

MICHIGAN STATE UNIVERSITY
UNIVERSITY COMMITTEE ON ACADEMIC GOVERNANCE
DRAFT MINUTES
THURSDAY 21 JANUARY 2016, 3:15 P.M.
443 HANNAH ADMINISTRATION BUILDING

Present: Edward Budeca (AA), Manuel Chavez (CAS), Rita Edozie (JM), John Fitzsimmons (CHM), John Gaboury *ex officio*, Xia Gao (CAL), Elle Gulotty (COGS), Lynette Guzman (COGS), Sherry Lott, Debra Nails (CAL), John Powell *ex officio*, Janice Schwartz (COM)

Absent: Bradley Beyett (AA), Stephan Carey (VM)

Pending: three undergraduate representatives

Call to order: 3:15.

Agenda: Approved as circulated.

Minutes of the Previous Meeting: Approved as circulated.

Comments from the Chairperson: The Steering Committee approved all amendments sent to it by UCAG after its November meeting, and amendments from both October and November are scheduled to be presented to the University Council 26 January. The Steering Committee appointed an *ad hoc* committee (Lorenzo Santavicca, John Gaboury, Debra Nails) to suggest changes to the structure of the UCAG. To facilitate the committee's ability to complete its several responsibilities each year, and also in response to the reorganization of ASMSU and COGS, the *ad hoc* committee expected to propose in February the election of UCAG members from the colleges, the reduction of ASMSU members to three (from five), and *ex-officio* membership for the student members.

Comments from the Associate Provost for Academic Services and Enrollment Management: The *ad hoc* committee has met amicably and changes to the committee structure are positive.

BUSINESS OF THE COMMITTEE:

Amendments to Bylaws section 5.3, approved tentatively by The Steering Committee:

5.3. FACULTY HEALTHCARE COUNCIL

5.3.1. There shall be a Faculty Healthcare Council (**FHC**) to function as the faculty voice to Human Resources and the University administration on matters related to healthcare and healthcare benefits. ~~The Faculty Healthcare Council will have voice in plan design and the capacity to comment on plan implementation.~~

5.3.2.2. Ex-officio members without vote shall include but not **be** limited to the ~~Assistant Vice President and~~ Director, **of the Office of** Planning and Budgets, and one faculty member emeritus/emera ~~without vote~~ to be selected by the Faculty Emeriti Association.

5.3.3.1. Faculty members of the FHC shall be appointed by The Steering Committee **from a list initiated by the University Committee on Academic Governance, pursuant to its annual call for volunteers to committees, boards, and panels (4.3.8); the list shall be submitted to the FHC, which shall then submit its recommendations to The Steering Committee.**

5.3.3.2. ~~Faculty members~~ Eligibility for **appointment** ~~appointed~~ to the FHC shall **be established by submission to the University Committee on Academic Governance of a brief vita, rationale for willingness to serve, and acknowledgement that the work of the FHC includes the summer months.** ~~include faculty members who are actively involved in health care discussions.~~

5.3.3.3. Faculty members of the FHC shall represent a diversity of faculty appointments, **pursuant to relevant union contracts.**

5.3.4.2. If, for any reason, a member is unable to serve and more than one annual year remains of the appointment, The Steering Committee will identify a replacement from the most recent list of eligible volunteers; the new appointee will be eligible for reappointment for two subsequent terms. If less than one annual year remains, the seat will remain vacant until the next regular appointment period.

Bylaws amendments distributed with the call for agenda items.

1.4 SPECIAL RULES

1.4.1. Ex-officio membership. Except as limited or prohibited in these Bylaws, ex-officio members of governance bodies—those who serve on the body by virtue of an office held—have both voice and vote.

1.4.2. Designees. Except as limited or prohibited in these Bylaws, a designee may serve in the stead of a member of a governance body who is absent from a meeting. Such designees must have the same eligibility and constituency as the replaced member, and shall have the same rights and privileges as the member replaced. The attendance record of a member who provides a designee shall be unaffected.

| |
|--|
| Note that implications of this amendment appear in 3.2.1, 3.3.1.2.1, 3.3.1.5, 3.4.1.3, 3.4.2.2, 4.2.4.1, 4.3.1, 4.4.1, 4.5.1, 4.6.1, 4.7.1, 4.8.1, 4.9.1, and 5.2.2.2. |
|--|

1.4.3. Absences and removal. Members who fail to attend two meetings in a semester, or three meetings in a single academic year, of a governance body designated in these Bylaws, and who also fail to provide designees in their absences, shall be removed from the governance body, reducing its quorum until the members are replaced by procedures specific to the bodies.

2.1.2.1. A department chairperson or school director serves as the chief representative of his or her department or school within the University. He or she is responsible for the unit's educational, research, and **outreach service** programs—**including the outreach components of all three;** ~~;~~ budgetary matters, academic facilities, and personnel matters, taking into account the advisory procedures of the unit. The chairperson or director has a special obligation to build a department or school strong in scholarship, teaching capacity, and **outreach service**.

2.1.2.2. The deans and directors of other academic units separately reporting to the Provost are responsible for educational, research, and **outreach service** programs of their units. This responsibility includes budgetary matters, academic facilities, and personnel matters in the unit, taking into account the advisory procedures of the unit.

3.2.7.2. The University Council shall normally meet at least once each month during the academic year. The President or The Steering Committee may also call a special meeting of the University Council. The Steering Committee may cancel a University Council meeting if there are no agenda items **that must** ~~to~~ be considered. The Steering Committee shall prepare the agenda for each University Council meeting. Each meeting agenda will include an item enabling new business to be introduced from the floor. The agenda will be publicly available and circulated at least one week prior to the meeting to which it relates. The meetings of the University Council shall be open. Observers shall be seated separately.

3.3.1.2.1. Each college shall have at least two representatives, one of whom will be the Chairperson of the College Advisory Committee ~~(or designee from the College Advisory Committee)~~. Each college shall have one additional representative for every **additional** fifty voting faculty (1.1.2.1), not to exceed five total representatives. Each college with three or more representatives shall have at least one non-tenured faculty member among its representatives.

3.4.1.3. The Provost ~~or the Provost's designee~~ shall be an ex-officio member of The Steering Committee ~~with voting rights~~. The Secretary for Academic Governance shall be an ex-officio member of The Steering Committee and shall serve as Secretary to The Steering Committee, **having voice but no vote**. Along with support to academic

governance (3.4.9) the Office of Academic Governance will supply clerical and administrative assistance to The Steering Committee.

4.6.7. The UCFA shall participate in the University's Discipline and Dismissal of Tenured Faculty for Cause policy ([Faculty Handbook](#)) as stipulated therein.

4.7.7. The UCFT shall participate in the University's Discipline and Dismissal of Tenured Faculty for Cause policy ([Faculty Handbook](#)) as stipulated therein.

Remaining Bylaws issues. ASMSU is now publishing its minutes online and can be linked through the Office of the Secretary for Academic Governance.

Elections decisions: The UCAG selected from among 140 faculty volunteers the names of 51 persons to be submitted to the President or the Faculty Senate for possible appointment to 9 committees and councils.

College bylaws revisions: Noted and postponed.

New Business: None.

Roundtable: None.

Adjournment: 5:00.

Respectfully submitted,
Debra Nails