenure stream faculty that have come to the University with an enrollment of the same size as last year, which is a credit to the leadership of the President and the recruitment by the faculty. The Provost reported a richer set of programs offered to new faculty than in previous years. Last year new faculty expressed interest in more networking opportunities with other new faculty so the Provost’s breakfast series have been expanded into other events. This year the “Third Thursdays for Faculty” event was begun to help the community to build a broader set of connections. The Boldness by Design initiative was begun last year to help move various agendas forward and continues to develop.

**ECAC Chairperson’s Remarks:**
Professor Potchen announced a workshop will be held October 3rd for the College Advisory Council chairpersons, University Standing Committee chairpersons and ECAC members on “Conducting Effective Meetings” by Professor Tropman from the University of Michigan.
Professor Potchen encouraged faculty to attend the next “Third Thursday for Faculty” on October 19, 2006. This is a good opportunity to meet with colleagues across campus. Professor Potchen reported on the progress of the Voice Implementation Committee (VIC) and the Faculty Voice Task Force reports. The Task Force 2 report on Administrator Review and Task Force 3 report on Program Review has been sent to the President for comment. Task Force 4 report on Communication and Task Force 5 report on Fixed Term Faculty are being reviewed and expected to be discussed at the next Faculty Council meeting. Professor Potchen noted that the Task Force 1 report on the Governance Structure is more complex and will be discussed at the next meetings of VIC. Members were encouraged to read the Task Force reports on the Governance web site.

- Professor Potchen expressed that the major issue with the voice of faculty is not that we do not have avenues for voice, but indeed we have not exercised those opportunities. There are many more opportunities for faculty to participate in controlling the destiny of the University than exercised in the past. The faculty can have tremendous input if we are organized and set our target on a common agenda.

Athletic Council Annual Report for 2005-06:
Professor Kasavana, Chairperson of the Athletic Council, presented the Annual Report for 2005-06 which was distributed prior to the meeting. Professor Kasavana pointed out several highlights in the report. The MSU student athletes, who exhaust their athletic eligibility, graduate at a rate of 88%. Professor Kasavana noted MSU is proud of the high rate. This year the Council received the most positive results on the Student-Athlete Population Survey, which is equivalent to the SIRS form on the evaluation of the athletic programs. There have been several new metrics in the NCAA which the Athletic Council has been working on along with an academic improvement plan which was forwarded to the President. The Council worked last year with the student alumni foundation to understand how the Student Spirit Groups work and now have a better understanding of purpose and functions. There is a representative from UCAP serving on the Council as a liaison and reports to UCAP after Council meetings.

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

- There were 10 programs reviewed and approved. Two of the programs were the transfer of the Apparel and Textile programs to the College of Arts and Letters, effective fall 2006.

- There were 131 courses reviewed and approved. There were 15 new courses, 109 were changes in courses and 7 courses were deleted.

A motion was passed to approve the UCC report.
Proposal to Establish a Council for Liberal Learning
Professor Putnam, Chairperson of UCAP, presented a proposal to establish a Council for Liberal Learning. This is a motion coming as a follow up from the meeting of the Academic Council in April, 2006 endorsing the Report of the Working Group for the Improvement of Undergraduate Education. The Report identified goals for liberal education and the recommendation of the establishment of a university-wide committee or council to oversee the undergraduate learning. ECAC was charged with identifying the next steps and the proposed motion is one of the steps. The following motion was proposed:

Pursuant to the Bylaws for Academic Council, Section 5.1., the Academic Council hereby establishes the University Committee for Liberal Learning as an advisory-consultative committee for the Dean of Undergraduate Studies. Functions and membership of the committee shall be as follows:

University Committee for Liberal Learning Committee Description
The University Committee for Liberal Learning (UCLL) provides for broad-based participation by University faculty and students in promoting and advancing general education and liberal learning in undergraduate education.

UCLL establishes and maintains campus-wide dialog focused on advancing liberal learning among University, College, and Disciplinary academic programs. UCLL, working with the Dean of Undergraduate Studies, initiates new ideas and polices relevant to liberal undergraduate education, making recommendations appropriate for consideration by governance committees, typically University Curriculum Committee (UCC) and University Committee on Academic Policy (UCAP). UCLL also reviews and makes recommendations on courses, programmatic requests, or policies relevant to liberal undergraduate education referred by UCC or UCAP.

Committee Membership
The University Committee for Liberal Learning shall be composed of the following members:

Voting Members:
• Director, Center for Integrative Studies in Social Science
• Director, Center for Integrative Studies in the Arts and Humanities
• Director, Center for Integrative Studies in Biological and Physical Sciences
• 1 faculty member representing University writing requirements (appointed by the Dean for Undergraduate Studies)
• 1 faculty member representing the area of quantitative literacy (appointed by the Dean for Undergraduate Studies)
• 1 faculty member from each college offering undergraduate programs (selected by College Advisory Committees, as specified in Bylaws section 5.1.3.1.)
• 1 faculty member from University Libraries (selected by appropriate representative body as specified in Bylaws section 5.1.3.1.)
• 2 undergraduate students (elected by ASMSU)
• 1 continuing system academic specialist whose major function is advising (selected by the Dean for Undergraduate Studies)

Ex Officio members without vote:
• 1 liaison representative from University Committee on Curriculum
• 1 liaison representative from University Committee on Academic Policy
• 1 representative from International Studies and Programs
• Dean of Undergraduate Studies, or designee
• 1 representative from Honors College

The motion was amended to include 1 representative from Honors College to be an ex officio member and add that the Dean for Undergraduate Studies is to select 1 continuing system academic specialist whose major function is advising. The amended motion passed. (Amended changes in bold above).

Other Business
No additional items were identified.

There being no further business, the meeting was adjourned at 4:05 p.m.

Respectfully submitted,

Jacqueline Wright
Secretary for Academic Governance

Attachments:

2005-06 Annual Reports for the Standing Committees, Advisory Consultative Committees and the Faculty Grievance Official

Tapes of complete meetings for the Academic Council are available for review in the office of the Secretary for Academic Governance, 308 Olds Hall, 355-2337.
ANNUAL REPORTS

of the

UNIVERSITY STANDING COMMITTEES

and

ADVISORY CONSULTATIVE COMMITTEES

OF ACADEMIC GOVERNANCE

and the

FACULTY GRIEVANCE OFFICIAL

2005-06
UNIVERSITY COMMITTEE ON ACADEMIC GOVERNANCE

George D. Allen, Chairperson

Meetings were held on 10/6/05, 11/3/05, 12/1/05, 1/12/06, 2/2/06, 3/2/06, and 4/6/06.

The committee addressed four issues this year: (1) perquisites for, and responsibilities of, members of the MSU Athletic Council; (2) a bylaws change proposed by the University Committee on Student Affairs; (3) the schedule for election of members and chairpersons of various university committees; and (4) review of college bylaws.

1. Perquisites and responsibilities of members of the MSU Athletic Council.
   It is a continuing problem that members of the MSU Athletic Council are viewed by others in the university community as receiving special, potentially valuable, access to athletic events, with little or no responsibility in exchange. Dr. Michael Kasavana, the council’s ex officio Faculty Athletic Representative, and several regular council members visited the committee at its December meeting. The rationale for attendance at various athletic events was explained, and the relative value of tickets was discussed. The committee felt that there should be better record keeping as to which council members attend which athletic events, and the relationship of the council to Academic Governance should be clarified.

2. Bylaws change in the University Committee on Student Affairs.
   Student government has wished to regularize the appointments of students to university committees, many of which have been made, in the past, on an ad hoc basis. They proposed a bylaws change such that ASMSU would oversee all such appointments. After discussion spanning several meetings, a bylaws change was agreed upon and forwarded to Academic Governance.

3. Schedule for election of members and chairpersons of university committees.
   It is a continuing problem that university committees do not get staffed early enough in the spring term that their chairpersons can be appointed before the beginning of the fall semester. The committee discussed bylaws 3.3.1.4 and 4.2.2.1 concerning the election of committee members and the determination of committee chairpersons and asked the Secretary for Academic Governance to inform Provost Wilcox of this problem and ask for his support in getting these elections on schedule.

4. Review of college bylaws.
   The committee reviewed the bylaws of the Colleges of Arts and Letters, Business, and Social Science.
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

Meetings Held:

- September 1, 2005
- September 15, 2005
- October 27, 2005
- December 1, 2005
- December 15, 2005
- January 19, 2006
- February 2, 2006
- February 16, 2006
- March 16, 2006
- March 30, 2006
- April 13, 2006
- April 27, 2006

Specific UCAP Issues and Actions Discussed or Finalized in 2005-2006
(Dates indicate UCAP meeting dates on which actions were taken).

1. Considered and supported request to extend moratorium on Admission to BS in Geophysics. (September 15, 2005)

2. Discussed New Residential College/School Final Report and provided commentary to ECAC. (September 15, 2005)

3. Considered and supported School of Journalism request to change requirements for the Bachelor of Arts degree for students who are pursuing teacher certification. (October 27, 2005)

4. Considered and supported School of Music request to change requirements for the voice performance area of the Bachelor of Music Degree in Music Performance. (October 27, 2005)

5. Discussed Final Report of the Working Group to improve Undergraduate Education and provided feedback to ECAC (December 15, 2006)

6. Began subcommittee consideration of Resolution of Academic Assembly Bill# 14-24, recommending that UCAP re-examine the creation of a university-wide Academic Integrity Policy statement. The subcommittee is examining existing policy statements
and considering ways to make them more visible to students and others in the University community.

7. Considered and supported request to enact moratorium in the B.S. in Apparel and Textile Design (December 15, 2005)

8. Discussed request from ECAC to consider changes to the policies and practices concern academic load limits during Summer semester. UCAP determined existing policies addressed these concerns and that no additional action was needed. (December 15, 2005)

9. Considered and supported request to increase credits for the B.S. in Applied Engineering Sciences. (January 19, 2006)

10. Considered and supported request to establish BFA Degree in Theater. (January 19, 2006)

11. Considered and supported proposal from Linda Stanford, Assistant Provost for Academic Services, to change the current policy to allow students who already hold a bachelor’s degree to obtain an additional major. (January 19, 2006) Revisited and revised this recommendation to specify that the existing bachelor’s degree must be an MSU degree. (February 2, 2006)

12. Considered and supported proposal from Linda Stanford, Assistant Provost for Academic Services and University Registrar, to transfer the approval for a change in the scheduling of a final examination from “Undergraduate Committee of the Assistant Deans Group” to the Office of the Registrar based on the approval of the Assistant/Associate Dean responsible for the offering of the course. (February 2, 2006)

13. Considered Academic Assembly Bill# 14-25, supporting the inclusion of multiple majors on students’ diplomas. After considering input from the Registrar concluded that no changes in current practice be recommended. (February 16, 2006)

14. Began consideration of Academic Assembly Bill#14-32, regarding creation of a fall break. (February 16, 2006)

15. Considered issue of establishing an undergraduate minor. UCAP prepared proposal to ECAC to establish undergraduate minors. (February 16, 2006)

16. Established subcommittee to consider policies regarding undergraduate teaching assistants. (February 16, 2006)

17. Considered and supported proposed change in in the College of Arts and Letters Tier II Writing Policy which allows the Tier II writing course to require competency in writing in the language of instruction. (March 16, 2006)

18. Considered and supported request from the Food Industry Management Program to require a minimum grade of 2.0 in RET 460 for its majors. (March 30, 2006)

20. Considered and supported request to change administrative responsibility for Apparel and Textile Design from the College of Human Ecology to the Dean’s Office of the College of Arts & Letters (April 13, 2006)

21. Passed motion to recommend to the Provost the closing of the College of Human Ecology once all programs in the College are relocated into other administrative homes. (April 13, 2006)

22. Discussed Working Group’s Final Report and Executive Summary. UCAP (a) proposed a set of goals for liberal learning, based on those in the Final Report, (b) endorsed undertaking appropriate study to inform implementation of the Quantitative Literacy and Writing recommendations, and (c) supported the general idea of a establishing a group to support and advance liberal learning and MSU. (April 13, 2006)

23. Began consideration of Academic Assembly bill number 14-41 to change the religious observance policy to accommodate individual religious practices. (April 13, 2006)

24. Discussed proposal to establish Fall Semester break (April 13, 2006)

25. Began consideration of MSU’s policy for granting academic credit for CLEP examinations. (April 27, 2006)


Pending issues for 2006-2007

1. Consideration of establishment of Fall Semester break

2. Consideration of proposal to modify policies for acceptance of College Level Examination Program (CLEP) examinations for academic credit.

3. Consideration of religious observance policies.

4. Consideration of academic integrity policies and grade marker for academic dishonesty.

5. Consider possible changes to Dean’s List policy.
University Committee on Curriculum (UCC) 2005-06

Issues Addressed:

- Curricular review of courses and programs

  Undergraduate Programs – Changes (51), Deletes (2), New (7), Moratoria (2), Total (62)

  Graduate Programs - Changes (23), Deletes (10), New (4), Moratoria (0), Total (37)

  Undergraduate and Graduate Course Actions - New (204), Changes (435), Deletes (32), Total (671)

Policies Developed:

- Revised definitions for inclusion in Academic Programs
  - Academic Program Terminology
  - Course Formats and Credits
- Worked with UCAP in development of the policy on academic minors for undergraduates
- Worked with UCAP in revision of policy on additional majors for undergraduates

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.
- Conducted a Curricular Workshop with over 50 in attendance
- 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 One Publication
  - Academic Orientation Program Descriptions of Courses 2006-07
- Transfer of the Department of Family and Child Ecology to College of Social Science
- Restructuring of the Department of Human Environment and Design and related curricular transfers
- Conducted COURSES Training Sessions, Fall and Spring semesters
- Met with members of the Faculty Voice Committee
- Establishment of the New Residential College in the Arts and Humanities
- Worked with academic units to eliminate the category of Fields of Concentration as they were identical to majors, except in name
- Provided commentary on the interim and final reports of the Working Group to Improve Undergraduate Education (WGIUE)
- Reviewed existing Specializations in view of new policy on academic minors

Anticipated Items for 2006-2007; UCC governance items are asterisked (*):

- Continued curricular review of courses and programs *
- Continued integration of MSU College of Law curriculum into the MSU academic governance system*
- Continued website enhancements
- Beginning the electronic Academic Program Submission Process
- Begin to process requests for academic minors*
- Begin planning for restructuring of the UCC’s subcommittees to accommodate new colleges and any relevant recommendations resulting from the Voice Implementation Committee
- Work with academic units on specializations, providing them with enrollment data and ensuring that they are appropriate given the establishment of minors
- Review and revise guidelines for graduate certificate programs, as needed, in view of the availability of the new MSU graduate certification level.

(5/8/06)
MEMORANDUM

TO: Dr. Jacqueline Wright
   Office of the Secretary for Academic Governance
   308 Olds Hall

FROM: Dr. Ross B. Emmett, Chairperson
       University Committee on Faculty Affairs

SUBJECT: Standing Committee Term Report for 2005-2006

STANDING COMMITTEE ANNUAL REPORT OUTLINE

Committee Name: University Committee on Faculty Affairs (UCFA)

Chair: Dr. Ross B. Emmett

Meetings Held: Tuesdays, 1:00 p.m., Board Room of the Administration Building

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

UCFA

Fall 2005

A. New Residential College: Dr. S. Esquith met with both the Budget Subcommittee and the full Committee to discuss the proposed new residential college. Commentary on the Committee discussion was provided to Academic Council by the Committee Chair.

B. 2006-2007 Appropriation Request: The Committee approved a motion that indicated that the Budget Subcommittee had reviewed and provided appropriate feedback on the draft of the request.

C. Provost’s Quality Fund Initiative: The full Committee discussed the criteria for evaluation of proposals to the Quality Fund prior to the deadline for proposal submissions, and also received a report from Dave Byelich (Office of Planning and Budgets) on the Fund
distribution (the same presentation given to ECAC by Provost Wilcox).

D. Social Security Number Privacy Policy: Ms. Kristine Zayko (General Counsel’s Office) met with the full Committee to report on MSU’s policy to comply with a new Michigan law regarding the use of social security numbers. Committee reviewed the policy.

E. UCFT Proposal to Increase the Number and Proportion of Tenure System Faculty: Dr. P. Rubin (UCFT) met with full Committee to discuss the proposal. Commentary on the Committee discussion was provided to ECAC by the Committee Chair.

F. External Letters of Reference Policy: Full Committee discussed adoption of university-wide guidelines for external letters of reference used in evaluations for tenure and promotion to full professor. Feedback to Provost’s Office provided during meeting; Committee expects to see a revised policy in Spring 2006.

G. Provost’s annual memo regarding Appointment, Reappointment, Tenure, and Promotion Recommendations: The Personnel Subcommittee reviewed the Provost’s annual memo and recommended several minor changes. The memorandum as amended was approved by the full Committee.

H. Working Group for the Improvement of Undergraduate Education: Discussed by both Full Committee and Budget Subcommittee in December 2005. Comments returned by Chair to Executive Committee of Academic Council.

**Spring 2006**

A. Conflict of Interest Policy endorsed for circulation to faculty in January, approved by the Personnel Subcommittee and Full Committee in February, and approved by Faculty Council, Academic Council and the Board of Trustees, March and April 2006.

B. Health Care Co-Pays Resolution: Budget Subcommittee discussion of issue in December and January. Full Committee approved changes to co-pays that will save university $550,000 and allow further cost savings by facilitating inter-university cooperation in Michigan in cost containment. Reported to Faculty Council in February 2006.


D. Annual Faculty Grievance Office Review completed. Report submitted to the President.

E. External Letters of Reference (with UCFT) approved by Full Committee. Reported to Faculty Council, April 2006.
F. Faculty Salary Recommendation to Provost approved by Budget Subcommittee and Full Committee. Reported to Faculty Council, April 2006.

G. Recommendation for establishment of an ad hoc Subcommittee on University Health Care Policies and Options approved. Reported to Faculty Council, April 2006.

H. Initial discussion of a proposal to allow faculty members to take some courses for credit during April 2006. No action taken, although Committee members were to discuss idea with colleagues.

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Dr. Ross B. Emmett, Chair
COMMITTEE NAME: University Committee on Faculty Tenure (UCFT)

COMMITTEE CHAIR: Sabrina Keller (Fall 2005), Melinda Gann Hall (Spring, Summer 2006)

MEETINGS HELD: Every other Wednesday during the academic year from 3:30 pm to 5:00 pm. (Sept 14, 28; Oct 12, 26; Nov 9; Dec 7; Jan 11, 25; Feb 8, 22; Mar 22; April 5, 19)

I. Description of Committee Activities and Issues Discussed

- Revised the Dismissal of Tenured Faculty for Cause Policy to address procedural problems arising during recent proceedings and to make the policy easier to read and administer.

- Endorsed an External Letters of Reference Policy for all reviews of tenure system faculty involving the granting of tenure or promotion.

- While issuing a statement about the decline of tenure stream faculty at MSU, advised the Provost to make a recommendation to all units to consider change to their bylaws or established practices to adopt the following provision:

  Regular faculty of each unit in which tenure-system and fixed-term faculty and specialists are appointed shall have advisory responsibility in the initiation of all such positions and in the appointment, reappointment, and promotion of all such faculty and specialists.

- Decided 12 individual requests for extensions of the tenure clock for probationary tenure stream faculty and 2 individual requests to change from tenure stream to fixed-term appointments. Also, in summer, Gann Hall (the current UCFT Chair) and Payne (the incoming UCFT Chair) reviewed and made a preliminary recommendation in one request to change from a tenure stream to fixed-term appointment.

- Revised the procedure for reviewing individual personnel cases within the Committee. Now, all materials in an individual personnel case are posted at least 48 hours in advance of the Committee meeting in a password protected folder on the UCFT webpage, so that members of UCFT eligible to participate in such cases have the chance to read and reflect on the requests in advance of the meetings. In the past, the materials for each case were distributed at the meeting at which a case was considered and a vote was taken. The new procedure facilitates careful
• consideration of each case and has proven to be a considerable improvement over past practice.

• Revised the UCFT Guiding Rules and Procedures document.

• Elected a Chair for next year.

II. Matters Pending Before the Committee

• Information needed by UCFT to evaluate impact on probationary tenure system faculty when organizational changes involving department / school transfers are referred to UCFT.

• UCFT Guiding Rules and Procedures Document – establish / review voting procedures and continue developing the document.

• Statement on Decline of Tenure Stream Faculty - Follow-up with the Provost.

• Post-tenure review and the College of Human Medicine policy.

III. Issues Making the Committee’s Work More Difficult

None to report.

IV. Changes to the Academic Governance System to Improve the Committee’s Work

Any changes among those currently being considered should recognize that UCFT has a very full agenda and that reviewing individual requests in personnel cases is an essential part of the Committee’s mission. Adding tasks, either by expanding the Committee’s responsibilities or by folding UCFT into other committees with tasks of their own, or of delegating personnel matters to subcommittees, will lessen the effectiveness of UCFT and its mission. With regard to the latter, UCFT considered this proposal and rejected it during the 2005-06 academic year.

Submitted by Melinda Gann Hall
August 28, 2006
UNIVERSITY GRADUATE COUNCIL
Chairperson: Karin A. Wurst

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

Summary of committee activities for September, October & November 2005:

September

*Request to phase out and discontinue the Doctor of Philosophy degree in Human Environment: Design and Management in the Department of Human Environment and Design in the College of Human Ecology.

*Request to Establish a Doctor of Philosophy Degree in Retailing in the Department of Advertising, Public Relations, and Retailing.

*Request to change the requirements for the Master of Science degree in packaging in the School of Packaging.

*Request to lift the moratorium on the Doctor of Philosophy Degree in German Studies in the Department of Linguistics and Germanic, Slavic, Asian and African Languages.

Request to change the requirements for the Doctor of Philosophy degree in German Studies in the Department of Linguistics and Germanic, Slavic, Asian and African Languages.

Request to change the requirements for the Master of Science degree in Biomedical Laboratory Operations in the Medical Technology program.

Request to establish in the Department of Political Science, a five-year dual-degree program in conjunction with the Master of Public Policy degree in Public Policy.

Request to establish a Doctor of philosophy degree in Chicano/Latino Studies in the College of Social Science.

October

*Request to change the requirements for the doctor of Veterinary Medicine degree in Veterinary Medicine in the college of Veterinary Medicine.

*Request to phase out and discontinue the Master of Arts degree in Russian in the Department of Linguistics and Germanic, Slavic, Asian, and African Languages.

Request to Change the Administrative Responsibility for the Doctor of Philosophy Degree in Mathematics Education.

November

*Request to extend the Moratorium on the Doctor of Medicine Degree in the Medical Scientist Training Program.

*Request to change the requirements for the Doctor of Philosophy Degree in Mathematics Education in the College of Natural Science.

*Request to establish a Master of Science degree in Mathematics Education in the College of Natural Science.

List of prospective agenda items for the next meeting:
December meeting is cancelled due to lack of action items.

Summary of committee activities for December 2005, January & February 2006:

December: Meeting Cancelled due to lack of action items

Meeting of January 16, 2006

*Request to phase out and discontinue the Master of Science degree in Manufacturing and Innovation in the Department of Marketing and Supply Chain Management in the Eli Broad College of Business and The Eli Broad Graduate school of Management.

*Request to phase out and discontinue the Master of Science degree in Logistics in the Department of Marketing and Supply Chain Management in the Eli Broad College of Business and The Eli Broad Graduate School of Management.

*Request to establish a Corporate Master of Business Administration in The Eli Broad College of Business and Graduate School of Management.

*Request to establish a Master of Science degree in Supply Chain Management in the Department of Marketing and Supply Chain Management.

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

*Request to change the name of the major leading to the Doctor of Philosophy degree in Learning, Technology, and Culture to Educational Psychology and Educational Technology.

*Request to change the name of the Graduate Specialization in Infant Studies to Graduate Specialization in Infancy and Early Childhood Development.

*Request to phase out and discontinue the Master of Arts degree in Child Development in the Department of Family and child Ecology in the College of Human Ecology.

*Change the administrative responsibility for the Master of Arts degree in Child Development from the Department of Family and child Ecology in the College of Human Ecology to the Department of Family and Child Ecology, College of Social Science.

*Request to phase out and discontinue the Master of Arts degree in Family Studies in the Department of Family and child Ecology in the College of Human Ecology.

*Change the administrative responsibility for the Master of Arts degree in Family Studies from the Department of Family and child Ecology in the College of Human Ecology to the Department of Family and Child Ecology, College of Social Science.

*Request to phase out and discontinue the Master of Arts degree in Community Services in the Department of Family and child Ecology in the College of Human Ecology.

*Change the administrative responsibility for the Master of Arts degree in Community Services from the Department of Family and child Ecology in the College of Human Ecology to the Department of Family and Child Ecology, College of Social Science.
*Request to phase out and discontinue the Master of Arts degree in Marriage and Family Therapy in the Department of Family and child Ecology in the College of Human Ecology.

*Change the administrative responsibility for the Master of Arts degree in Marriage and Family Therapy from the Department of Family and child Ecology in the College of Human Ecology to the Department of Family and Child Ecology, College of Social Science.

*Request to phase out and discontinue the Master of Arts degree in Youth Development in the Department of Family and child Ecology in the College of Human Ecology.

*Change the administrative responsibility for the Master of Arts degree in Youth Development from the Department of Family and child Ecology in the College of Human Ecology to the Department of Family and Child Ecology, College of Social Science.

*Request to phase out and discontinue the Doctor of Philosophy degree in Family and Child Ecology in the department of Family and child Ecology in the College of Human Ecology.

*Change the administrative responsibility for the Doctor of Philosophy degree in Family and Child Ecology from the Department of Family and Child Ecology, College of Human Ecology to the Department of Family and Child Ecology, College of Social Science.

February 6, 2006

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

*Request to change the requirements for the Interdepartmental Graduate Specialization in Ecology, Evolutionary Biology, and Behavior in the College of Natural Science.

*Request to change the requirements for the Dual Major in Ecology, Evolutionary Biology and Behavior in the College of Natural Science.

*Request for approval by the University Committee on Academic Policy and the University Graduate Council of the Final Examination Policy.

List of prospective agenda items for the next meeting:

Continued discussion on an initiative of Graduate Student Mentoring with Focus on Teaching in the Discipline

Summary of committee activities for March and April 2006:

Please note that the April in the minutes have not been approved and will not be until Fall. Thus I did not include them.

The March Meeting had been cancelled due to insufficient items and the following represents a e-mail vote.
March 2006

The 2 curricular items were referred to the UGC Curriculum Sub-Committee.

* Request to change the requirements for the MFA degree in Studio Art in the Dept of Art and Art History. (change of language from “8 credits” to “two courses” to accommodate variable credit courses).

* Request to change the name of the major for the MA and Ph.D. in Communicative Sciences and Disorders. (this is the catch-up item from the department name change (Audiology and Speech Sciences) that UGC dealt with at the last meeting).

On Monday/Tuesday March 13/14 an email vote was taken to act on the recommendation of the Curriculum Sub-Committee to approve both items.

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

UGC is to form a taskforce to look into enhancing the “Teaching Assistant Program.”

3. Comment on problems and/or issues that have made the work of the committee more difficult.

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

The only suggestion I would have is making the balloting in ECAC more efficient.

Suggestions: EXAMPLE FOR MAKING BETTER USE OF TECHNOLOGY
Goal: Increase the Efficiency, Effectiveness and Fairness of Committee Formation:

(This is primarily a technology question and an organizational issue and only tangentially a substantive one).

1. Modify the Instrument that solicits the initial information from the faculty

   a. Create an electronic instrument (such as an Access Database) that can automatically include basic information (from “Administrator Assistant”) on:

      i. Employment History
      ii. Rank
      iii. College
      iv. Department

   b. A place for the candidate to include research and other experience they wish to submit

   c. A space for a mandatory statement why the faulty member seeks this particular committee assignment and what s/he will bring to the task.
2. Modify the organization of the information
   a. Organize the information in a table or spreadsheet format that allows
      comparisons among nominees at one glance and saves resources (labor/
      time and paper)

3. When this more useful information is presented in a more efficient format to
   members of ECAC it should facilitate a fair selection by providing the same
   level of detail for each potential candidate.
UNIVERSITY COMMITTEE ON STUDENT AFFAIRS
Chairperson: Jeremy Hernandez
Meetings Held: (all in 2005-2006 academic year)
Sept 2, Sept 12 (special meeting), Nov 4, Dec 2, Jan 13 (meeting cancelled), Feb 3, Mar 3, Apr 7

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

   a) Provided feedback to Executive Committee of Academic Council (ECAC) regarding the establishment of the New Residential College. UCSA endorsed. (9/12)
   b) At the request of Dr. June, UCSA endorsed altering the Administrative Ruling regarding University Housing requirements to reflect current practices (11/4)
   c) Reviewed the final report of the East Lansing Review Commission regarding the incident that took place after MSU was eliminated from the NCAA basketball tournament in April 2005. (11/4)
   d) Established a sub-committee to prioritize which elements of the Academic Freedom Report should be updated. It is anticipated that this task should continue beyond 2005-2006 academic year. (12/2)
   e) At the request of ECAC, UCSA reviewed and endorsed the proposed name change for the Department of Audiology and Speech Sciences to become the Department of Communicative Sciences and Disorders. (2/3)
   f) At the request of the Secretary for Academic Governance and ECAC, UCSA reviewed its policy regarding the timing of the election of its chairperson. UCSA membership unanimously voted to continue the practice of electing a chairperson at the first meeting of the academic year. (3/3)
   g) At the request of ECAC and ASMSU, UCSA endorsed the idea of establishing academic minors. (3/3)
   h) At the request of ECAC and ASMSU, UCSA endorsed the idea of establishing academic minors. (3/3)
   i) The Black Students Alliance (BSA) presented UCSA with several suggestions for improving race relations on campus. These included: (1) BSA Incident Reports; (2) MSU providing a diversity session at the Academic Orientation Program (AOP), (3) MSU implementing a zero-tolerance policy, and (4) placing a ‘Concern Box’ in each residence hall. (3/3)
       a. UCSA recommended to Dr. June that Concern Boxes be placed in each residence hall.
       b. UCSA also decided to forward the suggestion of having a diversity session at AOP to the ECAC. ECAC decided to refer the item back to UCSA for further consideration and development next year.
       c. The suggestion regarding Incident Reports was tabled as UCSA and the BSA were informed that MSU’s Housing Office was about to start beta testing on a new incident reporting system.
       d. UCSA decided not to endorse the idea of a zero tolerance policy.
   j) Provided feedback on the Final Report from the Working Group to Improve Undergraduate Education at the request of ECAC on multiple occasions during
the academic year. ECAC and Academic Council were notified that UCSA voted not to endorse the report during its April 2006 meeting.

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

   a) UCSA is interested in the possible establishment of a diversity session during the academic orientation program. As the idea for such a session was presented at the March 2006 UCSA meeting there was insufficient time to explore the matter this academic year. As the BSA and ASMSU are both interested in this matter, and have seats on UCSA, this matter will be pursued in the Fall. ASMSU also indicated to UCSA that they will be seeking to overhaul the entire orientation program next academic year so other issues regarding orientation may come up.

   b) Revision of rules and regulations in the AFR are ongoing. As the AFR has not been revised since the 1980’s a UCSA subcommittee is in the process of screening through the entire document to look for inconsistencies and issues that may no longer be applicable due to changes in policy while ensuring that student rights are protected. After reviewing the AFR the subcommittee will prioritize which changes are most necessary and UCSA will forward them to the proper committee(s).

   c) Given Academic Council’s May meeting recommendation on the Final Report from the Working Group to Improve Undergraduate Education, I would not be surprised if UCSA were asked to provide further input next academic year.

That’s all I can think of…

3. Comment on problems and/or issues that have made the work of the committee more difficult.

   Nothing I can think of.

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

   I don’t know if this currently exists, but if there was some way to get a calendar of scheduled ECAC meetings before the first standing committee meetings of the year, it might cut down on the need for holding “special meetings” at the beginning of the year due to meeting times between the ECAC and the standing committee(s) not being in sync. Other than that, I think things are working as well as they can given the size and complexity of the organization we call MSU.

Cheers,
Jeremy Hernandez
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.

There are three sub-committees that do the work of the Committee: the Communications Subcommittee, the Linkages Subcommittee, and the Policy and Procedures Subcommittee.

At the first meeting, a topic the Committee has not had to address before arose that led to considerable discussion around liability issues for the University, and under what circumstances A/CC review of the international work of faculty is appropriate. The Committee was made aware of work being done in Tanzania on lymphatic filariasis by Dr. Charles Mackenzie from the College of Veterinary Medicine. Dr. Mackenzie was invited to speak to the Committee and explained that the Merck pharmaceutical company had made a large in-kind donation ($140 million) of one of the treatment drugs to MSU to be used for his project. While Dr. Mackenzie is an MSU faculty member, his work in Tanzania was not being conducted under the auspices of MSU and therefore does not fall under university regulations, e.g., UCRIHS. The Committee approved a motion to allow Dr. Mackenzie to accept the Merck donation pending MSU legal counsel approval. This issue led Acting ISP Dean Riedinger to ask the Committee to consider the role of the ISP A/CC in reviewing externally funded international projects.

Policy and Procedures Subcommittee

The Policy and Procedures Subcommittee discussed the process for reviewing externally funded international projects and identified possible criteria that would “trigger” full review. These included:

- Effect on health and well-being of populations
- Political concerns (e.g., potential instability involving violence, direct suppression of opposition, etc.)
- Economic concerns (e.g., potential funding agency concerns, potential negative effects to the economy of the host country, potential entrepreneurial relationship, etc.)
- Risk to civil liberties of citizens/repression of the population
• Risk to MSU faculty and personnel
• Potential for violation of MSU policies (UCRIHS, UCLAC, legal, etc.)
• Country is on current State Department’s list of (countries of concern)
• Potential issues related to intellectual property or technology transfer

The full Committee approved a motion to include new language on the Transmittal for Request and/or Acceptance of Gift, Grant of Contract Support form. Below the line with check boxes on the current form that asks:

WILL THIS PROJECT REQUIRE OR INVOLVE:
International activities? (Requires approval of ISP) Yes No

the Committee approved the addition of the following language:

This project is consistent with University guidelines for international activities at: www.isp.msu.edu/accmins/guidelines Yes No
If no, provide explanation.

The project PI would be required to go to the website where s/he would find the policy guidelines for MSU involvement in international activities. Currently there are 3 sets of guidelines (1976, 1979, 1995) at this website. All of the triggers mentioned above are referenced in the policy guidelines. It was agreed that an activity for the Committee next year would be to revise and update the policy guidelines into a single document.

As the Committee deliberated this issue, the question arose as to whether there was a need to consider language for faculty consulting on outside-work-for-pay forms. This is a topic that will be discussed next year.

Communication Subcommittee

The Communications Subcommittee developed an Angel website which enhanced the internal business operations of the ISP A/CC. This allowed for posting of draft and approved committee minutes, important documents, and online voting.

As the NCA review was being conducted, it was learned that a number of faculty on-campus were unaware that a committee responsible for international policies and procedures such as the ISP A/CC existed. A one-page “talking points” document was drafted for committee members to present at college faculty meetings to inform their colleagues about the activities of the committee. In addition, an informational link to the ISP Advisory Consultative Committee is now available to the public and the MSU community from the main MSU home page under International Programs – Faculty – describing the role of the Committee, Roster, Charter, Bylaws, Policy guidelines, Subcommittees, minutes, and meeting times and dates.

Linkage Agreements Subcommittee

In its role as advisory to the Dean of ISP, the A/CC recommended approval of eight general linkage agreements and five 2-way exchange agreements over the course of the year. One two-way exchange agreement and three general linkage agreements were renewed.
The University is moving forward to develop new strategic partnerships, similar to the China Initiative. The Linkages Subcommittee was charged with developing recommendations regarding criteria and methods for determining more explicitly which countries, which partners, which degree programs, etc. will be identified as strategic priorities. A Proposal for Template for International Engagement by MSU was drafted to begin the discussion and was presented at the last meeting. Discussion of this topic will continue next year.

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

MSU signs many contracts; some may put the University in compromising positions internationally and may require review similar to grants. Again, the question was raised as to whether such contracts should be reviewed by the ISP A/CC. This topic will be discussed in depth next year.

The ISP A/CC plans to address the role of the Linkages Subcommittee:

- What is the full committee delegating to the subcommittee?
- What are triggering events for the subcommittee to meet with linkage proponents?
- When are linkages “formally” approved?

As mentioned previously, the following issues will be carried forward to 2006-7:

- Revision of 3 sets of guidelines for MSU involvement in international activities (1976, 1979, 1995) into a single document,
- Discussion of whether there is a need to consider language for faculty consulting on outside-work-for-pay forms, and
- Continued discussion of the role of the ISP A/CC in determining methods and criteria for identifying new strategic international partnerships.

3. Comment on problems and/or issues that have made the work of the committee more difficult.

The Committee consistently has difficulty obtaining a quorum as the year progresses. Maintaining consistent student attendance is a problem at both the undergraduate and graduate level.

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

Academic Governance could assist the ISP A/CC by identifying student representatives early fall semester, and if/when students resign from the Committee, Governance could identify replacements in a timely manner.
ELECTED FACULTY

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Seggie, Fatma Nevra
E-mail: seggiefa@msu.edu

EX OFFICIO

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E-mail: riedinge@msu.edu

NON-VOTING PARTICIPANTS
ATTENDING AT THE
REQUEST OF THE DEAN

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E-mail: dugaldmc@msu.edu

ISP STAFF IN ATTENDANCE
AS NEEDED

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Associate Dean
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Noel, Alice, A/CC Secretary
E-mail: noela@msu.edu
University Committee for the Library—Annual Report 2005-2006

Committee Name: University Committee for the Library

Chairperson: Richard H. Bernsten

Meetings Held:

Committee’s Activities
The Committee met five times during the 2005-2006 academic year.

At these five 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: budget constraints/updates (e.g., operations budget decreased slightly in purchasing power, acquisitions budget increased by 5%, West side compact shelving funded, increasing cost of electronic journals—especially science & technology journals, no library-related funds allocated for Medical School expansion in Grand Rapids), the open access initiatives, the Provost’s Quality Fund initiative, instructional and publicity programs to inform faculty/students regarding available library services, the Library’s 2006-2007 APPR request (e.g., additional computers, new East Stacks furniture, additional space for staff/storage, additional library staff—MSU’s funding for material & operations is low, compared to other Big Ten universities), the leveling off of the use of print materials, possible problems regarding future maintenance of/access to back issues of electronic journals, and the Library’s current WWW pages and possible improvements. Haka reported that Provost Wilcox is knowledgeable regarding library-related issues. A new search program will come on line in summer 2006.

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
MILITARY EDUCATION ADVISORY COMMITTEE

Chairperson: Joseph P. Messina Ph.D.

Meetings Held: 20 September 2005, 2 March 2006

1. Provide a brief description of committee activities and/or issues discussed and actions taken.

One of the primary duties of the MEAC is to evaluate potential new faculty for the respective departments. This past year included quite a few new hires.

- The Department of Military Science had significant personnel changes.
  - LTC DeFillippo began as Department Chair
  - MAJ Draeger, MAJ Reed, and CPT Worthington have departed or soon will.
  - LTC (Retired) Rhoads will return to the staff as of the fall semester 2007.
  - MAJ Randall was approved by the MEAC.
  - The Department added two training sergeants: SFC Amos Hosmer and SFC Ken Love.
  - CPT Scott Walker was hired as Recruiting Operations Officer.
- The Department of Aerospace Studies also had personnel changes.
  - COL Wiechert retired and was replaced by COL Harvey Johnson. COL Johnson is now on campus.
  - CPT Lienhardt departed and was replaced by CPT Celestina Luna.
- Status reports of the Department of Aerospace Studies and the Department of Military Science were provided by the department chairs at both MEAC meetings.

The second major responsibility of the MEAC is to oversee program curricula with respect to MSU credit.

- AFROTC had no significant changes. However, AS400 added 29 hours of regional studies/cultural awareness to its National Security Strategy curriculum.
- AROTC presented to the committee a detailed report on the demographics of the cadet corps to include majors at the request of the committee. This request was under the auspices of information gathering and curriculum evaluation.

2. Comment on matters pending before the committee and matters that should be considered in 2006-7.

- Over the course of the last couple of years, the question of standards for hiring and approval of instructors has come up a number of times. The MEAC and MSU must support the departments by quickly resolving personnel issues. This is very different from traditional academic unit hiring and must be completed under severe time constraints. However, minimum standards for faculty hiring are not adequately specified. I recommend standards be formalized. See # 4 below.

3. Comment on Problems or issues that have made the work more difficult. None

4. Suggestions about how academic governance system might be modified to improve the committee's work. The term limits for the MEAC of two, two-year, consecutive terms might be too restrictive due to the rapid turnover of the academic staff of the respective units, and the unique ROTC departmental support obligations of the MEAC. This restricted membership period
inadvertently increases demands on the Provost's office and potentially reduces the import of the MEAC as an oversight or advisory body. The rapid turnover also contributes to slow progress on curricula and hiring that could be better managed by the MEAC. This is specifically a request based on my observation of the operation of the MEAC and not a reflection on the respective, and excellently performing, ROTC departments.

Joseph P. Messina
353-1715 & jpm@msu.edu

18 August 2006
September 8, 2006

ANNUAL REPORT OF THE FACULTY GRIEVANCE OFFICIAL
TO THE ACADEMIC COUNCIL
FROM MAY 16, 2005 THROUGH MAY 12, 2006

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 May 16, 2005 through May 12, 2006.

S

FACULTY
GRIEVANCE OFFICE
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Faculty Grievance Official
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517/353-8884
FAX: 517/432-2487
e-mail: fgo@msu.edu

MSU is an affirmative-action,
equal-opportunity institution.
1. **GRIEVANCE CASES SETTLED**

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<th>Subject</th>
<th>Count</th>
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<td>Evaluation/Salary</td>
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<td>Disciplinary Action</td>
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<td>Licensing</td>
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<tr>
<td>Promotion/Tenure</td>
<td>2</td>
</tr>
<tr>
<td>Salary</td>
<td>2</td>
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<tr>
<td>Academic Freedom</td>
<td>1</td>
</tr>
<tr>
<td>Annual Review</td>
<td>1</td>
</tr>
<tr>
<td>Reassignment</td>
<td>1</td>
</tr>
<tr>
<td>Teaching Load</td>
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| 1.1 Informal           | 22    |

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<td>Termination</td>
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<tr>
<td>Discipline</td>
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| 1.2 Formal             | 8     |

| TOTAL CASES SETTLED    | 30    |

2. **RESULTS OF SETTLED GRIEVANCES**

2.1 **Grievant Won**

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2.2 **Grievant Lost**

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2.3 **Grievant Satisfied**

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<tr>
<td>Formal</td>
<td>0</td>
</tr>
</tbody>
</table>

2.4 **Grievant Dropped**

| Count | 4     |

2.5 **Ruled by FGO & Standing Appeals Panel as Moot**

| Count | 2     |
3. GRIEVANCE CASES PENDING

3.1 Informal Stage

3.1.1 Subject: Evaluation/Salary 3
Discipline 2
Promotion/Tenure 2

3.2 Formal Stage

3.2.1 Subject: Reappointment 4
Evaluation/Salary 1

3.3 Pending Resolution by Administrative Review 1

TOTAL CASES PENDING 13

4. INQUIRIES

4.1 Subject: Faculty Grievance Procedure 72
Settlement 33
Bylaws 18
Discipline 13
Promotion/Tenure 12
Evaluation/Salary 10
Reappointment 10
Academic Freedom 8
Annual Review 7
Salary 7
Administrative Review 3
Harassment 3
Information Request 2
Overload Pay 2
Safety 2
Teaching Load 2
Termination 2
UIIO & FGP 2
Conflict of Interest 1
Grants 1
HR Policies 1
Outside Work for Pay 1
Post-tenure Review 1
Reassignment 1
Tech Assistance 1
Transfer 1
4.2 Source: Faculty 144
       Administrators 69
       Other 3

TOTAL INQUIRIES 216

5. CONFERENCES

5.1 Subject:

Faculty Grievance Procedure 34
Reappointment 33
Settlement 28
Promotion/Tenure 22
Bylaws 20
Discipline 20
Evaluation/Salary 13
Academic Freedom 8
Salary 8
Promotion 5
Harassment 3
Overload Pay 3
Reassignment/Transfer 3
Study Abroad 3
Annual Review 2
Licensing 2
Space Allocation 2
Teaching Assignments/Load 2
Termination 2
Conflict of Interest 1
Information Request 1
Personnel Files 1
Safety 1

5.2 Source: Faculty 218
            Administrator 41
            Other 8

5.3 Type: One-Person 181
          Two or More Persons 36

TOTAL CONFERENCES 217
PROCESSING AND DISPOSITION OF GRIEVANCES

This report covers the period from May 16, 2005, through May 12, 2006. For purposes of comparison, references will be made to last year’s annual report to Academic Council, which covered the period from May 17, 2004, through May 13, 2005.

The total number of cases that were processed (settled and pending) decreased from 59 to 43. The number of cases that were settled decreased from 45 to 30, while the number of cases pending decreased from 14 to 13. Most of this decrease was due to two Grievants dropping, consolidating, or having their cases ruled moot the previous year. There were increases in the number of inquiries handled by the Faculty Grievance Office (from 106 to 216), and in the number of conferences held by the FGO (from 198 to 217).

Of the 30 cases that were settled, 22 (or three-quarters) were resolved informally. Of note, eight cases were settled through informal negotiations and written agreements by the parties with the FGO’s assistance. The number of cases that were resolved through formal hearings increased from four last year to eight this year. Grievants either won or were satisfied with the outcome in 15 (or approximately one-half) of the settled cases. Grievants withdrew their complaints in four of the cases. Grievants lost in nine (or one-third) of the settled cases. Two grievances were ruled moot and dismissed on jurisdictional grounds as a result of decisions of the FGO which were upheld by the University Standing Appeals Panel.

Pursuant to Article 3.1.5 of the FGP, I made a total of 93 decisions on jurisdictional and procedural issues regarding 16 separate grievances. Four of these decisions were challenged by a Grievant and 12 by a Respondent. The FGO’s decision was upheld in 15 instances while one decision was overturned by the University Standing Appeals Panel (SAP). I note for the record that during a busy year for the SAP, Dr. Martin Crimp, Dr. James Seaton, and Dr. Maria Orina served with distinction.

In one of the eight cases that was resolved formally, Acting Provost John Hudzik upheld a University Hearing Panel’s Findings and Recommendations against the Grievant. In another case Dr. Hudzik disagreed with the Hearing Panels’ recommendations, thereby ruling against the Grievant. In three other cases that were resolved formally, Provost Kim Wilcox upheld University Hearing Panels’ unanimous findings against Grievants. In one case, Provost Wilcox upheld the majority findings of a University Hearing Panel which ruled against a Grievant. In another case, the Provost disagreed with the Hearing Panels’ unanimous Findings and Recommendations, and ruled against the Grievant. In the other formal resolution, President Lou Anna K. Simon upheld a University Appeal Panels’ findings against the Appellant/Grievant.

Complaints regarding reappointments, discipline, promotion/tenure, and evaluation or salary were the largest categories accounting for 20 (or two-thirds) of the 30 settled cases. The next largest categories of settled cases concerned licensing and terminations.

There are currently only 13 pending grievances. Seven of the pending cases are being handled informally, and they concern evaluation/salary, promotion/tenure and discipline. Six cases (of which four concern reappointments) are being processed through formal hearings. One awaits an Administrative Review while the others await Hearing or Appeals Panel Findings and
Recommendations, Provost or President decisions.

To facilitate informal resolution of disputes, I held a total of 217 conferences involving 218 faculty, 41 administrators and 8 other individuals. One hundred and eighty-one (181) of these were held with one person each, and the remaining 36 involved two or more individuals. The most common subjects discussed involved the FGP, reappointments, settlements, promotion/tenure, and discipline. I also responded to 216 inquiries, and of these 144 were generated by faculty, 69 by administrators, and 3 by others. Many of the inquiries involved the FGP, settlements, bylaws, discipline, promotion/tenure, evaluation/salary, and reappointments.

I note for the record that in August 2005, Dr. Maria Orina, Assistant Professor in the Department of Communications, was selected by the University Committee on Faculty Affairs (UCFA) from the membership of the University Appeals Board to serve a two-year term on the University Standing Appeals Panel. She joined Dr. Martin Crimp, Associate Professor in the Department of Chemical Engineering and Material Sciences and Dr. James Seaton, Professor in the Department of English whose terms of service on the Standing Appeals Panel will expire at the end of academic year 2005-2006.

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 meetings of the Academic Council (as an ex-officio member).

In addition, I undertook the following activities:

1. August 9, 2005: Explained the Faculty Grievance Procedure in a Workshop on Conflict Resolution Resources for New Chairs and Directors, sponsored by the Office of the Provost, Kellogg Center.

2. August 12, 2005 Conducted an orientation session for a new member of the University Standing Appeals Panel.

3. August 23, 2005: Staffed an FGO information table at the orientation session for New Faculty members, sponsored by the Office of the Provost, Kellogg Center.

4. October 24, 2005 Presented a guest lecture on Faculty Rights and Responsibilities and the FGP for an EAD 870 class session.

I take this opportunity to acknowledge the cooperation and support that I have received from the UCFA and the Office of the Provost in administering the FGP. Lastly, I thank my capable secretary, Ms. Deb Bennett, for ensuring the effective operation of our office.

Respectfully submitted,

John L. Revitte
Faculty Grievance Official
Professor, School of Labor and Industrial Relations

JLR/dkb