MICHIGAN STATE UNIVERSITY
THE STEERING COMMITTEE APPROVED MINUTES
JANUARY 8, 2019 3:15 PM
BOARD ROOM (4TH FLOOR), ADMINISTRATION BUILDING


Absent: D. Straiton, K. Rifiotis

1. CALL TO ORDER
   The meeting was called to order at 3:16 p.m.

2. Approval of Agenda for January 8, 2019
   The agenda for January 8, 2019 was approved as presented.

3. Approval of Draft Minutes for November 6, 2018
   The minutes for November 6, 2018 were approved as distributed.

4. President’s Remarks: Interim President John Engler
   Interim President Engler provided no remarks.

5. Provost’s Remarks: Dr. June Youatt
   Due to the long agenda, Provost Youatt withdrew her remarks.

6. Chairperson’s Remarks: Chairperson, Professor Deborah Moriarty
   6.1. Announcement of Dr. Laura McCabe voted in as an At-Large Member
   Professor Moriarty reported that Dr. Laura McCabe was voted by the Faculty Senate as the replacement for Dr. Rob LaDuca as an At-Large Member of the Steering Committee. She also stated that the At-Large Members of the Steering Committee will be meeting with the MSU Board of Trustees tomorrow, after the Board of Trustees meeting, so that a discussion can be held regarding the orientation of new MSU faculty members about the role of Academic Governance at MSU. She said that a flow chart has been developed illustrating who serves on the various committees, and how the various committee structures work.
   Professor Moriarty also noted that Sherry from the Secretary for Academic Governance office will be sending out an email to the Standing Committee Chairs, and the At-Large Steering Committee members to solicit their availability for the Faculty Liaison Breakfasts with the Board of Trustees. These meetings involve a breakfast on Tuesday morning at 7:30, a lunch on Thursday at noon, and the Board of Trustees meeting on Friday. She stated that the Committee consists of the Chair of the Faculty, the Chair of the Steering Committee, the Vice Chair of the Steering Committee, the Chair of UCFA, and two additional members; the two additional members can be At-Large Members, and a Chair of a Standing Committee,
with the intent that the Board of Trustees will recognize that the Standing Committee Chairs are important in the successful function of Academic Governance at MSU. She said that the Board of Trustees will thus have an opportunity to meet them, and to hear about what that particular Standing Committee does.

Professor Moriarty stated that an email ballot will be sent from the Secretary for Academic Governance office to the Faculty Senate for voting on the Vice Chair of the Steering Committee position. She added that she would normally report on the meetings with Interim President Engler, except that the last two meetings with him have been canceled. The next meeting scheduled with him is on January 24th, so the next Steering Committee meeting should have a report from Interim President Engler.

7. Committee Reports
   University Committee on Academic Governance (UCAG) – Amanda Tickner

Dr. Tickner reported that the last time that UCAG met was November 15th. At that meeting, UCAG constructed revised By-Laws language that would allow Honor College representation on the University Committee on Undergraduate Education. She added that UCAG continued their discussion about the work of the Ad Hoc Committee on By-Laws reforms recommendations, and worked on some revisions of the recommendations, She stated that UCAG continued their review of College By-Laws.

University on Curriculum (UCC) – Marci Mechtel

Professor Mechtel reported that the UCC met at the end of November 2018 and approved the following Program requests. Regarding new Programs: five new Programs were approved, including an Art Photography Minor, effective Summer Semester of 2019, a Food Safety Graduate Certificate, effective Summer Semester of 2019, a Social Sciences Data Analytics Minor, effective Fall Semester of 2019, and a Sustainable Bio-Products Science and Technology Minor, effective Summer Semester of 2019. She added that an additional ten Program changes and one Program deletion were approved. Regarding courses: thirty new courses were approved, forty course changes were approved, and there were no course deletions. The single Program discontinuation was the Earth Science Interdepartmental Bachelor of Science Degree, effective Spring Semester of 2021.

University Committee on Undergraduate Education (UCUE) – Richard Bellon

Dr. Bellon reported that UCUE has mostly dealt with standards that are curricular issues. One of the things that UCUE worked on was the approval of the creation of the new Department for African-American and African Studies. He added that UCUE has also had extensive discussions about block tuition, addressing, in part, a particular concern with block tuition during the add/drop periods. The concern, he stated, with block tuition is that students would essentially “camp” in seats that they do not intend to use, and then drop those seats at the last minute, which would prohibit those students who need to enroll in those courses the ability to do so. Dr. Bellon stated that UCUE developed a number of different ideas to implement a drop/add policy that would be consistent with what UCUE would like, which includes waiting for the technology to catch up with policy. Discussion ensued.
University Committee on Faculty Tenure (UCFT) - Len Fleck

Dr. Fleck reported that UCFT did not meet in December; however, a working group of UCFT (six people altogether) UCFT and UCFA did meet on December 6th with University Council to discuss a response to the Board of Trustees regarding the Dismissal of Tenured Faculty Policy. He noted that the focus of this discussion was whether the University President, alone, could decide whether or not an individual could get paid during the process of dismissal. He said UCFT’s response was that there should be at least a three-person panel to make this type of decision.

Dr. Fleck added that the other question UCFT had to address was whether or not individuals have to decide to go forward with the hearing, and then, if they did, would they lose the option of being able to retire with their benefits. He stated that UCFT wants to be careful about issues of MSU faculty rights and due process. He said that the two questions were separate: one was whether a faculty member should be removed from their position, because they represented a danger to others, or to themselves, or to the university property, and the other was whether a faculty member should be denied their pay.

Dr. Fleck stated that UCFT agreed that a faculty member should not be paid if that faculty member was actually placed in jail because of an offense. Regarding the issue about a faculty member having to make the decision of going forward with the hearing and give up the right to retire, it seemed harsh to deny them that right to retire. Dr. Fleck added that this situation is where UCFT was undecided, adding that UCFT will put together recommendations and language at their next meeting. Discussion ensued.

University Committee on Faculty Affairs (UCFA) – Mark Waddell

Dr. Waddell reported that at their last meeting during the Fall Semester, UCFA approved the creation of the new Department for African-American and African Studies for the College of Arts and Letters. He added that the Provost asked UCFA to examine how Endowed Chairs are reviewed, and UCFA is working with Dr. Curry’s office on that process. He concluded his report by stating that UCFA has not been able to look at the proposed University By-Laws changes to this point.

University Committee on Graduate Studies (UCGS) – Dr. Gwen Wittenbaum

No report at this time.

University Committee on Student Affairs (UCSA) – Katherine Rifiootis

No report at this time.

COGS – Diondra Straiton

No report at this time.

8. NEW BUSINESS

8.1. Board of Trustees Response to Reclaim MSU Proposal, Dr. Jennifer Johnson, At-Large Member
Dr. Johnson reported that there were five suggestions with the Reclaim MSU Proposal, two of which had to do with the Presidential Search process. The Board of Trustee’s response was "we believe these concerns have been addressed," and Dr. Johnson does not think that there is anything more that can be discussed with these two suggestions. She added that she does not think Reclaim MSU concerns have been addressed fully, but it appears as if nothing further can be done at this point.

Dr. Johnson stated that there are three issues that have to do with the composition of the MSU Board of Trustees. She said Reclaim MSU had suggested: 1) creating a University Board. In addition, they had suggested: 2) amending the Constitution of the State of Michigan to change the composition of the MSU Board of Trustees. She noted that Reclaim MSU had suggested: 3) to add a State Constitutional Amendment. The MSU Board of Trustees’ response to issues four and five was that they could not discuss issues beyond their authority. On issue #1, the Board of Trustees felt that the language was confusing, and they wanted further clarification.

Dr. Johnson added that the two proposals, the University Board Proposal for Reclaim MSU, and the Dr. Rufus Isaacs Proposal (which restates what does and does not require a constitutional amendment) be sent to UCFA and to UCSA for review, because these issues also include student representation.

It was moved that the response from the MSU Board of Trustees regarding the Reclaim MSU Proposals be added as an information item to the Faculty Senate agenda. The Motion was seconded. The Motion carried. The original Proposal came out of Faculty Senate; they will steer it to sub-committees for review and a recommendation. A report from UCFA and UCSA will be made to the Steering Committee at their March meeting.

8.2. Continuing Concerns Regarding Hostile Work Environment, Professor Deborah Moriarty

Professor Moriarty reported that various concerns were raised about issues involving the hostile work environment at MSU. Discussion ensued.

8.2.1. How the Office of Institutional Equality (OIE) Works
Terry Curry will discuss the function of the Office of Institutional Equity at the next Faculty Senate meeting. A Motion was made and seconded for Dr. Curry to speak at the Faculty Senate regarding the Office of Institutional Equity. The Motion carried.

8.2.2. Workplace Bullying and Harassment
https://www.mnsu.edu/csw/workplacebullying/msu_online_workplace_behavior_project_survey.pdf -

A Motion was made and seconded to place Rebecca Campbell as the representative of the RVSM Task Force to appear at Faculty Senate to discuss the upcoming survey. The Motion carried. Discussion ensued.

8.3. Healing Fund, Professor Greg Swain, At-Large Member
A motion was made to reconsider the issues surrounding the Healing Fund at the Faculty Senate meeting as an action item. A Motion was made and seconded. Discussion ensued. The Motion carried.

8.4. Budgetary Policy, Professor Deborah Moriarty

Chairperson Moriarty reported on concerns surrounding the MSU Budgetary Policy. She said that she would like the Budgetary Policy to be front and center. The Policy of an annual 1%- to-2% departmental budget cuts has led to a consistent policy of budget centralization, which makes academic innovation and responsiveness impossible. She stated: “I, for one, refuse to serve as Department Chair under these constraints.” Professor Moriarty went on to say that she believes that this issue should be made well known to candidates for the position of President of MSU, and that she is very interested in knowing their plans to make changes to this policy.

Provost Youatt replied that the above statement is inaccurate. She said there is no University policy that 1%- to-2% comes out of a Department’s budget each year. She added that: “There is a 1% drawback that is reallocated. Every cent that is drawn back is reallocated to the Academic Mission. There is no requirement that it be department by department by department. And I’m sorry that this person feels it is so distressing that they cannot be a Chair, but whatever is happening in their college is specific to their college. It is not University policy.” Discussion ensued.

Provost Youatt stated that she will agree to address the Budgetary Policy issue as part of her remarks at the Faculty Senate meeting.

8.5. Mental Health Update, Dr. Tenille Gains, Interim Associate Director of Counseling Services

Dr. Gains reported extensively on the resources currently provided by MSU for mental health services. Discussion ensued. It was agreed that the mental health service issues be provided to the Faculty Senate as an information item.

8.6. Provost Promotion and Tenure Memo to The Steering Committee, Professor Martin Crimp, CAC Chairperson of Engineering

Dr. Crimp reported on concerns about the Provost’s memo on Promotion and Tenure at MSU. Discussion ensued.

8.7. Bylaws 3.3.1.1. and 3.3.1.2.1. Regarding CACC One-Year Term, Dr. Gary Hoppenstand

Discussion ensued regarding the University By-Laws language inconsistency about term limits of service. A Motion was made and seconded to take this issue to UCAG for review. The Motion carried. UCAG will bring back a report of their findings to the Steering Committee.

9. Draft Agenda for Faculty Senate for January 15, 2019

9.1. University Committee on Curriculum (UCC) Report, Professor Marci Mechtel, UCC Chairperson (Action Item) (Short Report, Appendix) (Long Report, click on link)

9.3. Survey by RVSM Task Force, Rebeca Campbell (Information Item)
9.4. Healing Fund, Professor Greg Swain, At-Large Member (Action Item)
9.5. Mental Health Update, Dr. Tenille Gains, Interim Associate Director of Counseling Services (Information Item)
9.6. Board of Trustees (BOT) Response to Reclaim MSU (Information Item)
9.7. High Risk Travel Process, Dr. Steve Hanson, Associate Provost and Dean, Dr. DeAndra Beck, Associate Dean for Research and Chris Daniel, Director of the office of Health Safety, International Studies and Programs (Information Item) (Appendixes)

10. Draft Agenda for University Council for January 22, 2019

10.1. University Committee on Curriculum (UCC) Report, Professor Marci Mechtel, UCC Chairperson (Information Item) (Short Report, Appendix) (Long Report, click on link)
10.2. University Council Work Session for 2018-2019, Professor John Beck, Human Resources and Labor Relations:

What should be on the list of “Asks” that we bring to our initial conversations with the new president?
What are the “Actions” we should be developing and leading that should not wait on, or be dependent upon, the arrival of the new president?
Motion to approve and seconded. **Motion carried.**

11. ADJOURNMENT
A motion was made to adjourn and was seconded. The motion carried. 4:55 pm