MICHIGAN STATE UNIVERSITY

ACADEMIC COUNCIL

MINUTES

Tuesday, September 27, 2005
115 International Center

Present: President Simon, Provost Wilcox, Abeles, Allen, Schwille (for Ames), Andre, Arch, Ardanowski, Foster (for Armstrong), Mehretu (for Baba), Ballard, Banks, Barnhizer, Keller (for Bieler), Blackburn, Borcila, Brown, Butler, Catrine, Christian, Corby, DeJong, Mazzeo (for Duncan), Emmett, Fay, Ferris, Kautz (for Fisher), Floyd, Garnett, Geist, Gift, Gold, Hyslop (for Haka), Harris, Hernandez, Hinojosa, Hoekstra, Hughes, June, Krehbiel (for King), Lacy, Leahy, Leroi, Link, Ludy, Martin, McAlpine, McConeghy, Melakeberhan, Moch, Munn, Murphy, O'Connor, Olson, Peterson, pocock, Prasad, Putnam, Revitte, Bond (for Diedinger), Rosser, Gift (for Rother), Schechter, Schepers, Selanders, Solomon, Stephenson, Sticklen, Stockman, Wolff (for Udpa), Wallbank, Wang, Weber, Wright, Wurst, Yansa, Youatt 77


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 19, 2005 were approved as distributed.

President’s Remarks:
President Simon welcomed members to the first Academic Council meeting for the academic year. President Simon noted this has been an exciting time on campus. The speakers for the Academic Sesquicentennial Convocation were spectacular and arrangements are being made to make DVD’s of the presentations available for those unable to attend. The President commented on the excitement related to the football game this week and commented on the fact that the President, unlike the Provost, has the opportunity to talk with the football team at the beginning of the year. Independent of how this week’s game comes out, it is really about building a program and a reputation in terms of sustainability of success and sustainability of the character and quality of the student athletes on and off the field. This is a time for MSU to shine. The President asked everyone to pull together, looking out for one another, with a sense of behavior and decorum appropriate for an academic institution.
Provost’s Remarks:
Provost Wilcox noted he was pleased to be at his first Academic Council meeting and to join MSU at a time of opportunity during the Sesquicentennial year and a new Presidency. The Provost commented on the President’s presentation suggesting that MSU think about the future in a strategy called Boldness by Design in her Sesquicentennial address. The Boldness by Design includes the following five suggested areas of endeavor:

- Enhancement of the student experience
- Enhancement of the University’s international work
- Increase in the University’s research profile
- Increase the stewardship of the University’s resources
- Engage with communities in new and exciting ways

In the coming weeks the Provost will be conferring with faculty governance about strategies and ways to pursue this agenda in the next months. The Provost will also confer with ASMSU representatives to move this agenda along in the same manner. It is a time for opportunities for the Provost as the budget this year includes funds for enhancing academic quality. The Deans have been working the past few weeks putting together proposals for expenditure, up to $10 million dollars of quality enhancement funds, which will move the University ahead in exciting ways.

ECAC Chairperson’s Remarks:
Professor Sticklen welcomed members to the first Academic Council meeting of the year. Professor Sticklen reminded members of Faculty Council that nominations for the Faculty Voice Task Force Groups are due on October 7, 2005. Members were urged to discuss this with colleagues and encourage their participation.

University Committee on Curriculum Report for 9/27/05:
Professor Sticklen noted this is an information item pursuant to the rules that UCC follows. The UCC had the last meeting of the year after the last Academic Council meeting for the year. The actions passed by UCC at this meeting were approved. The short report of UCC was distributed to members.

Athletic Council Annual Report for 2004-05:
Professor Kasavana, Chairperson to the Athletic Council, referred members to the distributed annual report, which is an informational report. Professor Kasavana highlighted several areas on the report:

- The graduation rates for student athletes are computed on a six year horizon for those athletes who receive athletically related financial aid. The 1997-98 cohort is the most recent statistic and the graduation rate for athletes was 70% and 69% for all students at the University. This is one of a few times the athletes have exceeded the graduation rate of the University.
- The NCA has had concern about prospective student athletes being hosted on campuses.
An emergency legislation occurred last year because of some actions that occurred at schools in the West to deal with how student athletes are handled by hosts when visiting campuses as prospective students. All of the policies in the Big Ten have been in place and MSU was one of the first Universities to submit a policy.

The University received notification from the NCA that MSU was fully certified for ten years.

The Drug Education and Testing Policy at the University for student athletes has been strengthened and broadened to be more encompassing.

Professor Abeles commented he was pleased to see an academic governance representative on the Athletic Council. It was also pointed out that Athletic Council has a web site and minutes are to be posted. There was inquiry regarding the graduation rate for different sports and graduation rates for minorities. Professor Kasavana reported the graduation rates are identified in six classifications of sports and racial ethnicity. This data will be put on the web site. The President reported that the Academic Progress Report (APR) is now considered the gold standard for judging the academic performance and progress of athletic teams as implemented by the NCAA. Every sport program at MSU passed the APR.

**Ad Hoc Committee on Gender Identity II:**

Professor Wright summarized the work of the initial Gender Identity Ad Hoc Committee and the resulting amendment to the Antidiscrimination Policy (ADP). A resolution came to governance from ASMSU with a proposed amendment to the ADP addressing the discrimination and the anti-harassment clauses and gender identity in February, 2002. The Ad Hoc Committee was formed in April 2002 and work began to review the issue in the summer and into 2003. Academic Council approved a proposed amendment to the ADP, October, 2003, amending the anti-harassment clause which prohibited harassment based on gender identity as described. The Board of Trustees passed the amendment to the ADP in December 2003. The purpose of The Ad Hoc Committee on Gender Identity II is to continue to review and study the discrimination clause and inclusion of gender identity in the ADP. Professor Wright made a motion to endorse the formation of, and charge to, the Ad Hoc Committee on Gender Identity II as detailed in distributed materials. Professor Sticklen noted the first Ad hoc Committee was a representative committee from across the campus. The committee then sought testimony from affected individuals and experts in the field. A member asked President Simon if there were any substantive differences between the current President and President McPherson on this issue. President Simon noted the questions posed for consideration were developed from a broad range of sources and it would be appropriate to proceed in exploring the issues raised and then additional questions could be raised. Following the discussion, the motion was passed.

**Proposal Regarding New Residential College: Responses from UCAP, UCFA and UCSA:**

Professor Sticklen moved the endorsement of the final report of the New Residential College Committee and specifically the endorsement of a New Residential College as described in the report. Provost Wilcox responded endorsing the program and the supporting rationale in the proposal recommending that the New Residential Program be organized as an autonomous college. Professor Putman, Chairperson of UCAP, reported the committee endorses the vision,
structure and plans for the New Residential College laid out in the report, including the recommendation that it be created as an autonomous college. Professor Emmett, Chairperson of UCFA, referred to the report distributed to members. UCFA focused much discussion on the budget implications of the New Residential College. After considering the budgetary implications, the UCFA felt that the work done had amply addressed the questions as to whether this was a college that could function and maintain on its own financially. UCFA concluded that the financial obligations of this College did not present any obstacles to approving the proposal. Jeremy Hernandez, Chairperson of UCSA, reported that UCSA continues to endorse the concept of the New Residential College as an independent entity. Robert Murphy, Chairperson of Academic Assembly, reported that the ASMSU endorse the final draft of the New Residential College report. The Academic Assembly members did express the concern about the funding for the New Residential College coming at the expense of existing programs or units affiliated with liberal arts and that academic quality must not suffer as a consequence of the new college. Following this discussion, the motion was passed. A motion was passed to extend gratitude to the committee for their work.

There being no further business, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

/Jacqueline Wright/
Jacqueline Wright
Secretary for Academic Governance

Attachments:

Standing Committee Summary Reports for 2004-05

Tapes of complete meetings of 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
of
ACADEMIC GOVERNANCE
and
THE FACULTY GRIEVANCE OFFICIAL
2004-2005

NOTE: No reports received from the University Committee on Student Affairs (UCSA), University Graduate Council (UGC) and University Committee on Honors Programs (UCHP).
STANDING COMMITTEE ANNUAL REPORT OUTLINE

Committee Name: UCAG

Chairperson: Ann Larabee

Meetings Held:

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


b. Formation of election slates.

c. Proposal with Regard to the Process of Scheduling Special Meetings. Recommended to ECAC that no bylaws amendment was necessary.

d. Proposal for Formalizing the Process of having a UCAP Liaison Representative to Athletic Council. After meeting with the Athletic Council and the current UCAP liaison, UCAG made the following bylaws recommendations, motion passed by Academic Council on April 19, 2005:

   4.4.1.1 Each year UCAP shall appoint one of its faculty members to serve as an ex-officio member on the Athletic Council.

   5.2.3.1.1 The UCAP shall appoint one of its faculty members to serve as an ex-officio member on Athletic Council.

d. Bylaw Amendments regarding Graduate and Graduate Professional Programs. After consultation with ECAC, UCAP, UGC, and Dean Karen Klomparens, UCAG recommended bylaws changes to 4.4.3, 4.4.4., 4.4.5, 4.8.3, 4.8.4, 4.8.5, 4.8.6, 4.8.7, and 4.8.8, passed by Academic Council on April 19, 2005. These changes placed responsibility for these programs with UGC.

e. Bylaw Amendments to 3.2.1.1.2 and 3.2.5.5.1. These changes altered the bylaws to reflect formal changes in titles of university officials. Passed by Academic Council on April 19, 2005.

d. Review of the feasibility of a new university level standing committee for Integrative Studies. UCAG determined that it was premature to formalize a standing committee in the bylaws.

2. Please comment on matters pending before the committee and matters which should be considered in 2005-06.
Two bylaws matters of special importance may come before the committee:

a. Return to the issue of a new university level standing committee for Integrative Studies. While the 2004-2003 UCAG deemed the discussion premature, the revision of Integrative Studies may eventually require such a committee to be formed.

b. The Faculty Voice recommendations.

A special working group of ECAC recommended the formation of specific task forces to move the Faculty Voice report through governance. These include potential bylaw changes. However, the issue was also discussed by UCAG, and members generally felt that UCAG should take a proactive stance, possibly putting forth its own bylaws recommendations.

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

Low attendance, especially by student members, created a need for special meetings and email votes.

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

Agendas and minutes should be posted to the website, not only in Adobe, but in Word.
University Committee on Academic Policy (UCAP)
ANNUAL REPORT
2004-2005

Chairperson: Folu F. Ogundimu
(Meetings every other Thursday throughout the academic year)
All UCAP minutes and agendas are available on the UCAP website:
http://ucap.cse.msu.edu/

Executive Summary

Following recent UCAP practice, a number of subcommittees were appointed throughout the year to consider a major UCAP item. Each subcommittee was charged with developing initial UCAP positions for discussion in the committee of the whole.

Five subcommittees provided initial review and substantive input in the formulation of UCAP positions on (a) the New Arts and Humanities Residential program, (b) the Engineering Admit When Ready proposal, (c) a revised Code of Teaching Responsibility, (d) a proposal to create Academic Minors at MSU, and (e) a revision of the OLIN Center Excuse Policy.

Additionally, UCAP worked as a committee of the whole in receiving testimonies, reviewing commentaries, and responding to ECAC requests for initial advisory regarding reports by university task forces on Integrative Studies, Writing, Quantitative Literacy, and the Committee on College Reorganization.

Furthermore, UCAP considered a number of organizational changes and realignments. On September 16, UCAP supported the proposed restructuring in the Department of Food Sciences and Human Nutrition. The merger of the Department of Advertising and the Department of Merchandising Management was approved by UCAP on October 28. And the transfer of the Department of Family and Child Ecology to the College of Social Science was approved by UCAP on March 31.

Specific UCAP Issues and Actions Discussed or Finalized in 2004-2005
(Dates indicate UCAP meeting dates on which actions were taken).

1. Approved a motion requesting clarification from ECAC regarding its memo on changes to class sizes in the College of Osteopathic Medicine. UCAP agreed to table the matter for action pending clarification from ECAC and receipt of the original COM proposal (9/16/04).

2. UCAP agreed to acknowledge and allow the teaching of Tier 2 writing in the Modern Languages in languages other than English. UCAP also agreed to
consider other interpretations of the Tier 2 policy, as appropriate, after the Writing Task Force recommendations are made (9/30/04).

3. Approved request by the College of Business for deletion of CSE 103 from the admission requirement for the Specialization in Information Technology (9/30/04).

4. UCAP affirmed its earlier approval of electronic distribution of the SOCT to fulfill the original purpose of the instrument as a source of public information for students in choosing courses. UCAP also affirmed that units using the SOCT form (or any variation of it) as an instrument of evaluation of instructional performance must do so in such a manner that brings the unit in compliance with academic policy (10/28/04).

5. Approved the proposal to change the title of the Director of Honors College to Dean of the Honors College (10/28/04).

6. Provided initial feedback to ASMSU regarding its testimony on discussions about proposals for a university-wide honor code and the institution of academic minors at MSU (11/11/04).

7. Approved a 3-year pilot program for the College of Engineering to admit qualified students at whatever time they meet academic requirements in the catalog, without waiting to complete 56 credits. The new procedure would allow advisors to provide regular feedback to students in a timely manner and decrease the number of “temporary” majors. The proposal is based on an empirical review of trends and student performance in the college (12/2/04).

8. Approved proposal for amendment to the By-Laws on Academic Governance, for the University Graduate Council to have responsibility for all curricula and policy issues in graduate professional programs. The programs include those at the COM, CHM, CVM, and Law. College of Veterinary Medicine and the College of Nursing, while graduate professional programs were exceptions from UCAP approval since they have undergraduate programs and would maintain their representation on UCAP (12/2/04).

9. Took testimony from the College of Osteopathic Medicine (COM) on the proposed expansion of class sizes at COM. UCAP discussion reviewed the relevance of the proposal for undergraduate education, especially its implications for basic science courses and revenue growth. UCAP agreed to table the matter pending further testimony from the College of Human Medicine (12/2/04).
10. Approved a request to add an admission as a Junior Requirement for the B.S. in Retailing. The proposal includes a change in the language about admission to the Bachelor of Science degree in Merchandising Management from the Department of Human Environment and Design to be consistent with the Department of Advertising, Public Relations, and Retailing. UCAP also approved change in the name of the Bachelor of Science degree program from Merchandising Management to Retailing. The changes are consistent with earlier UCAP approval of the merger of the Department of Advertising and Merchandising Management (1/13/05).

11. Approved the proposal to Change Admission as a Junior Requirement for the B.S. in Construction Management. The proposal requires the completion of at least 56 credits with a cumulative University grade-point average of at least 2.30. UCAP recommended that clarifying language be included in the introductory text of the course catalog to show that the program has limited enrollment and that certain skill levels are needed for success in the program (1/27/05).

12. Approved the request for a new academic program – B.S. in Diagnostic Molecular Science. The program was developed to meet the increasing demand for persons with skills in molecular biology combined with clinical experience (1/27/05). UCAP approval was tied to the provision that the College offer, as initially proposed, the calculus requirement – MTH 124: Survey of Calculus 1 or MTH 132 Calculus 1 (1/27/05).

13. Provided feedback in response to ECAC referral of 12:10:04 concerning the request for consultation by President Simon and Acting Provost Hudzik in respect of their initial commentary on the Final Report of the Committee on College Reorganization (CCR). UCAP response was unanimously endorsed and forwarded electronically by Chairperson Ogundimu to ECAC Chairperson Sticklen on 2/2/05.

14. Endorsed a Statement acknowledging the change in Olin Health Center Class Excuse policy. UCAP encourages the distribution of the said policy in the best possible manner to maximize faculty awareness of the issue. UCAP support and endorsement was communicated to Dr. Moorer through the Office of the Assistant Provost for Undergraduate Education, Dr. Youatt (2/10/05).

15. Approved the proposal to add Admission as Junior Requirement for the B.S. in Kinesiology. The proposal includes a request for a minimum 2.0 GPA requirement in each of five specific courses, for students to advance in the Kinesiology program (2/24/05).

16. Approved the request to add MSC 351 to the list of courses in which a student must earn a minimum 2.0 GPA in the Department of Food Industry Management (2/24/05).
17. Engaged in discussion with Acting Provost Hudzik about future plans for the College of Human Ecology. UCAP acknowledged the transparency with which the administration was handling the matter. The importance of the historic role of Human Ecology for women was noted. Concern was expressed that graduating students might prefer to have their new college listed on their diplomas rather than HE (3/17/05).

18. Approved a motion to suggest that a UCAP representative be a permanent member of the Athletic Council and its subcommittees (3/31/05).

19. Approved a revision to the Code of Teaching Responsibility (3/31/05). Changes include requirement of a syllabus and timely submission of grades. The revisions assured greater clarity to the document. The changes were approved by Faculty Council on April 12.

20. Approved a proposal to add a new concentration in Production Medicine in the Department of Animal Science developed with consultation from the College of Veterinary Medicine (CVM). The Production Medicine concentration was developed in response to a shortage of veterinarians who are able to care for large farm animals. Up to 10 spots in the CVM will be held for students who complete this concentration with a GPA of 3.2 (4/14/05).

21. Reviewed the Proposed Policy Changes Regarding Integrity of Scholarships and Grades. UCAP approved the proposal for the possible addition of language to the Academic Freedom Report for students to include a grade designation for failure due to academic dishonesty. The grade will calculate as a 0.0 point into the student’s GPA (4/28/05).

22. Approved the recommendation of the UCAP subcommittee charged with investigating the adoption of transcript-able Academic Minors. UCAP endorsed the concept that would allow for degree granting units to offer academic minors (4/28/05).

23. Provided feedback to ECAC on UCAP review of Undergraduate Reports on Quantitative Literacy, Writing, and Integrative Studies (Memorandum 05:04:05).

Respectfully submitted
Folu F. Ogundimu
2004-2005 UCAP Chairperson
July 5, 2005

To: Julie Harrison and Jackie Wright  
   Office of the Secretary for Academic Governance

From: Michael G. Schechter, Chairperson  
      University Committee on Curriculum (UCC)

Re: 2004-05 Annual Report for the UCC.

**Issues Addressed:**

- Curricular review of courses and programs

  **Undergraduate Programs** - Changes (60), Deletes (5), New (8), Moratoria (0), **Total** (73)

  **Graduate Programs** - Changes (37), Deletes (15), New (8), Moratoria (1), **Total** (61)

  **Undergraduate and Graduate Course Actions** - New (220), Changes (451), Deletes (102), **Total** (773)

**Policies Developed:**

- Revised definitions for inclusion in *Academic Programs*
  - Academic Program Terminology
  - Course Formats and Credits

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

- Conducted a Curricular Workshop with over 100 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 Two Publications
  - Academic Orientation Program Descriptions of Courses 2005-06
- Transfer of the Department of History to College of Social Science
- Establishment of the School of Planning, Design and Construction and related curricular transfers
- Restructuring of the Department of Food Science and Human Nutrition and related curricular transfers
- Restructuring of the Department of Human Environment and Design and related curricular transfers
- Conducted COURSES Training Sessions, Fall semester
• Discussion of reports with the chairs of the Realizing the Vision: Undergraduate Initiative Planning Committees and made recommendations accordingly
• Met with members of the Faculty Voice Committee
• Met with the Chair of the New Residential College/School Committee and made some curricular recommendations about the Committee’s report

Anticipated Items for 2005-2006; UCC governance items are asterisked (*):

• Continued curricular review of courses and programs *
• Continued integration of MSU College of Law curriculum into the MSU governance system*
• Restructuring of the Department of Family and Child Ecology and related curricular transfers
• Review of curricular proposals for new Residential College/School
• Continued website enhancements
• Release of the electronic COURSES Rewrite (Fall 2005)
• Beginning the electronic Academic Program Submission Process

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¹ The UCC does not review moratoria, but reports to the Academic Council on the discussions held by UCAP and actions taken by the Provost.

² The UCC does not review moratoria, but reports to the Academic Council on the discussions held by UCAP and actions taken by the Provost.
May 6, 2005

MEMORANDUM.

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

FROM: Drs. Susan Melnick and Mary Bresnahan, Co-Chairpersons
    University Committee on Faculty Affairs

SUBJECT: Standing Committee Annual Report for 2004-2005

STANDING COMMITTEE ANNUAL REPORT OUTLINE

Committee Name: University Committee on Faculty Affairs (UCFA)

Co-Chairs: Dr. Susan Melnick and Dr. Mary Bresnahan

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 2004

A. Reviewed and approved the College-Level Reappointment,
   Promotion and Tenure Committees document, forwarded the
document to the Provost, and shared it with the University
Committee on Faculty Tenure (October 2004 action).

B. Discussed extension of benefits to domestic partners following
   the election and forwarded to President McPherson, Provost/-
   President Designate Simon, and members of the Board of
   Trustees a memorandum of continued support for extension of
   such benefits (November 9, 2004 action).
C. Reviewed and approved revised language in the MSU Copyright Policy regarding faculty ownership of traditional academic works (November 30, 2004 action).

D. Successfully worked with David Byelich and Human Resources to offer the John Hancock Life Insurance Company's MSU Voluntary Plan, Group Long Term Care Insurance Policy for faculty (enrollment extended to January 14, 2005).

**Spring 2005**

A. Completed ongoing work on the Faculty Conflict of Interest Policy (to be forwarded through governance Fall 2005).

B. Reviewed the UCFT’s 10 principles regarding Fixed Term Faculty and returned the document to UCFT for further clarification and discussion.

C. Conducted annual review of the Faculty Grievance Officer.

D. Discussed faculty salary increases and related Heath Care recommendations of 2002 and forwarded UCFA's position to Acting Provost Hudzik.

E. Various UCFA members participated in the Provost search activities.

F. Reviewed Esquith report and declined to respond to ECAC’s specific charge and deadline.

G. Reviewed transfer of FCE to the College of Social Science and elected not to comment.

____________________________  _______________________________
Dr. Susan Melnick, Co-Chair     Dr. Mary Bresnahan, Co-Chair
STANDING COMMITTEE ANNUAL REPORT OUTLINE

Committee Name: University Committee on Faculty Tenure (UCFT)

Chairperson: Curtis Probst (sem 1); Margaret Holmes-Rovner (sem 2)

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.

   - Drafted a position paper on “Fixed-Term Faculty (FTF) and Specialist personnel (Sp)” roles in the faculty. It was approved by UCFT on January 21, 2005 and forwarded to ECAC. ECAC forwarded the report to UCFA for a recommendation.
   - Drafted the report, PROPOSAL TO INCREASE THE NUMBER OF TENURE SYSTEM FACULTY AT MICHIGAN STATE UNIVERSITY, which was discussed in April and May, 2005 with Acting Provost and the President.
   - Discussed revisions to the procedure for dismissal:
     - Definition of “moral turpitude”
     - Procedures for dismissal
   - Conducted a Dismissal for Cause procedure
   - Conducted routine review of requests for extensions from Colleges as they appeared before the Committee.

2. Please comment on matters pending before the committee and matters that should be considered in 2005-06.

The following issues from last year need resolution:

   - Discussion of whether the Tenure System proposal requires further action
   - Discussion of whether the Fixed Term Faculty issue has been supplanted by the action of Faculty Council regarding the Task Forces arising from the Faculty Voice report. If so, then the UCFT document should be withdrawn from the ECAC process. If not, then UCFA, through ECAC should be asked for action on the document.
   - The language of “moral turpitude” in Dismissal for Cause should be addressed. The discussion from last year suggests the following possible actions: 1) Leave the language as is. (Problem is that it is archaic language that is difficult to interpret.) 2) Substitute the language of “gross misconduct”, 3) Substitute other language.
   - The procedure for Dismissal for cause should be reviewed to address at least the following:
     - Handoffs between parties are not easy to understand or execute as described now.
     - Evidence standards for “receipt of documents” by both parties can present a problem if parties will not acknowledge receipt of documents. May be
sufficient to document delivery. The downside of this is that sometimes Departments are not secure places for delivery.
  o Requirement that the Provost or representative should be at all proceedings seems unnecessary, and has been waived in recent years.

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

The members of the Dismissal for Cause Hearing Panel felt fully capable of deciding the merits of the case, but felt ill equipped to anticipate the legal implications of the process.

4. Please make any suggestions about how the academic governance system might be modified to improve the committee's work.
2004-2005 INTERNATIONAL STUDIES AND PROGRAMS
ADVISORY/CONSULTATIVE COMMITTEE
ANNUAL REPORT TO ACADEMIC GOVERNANCE

Chair: Connie Currier, College of Nursing
Meetings held: 10/1, 11/5, 12/10/05; 1/14, 3/18, 4/29/05

1. Committee activities/issues discussed and actions/recommendations taken and to whom:

The committee discussed a number of issues this year – those of greatest relevance are noted below. The ISP Advisory/Consultative Committee was established in spring of 1976 to provide for “broad based participation by University faculty and students in the policymaking of the Office of International Studies and Programs.” The committee is advisory to the Dean of ISP on:

- study abroad programs
- foreign student affairs
- exchange relationships with foreign institutions
- 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.

Issues carried forward from previous year:

In November 2003, Professor Richard Peterson (Philosophy) made a statement to Faculty Council proposing “new guidelines” for MSU’s involvement in international activities (see attached). The Executive Committee of the Academic Council requested comments on the Peterson resolution by March 15, 2004; the ECAC reaction was negative and not well understood by the Faculty Council. The ECAC and the Faculty Council agreed to schedule the item for a future meeting if Professor Peterson revised and resubmitted. At that time, the ISP A/CC provided its comments, which appeared in the October 2004 minutes (see attached). In summary, the ISP A/CC stated Professor Peterson’s concerns were addressed by existing policies already established by the ISP A/CC.

Linkage agreements

In its role as advisory to the Dean of ISP, the ISP A/CC recommended the approval of nine linkage agreements over the academic year, along with five agreements recommended over the summer of 2004.

Recommendation of Acting Dean of ISP

In November, Dr. Robert Banks approached the ISP A/CC for the recommendation of an Acting Dean of ISP to temporarily replace Dr. John Hudzik while he assumed the role of Acting Provost.
The committee unanimously recommended Dr. Jeffrey Riedinger as Acting Dean of ISP to Dr. Banks.

**NCA reaccreditation self-study**

Dean Sherman Garnett and Ms. Oumatie Marajh attended the December 2004 meeting to discuss and answer questions about the colleges’ roles in the internationalization self-study. Members were encouraged to attend future meetings on behalf of their colleges to provide input into the self-study process.

**UCRIHS**

Dr. Peter Vasilenko, Chair of UCRIHS, attended the January 2005 meeting to address concerns regarding human subjects review in international research. He noted a number of changes taking place to streamline the review process e.g., moving to a truly “exempt” status as of March 1, 2005; multiple IRBs, e.g., social science, health and biological, and community resources; and that forms will soon be available in languages other than English. The UCRIHS office is always available to answer questions.

**MUCIA-UAE project**

ISP A/CC members were updated over the course of the year about the progress on the Midwest Universities Consortium for International Activities (MUCIA) project involving MSU, Ohio State University, and Purdue University regarding the establishment of a public university in the United Arab Emirates (UAE). Dr. Ed Ingraham attended the March 2005 ISP A/CC meeting and indicated he would be traveling to the UAE from March 30-April 10, 2005 with other MUCIA personnel to sign a contract to begin a feasibility study for the creation of an American-style university in Abu Dhabi. The feasibility study would take approximately 14 weeks to complete.

**Area studies review**

The last Title VI competition made it apparent that MSU could benefit from a review of its area centers to determine ways in which the centers could be strengthened. The A/CC received updates on the area studies review in which focus group discussions were held with 10 groups of over 70 faculty, area studies center directors, graduate and undergraduate student groups. This is an area that will continue to receive attention by the A/CC as recommendations from the focus groups are implemented in the near future.

2. **Matters pending/matters to be considered in 2005-2006:**

There were no decision items carried forward from the end of the academic year to fall 2005.

The Acting Dean for ISP has identified the following issues confronting ISP in the coming year:

- prioritizing and implementing area studies review recommendations
- internationalization of the university (curricular & co-curricular)
• selection criteria for strategic international partnerships (countries, partners, academic programs)

• overseas dual/joint degree program development priorities

• MUCIA-UAE project

• faculty hiring priorities for (world) area, global & international studies

• international student recruitment

• internationalizing student life

• international alumni relations

3. Problems encountered:

Establishing a quorum of members was consistently a problem at meetings, despite efforts to remind faculty in advance of the dates and times of meetings, and providing faculty with a list of future meetings on the day of the first meeting in October. This year, faculty were given the full roster of meetings in August. We will work to engage members in more policy-related discussions this year, which we anticipate will make them feel more compelled to participate fully in meetings.

Another problem encountered was poor participation by student representatives. The two undergraduate student representatives were not identified until the March meeting and then only attended that one meeting. The graduate student representatives were elected in time to attend for the entire year; however, one grad student did not attend any meetings and the other only attended one. (The latter student did, however, actively participate on a subcommittee throughout the fall and spring semesters).

4. Suggestions about ways academic governance might be modified to improve the committee’s work:

Academic governance could assist by facilitating identification of undergraduate student representatives earlier in the academic year.
RESOLUTION FROM PROFESSOR RICHARD PETERSON

As a university committed to service in a democratic society, MSU affirms that the international work of its faculty, students, administrators and staff must respect the political, cultural, and economic autonomy of the societies in which they work. As members of a university community, they must promote the values of knowledge, open debate, and the application of rational insight to human welfare.

1. Principles of intellectual and academic freedom must be observed in projects in which MSU faculty, administrators, staff, and students are involved. MSU is committed to free inquiry and open debate and rejects restrictions on the presentation of ideas and research. Censorship of intellectual work is unacceptable.

2. Projects undertaken by MSU faculty, administrators, staff, and students must be pursued in ways that are consistent with the rule of national and international law and with the observance of human rights.

Draft text prepared by ISP A/CC Policies and Procedures Subcommittee and a response to Professor Peterson’s resolution.

The International Studies and Programs Advisory Consultative Committee (ISP A/CC) finds much to commend in Professor Peterson’s recent resolution to govern MSU’s international activities. However, it should be recognized that there are three existing policies (see http://www2.isp.msu.edu/accmins/ispguidelines.html) adopted in 1976, 1979 and 1995) by the ISP A/CC which address the broad majority of the issues raised by Professor Peterson. To allow individual resolutions separate from these existing policies is to invite confusion, misunderstanding, and conflicts, all of which defeat the purpose of having university-wide policies in the first place. If Professor Peterson would like to suggest modifications to the existing policies, we would invite him to do so through the established mechanisms to the A/CC.
University Committee for the Library—Annual Report 2004-2005

Committee Name: University Committee for the Library

Chairperson: Richard H. Bernstein

Meetings Held:

Committee's Activities
The Committee met five times during the academic year. During these meetings, Cliff Haka (Director of the Library) and his staff provided highly informative updates and solicited committee feedback regarding a variety of library-related issues, including: sharing of catalogues and material with the Library of Michigan, activation of a new inter-library loan system (ILIAD), on-going and planned library construction, closing of the Geology branch library, expansion of compact shelving, trends in libraries' use of digital archiving (e.g., student & faculty expectations, mechanisms for on-line publishing, consolidation in electronic journal publishing, MSU's electronic journal access policy & cost implications, trends in electronic access, copyright laws), and library funding constraints/staff shortages. In addition, committee members participated in a tour of the library to gain an overview of the physical plant and observe recent changes designed to better meet the needs of students and faculty.

Matters Pending
There are no pending items.

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
STANDING COMMITTEE ANNUAL REPORT

Committee Name: Military Education Advisory Committee

Chairperson: Michael E. Unsworth

Meetings Held: Sept. 20, 2004 & Jan. 31, 2005

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 both meeting
   - Michigan Army National Guard tuition assistance ($1000 per semester) for Spartan Battalion cadets who go directly into the Army National Guard -- the Committee voted to send the proposal to the Provost
   - Hiring of Captain J.S. Savage in the Dept. of Aerospace Studies – MEAC recommended that the Captain be hired
   - Use of training weapons in the ROTC curriculum – Lt. Col. Taylor described the importance of proper use of the M16 rifle and how it is accomplished on campus using rubber facsimiles. MEAC passed this proposal: “Use of training weapons, on and off campus, is critical in fulfilling Military Science and Aerospace Studies Curriculum.
   - Educator Visits to Military Facility – several Committee members recounted their positive experiences
   - Military Science curriculum changes – MEAC forwarded the study of the changes to a subcommittee
   - Tour of facilities in Demonstration Hall which included an urban combat exercise

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
ANNUAL REPORT OF THE FACULTY GRIEVANCE OFFICIAL
TO THE ACADEMIC COUNCIL
FROM MAY 17, 2004 THROUGH MAY 13, 2005

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 17, 2004 through May 13, 2005.

S

FACULTY GRIEVANCE OFFICE
John L. Revitte
Faculty Grievance Officer
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517/353-8884
FAX: 517/332-2487
e-mail: fgo@msu.edu

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

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**TOTAL CASES SETTLED** 45

### RESULTS OF GRIEVANCES

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<th>Grievant Satisfied</th>
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<td>Formal</td>
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2.4 Grievant Dropped
2.5 Ruled by FGO & Standing Appeals Panel as Moot

3. GRIEVANCE CASES PENDING

3.1 Informal Stage

3.1.1 Subject: Evaluation/Salary 4
Promotion/Tenure 3
Academic Freedom 1
Reappointment 1
Reassignment 1
Salary 1

Termination 1

3.2 Formal Stage

3.2.1 Subject: Termination 2

TOTAL CASES PENDING 14

4. INQUIRIES

4.1 Subject: Faculty Grievance Procedure 39
Bylaws 8
Termination 7
Appointment/Reappointment 6
Assignment/Reassignment 5
Discipline 5
Evaluation/Salary 5
Grievance Status 5
Salary 4
Promotion/Tenure 3
Settlement Offer 3
Space Allocation 3
Administrative Review 2
Grants 2
Harassment 2
Post-tenure Review 2
Information Request 1
Mediation 1
Model Acad Grievance Procedure 1
4.2 Source: Faculty 72
Administrators 32
Other 2

TOTAL INQUIRIES 106

5. CONFERENCES

5.1 Subject: Evaluation/Salary 40
Faculty Grievance Procedure 33
Termination 17
Reappointment 15
Bylaws 13
Discipline 13
Promotion/Tenure 10
Settlement Offer 10
Reassignment 9
Salary 8
Space Allocation 8
Teaching Assignments/Load 7
Academic Freedom 6
Post Tenure Review 4
Discrimination 1
FOIA 1
Mediation 1
Sabbatical 1
Transfer 1

5.2 Source: Faculty 174
Administrator 51
Other 3

5.3 Type: One-Person 180
Two or More Persons 18

TOTAL CONFERENCES 198
PROCESSING AND DISPOSITION OF GRIEVANCES

This report covers the period from May 17, 2004, through May 13, 2005. For purposes of comparison, references will be made to last year’s annual report to Academic Council, which covered the period from May 12, 2003, through May 14, 2004.

The total number of cases that were processed (settled and pending) slightly decreased from 77 to 59. The number of cases that were settled increased from 36 to 45, while the number of cases pending decreased significantly from 41 to 14. Half of this decrease was due to two Grievants dropping, consolidating, or having their cases ruled moot. There were slight decreases in the number of inquiries handled by the Faculty Grievance Office (from 115 to 106), and in the number of conferences held by the FGO (from 222 to 198).

Of the 45 cases that were settled, all but four (or 91 percent) were resolved informally. The number of cases that were resolved through formal hearings decreased from eight last year to four this year. Grievants either won or were satisfied in the outcome in 14 (or approximately one-third) of the settled cases. Grievants withdrew their complaints in 23 (or one half) of the cases. Grievants lost in 8 (or 18 percent) of the settled cases. Included in the “loss” column were four grievances that 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 84 decisions on jurisdictional and procedural issues regarding 12 separate grievances. Sixteen (16) of these decisions were challenged by a Grievant and 13 by a Respondent. The FGO’s decision was upheld in 22 instances while seven (7) decisions were 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. Harrison McKnight served with distinction.

There were four cases that were resolved through formal hearings. In two of these cases, Acting Provost John Hudzik upheld the findings of a University Hearing Panel against the Grievants. In another formal resolution a College Dean accepted the findings of a College Level Hearing Panel against the Grievant. In the other case that was settled through a formal hearing, former President M. Peter McPherson upheld the University Appeals Panel’s findings against the Appellant/Grievant.

Unlike last year, complaints regarding evaluation and/or salary were the single largest categories accounting for 24 (or one half) of the 45 settled cases. The next largest categories of settled cases concerned harassment, reassignments and information denials.

There are currently only 14 pending grievances. Twelve of the pending cases are being handled informally, and the largest categories concern evaluation/salary and promotion-tenure. Two cases (both concerning terminations) are being processed through formal hearings and are awaiting panel findings and Provost’s decisions.

To facilitate informal resolution of disputes, I held a total of 198 conferences involving 174 faculty, 51 administrators and 3 other individuals. One hundred eighty (180) of these were held with one person each, and the remaining 18 involved two or more individuals. The most
common subjects discussed involved evaluation/salary, the FGP, terminations, reappointments, bylaws and discipline. I also responded to 106 inquiries, and of these 72 inquiries were generated by faculty, 32 by administrators, and 2 by others. Many of the inquiries involved the FGP, bylaws, terminations, and reappointments.

I note for the record that at the beginning of Fall 2004 semester, Dr. Martin Crimp, Associate Professor in the Department of Chemical Engineering and Material Sciences and Dr. James Seaton, Professor in the Department of English 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 in the Department of Accounting and Information Systems whose term of service on the Standing Appeals Panel will expire at the end of academic year 2004-2005.

INITIATIVES AND 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) and attended a University Senate meeting and the Provost Search presentations.

In addition, I undertook the following activities:

1. July 2004: Established a web site for the Faculty Grievance Office which includes a new Mission Statement, Procedure Summary and FGO e-mail address, as well as links to our User's Guide, the Faculty Grievance Procedure, and the Faculty Handbook.

2. August 9, 2004: 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.

3. August 2, 3, 9 & 10: Attended 20-hour Workshop for New Chairs and Directors sponsored by the Office of the Provost, Kellogg Center.

4. August 24, 2004: Staffed FGO information table at the orientation session for New Faculty members, sponsored by the Office of the Provost, Kellogg Center.

5. September 16, 2004 Held an orientation session for two new members of the University Standing Appeals Panel.

6. February 17, 2005 Attended Mediation Services Steering Committee meeting.
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 smooth operation of our office.

Respectfully submitted,

Signature

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

JLR/dkb