 Approved: March 12, 2019  
2018-2019: Meeting # 5

MICHIGAN STATE UNIVERSITY  
THE STEERING COMMITTEE APPROVED MINUTES  
FEBRUARY 12, 2019 3:15 PM  
ROOM 443, ADMINISTRATION BUILDING  

Absent: M. Kaplowitz, D. Straiton, D. Westrin  

1. CALL TO ORDER  
The meeting was called to order at 3:15pm.  

2. Approval of Agenda for February 12, 2019  
The agenda for February 12, 2019 was approved as amended moving Online Strategy to 8.3.  

3. Approval of Draft Minutes for January 8, 2019 (Appendix A)  
The minutes for January 8, 2019 were approved as distributed.  

4. President’s Remarks: Acting President Satish Udpa  
Acting President Udpa reported that, in his address to the Faculty Senate that he was going to discuss two priorities. The first priority was that MSU needs to be able to go about doing University business with a minimum of fuss, and that all the energy-grabbing attention that MSU has had now for the past two years calms down. He added that this is his highest priority. The other priority, he stated, is to make sure that some of the initiatives begun this past year do not lose momentum, that MSU continues to go after new and interesting things, because otherwise, five years from now, the University will see the effects of a slow-down.  

5. Provost’s Remarks: Dr. June Youatt  
Provost Youatt reported that she appreciated the quick action on the Proposal for AAAS (the Department of African and African-American Studies), and then allowing the Proposal to be presented to the Faculty Senate. She said this new Department has been a long time in the the coming, and she thanked everyone for being flexible. She said a number of committees reviewed the Proposal and expressed strong support, so she did not feel uncomfortable asking quick action on its approval. She concluded her remarks by thanking everyone for their positive response.  

6. Chairperson’s Remarks: Professor Deborah Moriarty  
6.a. University Council Working Session  
Professor Moriarty reported that the John Beck session "Asks and Actions" were sent to the Board of Trustees and to the Presidential Search Committee; they were sent to each
individual member of the Search Committee. She also said that Dianne Byrum will be attending the Faculty Senate meeting next week, noting that she was the only one of the Board of Trustees who would be able to attend, but that she will be able to answer questions regarding the Presidential Search and the Board of Trustees.

Professor Moriarty stated that she wanted to thank Dr. Greg Swain, who has been very good at writing notes for when the At-Large Members of the Steering Committee meets with the Board of Trustees or the Faculty Liaison group, and compiling those notes with issues regarding the Faculty Senate and the University Council. She said that the notes will be sent to this Committee, and to our colleges. She added that very good feedback was received from the colleges that had been sent the notes. She also thanked Sherry and Gary for getting out the email votes so quickly, that it was within, literally, 20 minutes, and she wanted to thank the Steering Committee for being so prompt with their response; the response was assembled before the end of the day, and were able to be sent to the Faculty Senate for their review.

Professor Moriarty reported that the process, timeliness, and appropriateness of sending out email votes needs to be addressed at the next Steering Committee meeting. She noted that one of the complaints that many people have about Academic Governance is that actions take so long to happen, that even though there is power in process, sometimes the amount of time it takes for things to happen is not necessarily beneficial for certain types of important issues.

Professor Moriarty said that the other item that should be discussed in the future is the Faculty Senate listserv: who can use it and whether or not it should be operated the way it currently stands at this point. Right now, she added, she could could send anything to the Faculty Senate that she wants to by simply erasing the content and changing the subject line. She asked: “Do we want to have the Faculty Senate to be able to do the same thing, or do we think that we would rather not do that?”

7. Committee Reports

University Committee for Curriculum (UCC) – Marci Mechtel

Marci Mechtel stated that the University Committee for Curriculum met at the end of January, and approved the following programs: she said that four new Programs were approved, highlighted by the Accounting Analytics Graduate Certificate, effective Summer Semester of 2019; the Agriculture, Food, and Natural Resources Education Master of Arts Degree, effective Fall Semester of 2019; the Film Studies Graduate Certificate, effective Fall Semester of 2019; and the Race and Ethnicity in the United States Minor, effective Fall Semester of 2019. She added that there were eighteen program changes, and no program deletions. Regarding courses, she said that the UCC processed forty-one new courses, ninety-nine course changes, and five course deletions. She concluded her report by stating that there were no moratoriums or discontinuations.

ASMSU – Katherine Rifiotis

Katherine Rifiotis stated that ASMSU’s last general assembly meeting was canceled due to the cold temperatures, but the meeting was subsequently moved to Friday evening, and that all eleven bills were addressed during a two-and-a half-hour period. Katherine said that ASMSU will allocate $1,000 to supply free vessel products in the restrooms across Campus. ASMSU hopes to collaborate with other groups on Campus to help serve the students in other ways, as well. In addition, Katherine reported that ASMSU passed a bill to advocate the extension of
library hours on the weekends for students to be more encouraged to study Friday and Saturday evenings.

University Committee on Academic Governance (UCAG) – Amanda Tickner
Amanda Tickner reported that the proposed Bylaws revisions are going to be on the next meeting's agenda, because an upcoming meeting on Thursday is going to be devoted to providing committee nominees for the Provost. She said that UCAG has received feedback from UCGS and UCUE regarding the Bylaws revisions, and that UCAG is still waiting on feedback from other committees.

University Committee on Undergraduate Education (UCUE) – Richard Bellon
Richard Bellon reported that UCUE has meet three times since the last Steering Committee meeting. He said UCUE has unanimously endorsed several curricular requests at those meetings, as well as reviewing the proposed Bylaws revisions as they impact UCUE, offering recommendations. He also stated that UCUE heard from Interim Associate Provost Mark Largent, who discussed the proposed changes to the drop/add period, including the challenges that flat-rate tuition is going to have with the management of the course dropping and adding practice.

University Committee on Graduate Studies (UCGS) – Gwen Wittenbaum
Gwen Wittenbaum reported that UCGS has met twice since the last Steering Committee meeting. She said that UCGS has endorsed the AAAS Proposal to establish new programs, and sent that endorsement to the Provost. She added that Professor Moriarty visited and talked about potentially reviving the conversation about the MSU Academic Calendar year. She stated that UCGS had a visit from Dr. Laura Dilley regarding the UCAG Bylaws revisions, and sent feedback to UCAG. Dr. Wittenbaum noted that UCGS has subcommittees working on a couple different issues, such as the review of the Research Integrity Officer potentially conducting a three-year review, while also looking at comparisons with other positions, such as the Faculty Grievance Officer and the Ombudsperson, to develop a similar review policy that mirrors those reviews. She stated that UCGS’s Curriculum Subcommittee is working on a long list of Graduate Certificates and Specializations, organizing and cataloguing all the different Specializations and Certificates, which can then be posted on the Graduate School website, so people can easily search them, and identify which grants or Specializations are available.

University Committee on Faculty Tenure (UCFT) – Len Fleck
Len Fleck reported that UCFT will be conducting its meeting tomorrow, but had an email discussion about the proposed changes in the Bylaws, focusing in particular on the question of whether or not there ought to be a University Committee on Faculty Tenure. He also said that the other item under discussion at UCUE is the response to the Board of Trustee’s Policy from June of 2018, regarding Dismissal of Tenured Faculty for Cause. He added that UCUE is waiting for a response from Theresa Kelly, who was going to provide UCUE with language and an opinion on one aspect of that Policy where of a legal opinion was needed.

University Committee on Faculty Affairs (UCFA) – Mark Waddell
Mark Waddell reported that the University Committee on Faculty Affairs had a visit from Tyler Silvestri, from UCAG, to talk about some changes to Academic Governance Bylaws changes, which he said was very helpful. He added that UCFA was also discussing proposed changes to the Consensual Amorous Relationships Policy at MSU.

University Committee on Student Affairs (UCFA) – Donte Booker for Katherine Rifiotis

Dante Booker reported (in place of Katherine Rifiotis), about the meeting with Dr. Wolfgang Bauer, about the “Academy Usage Update.” It was also reported that there has been a slew of petitions about bus line 33 that runs through the north neighborhood to run longer, to extend to 10:30, instead of 7:00. There is a petition to get it to run until 2:00 a.m. In addition, it was discussed that Dr. Bauer said that there is a Task Force, consisting of the police force and students, as well as some other providers, to see how to get the students to work, which will involve some changes in policy. It was also noted that Dean Phillip Strong discussed the update with the Dean of Students, talking about, since January 2nd, how he has been building that Department. He spoke about some of the partnerships he has made, including one with the R.E.H.S. and how they have been working with them in the dorms about effective conflict resolution, and making sure that time to resolution is efficient for students.

COGS – Ben Burke [Nothing reported on transcript]

8. NEW BUSINESS

8.1. MSU Website Issues, Heather Swain, Vice President for Communications and Brand Strategy

Heather Swain reported on the concerns that faculty have on the current MSU website design, including how it was constructed and how it operates. Dr. Hoppenstand expressed his concern that some have found it difficult to access the Academic Governance website on the new website design. Discussion ensued. It was suggested that requests and comments regarding improvements should be sent to Heather Swain.

8.2. IT Update, Rob McCurdy, Associate Vice President and Chief Information Officer, Letter from Education, Dr. Laura Torterelli, Elementary Literacy and Department of Teacher Education

Rob McCurdy introduced Dawn Baker. It was reported that MSU does not have any undergraduate online programs, because it does not make sense with so many other online program options at other institutions. The background of MSU’s online course offerings was discussed, including the challenges encountered with the online marketplace. It was stated that MSU should leverage the strengths that MSU already possesses with its online offerings. Discussion ensued.

Provost Youatt reported that MSU does not have any undergraduate online programs. She said that the decision was made a long time ago that the market was already crowded. The Deans have not even commented on this item yet. Discussion ensued.

Rob McCurdy reported that his office exists to enable the research, education, and outreach missions of the University. He said his office is not an IT company, that they instead support the University. He discussed the efforts to improve MSU’s IT services, including where best to focus their efforts. In addition, he reported on the operations of computer workstations at MSU, the computing services available to faculty, staff,
and students, the financial elements of various operations, as well as EBS and the issues that it presents to the University.

A motion was made to put this on the UC agenda as an information item and was seconded. **The motion carried.**

8.3. **MSU Online Strategy, Letter from Education, Dr. Laura Torterelli, Elementary Literacy and Department of Teacher Education**

Provost Youatt reported that MSU does not have any undergraduate online programs. She said that the decision was made a long time ago that the market was already crowded. The Deans have not even commented on this item yet. Discussion ensued.

A motion was made and seconded to send this issue to UCFA and UCGS, for their consideration of the quality of MSU’s online course content, when it is time. **The motion carried.**

8.4. **Revised Emeritus Policy Changes Request, Professor Mark Waddell, University Committee on Faculty Affairs (UCFA) Chairperson**

Professor Waddell reported that Provost Youatt has proposed changes to the Emeritus Policy. He said that these changes were motivated by several issues, including the Emeritus status being granted to the faculty member if they are in “good standing,” and that the Emeritus status can be revoked by the President or Provost (in consultation with UCFA) if an individual’s behavior is inconsistent with behavior expected of MSU faculty. Discussion ensued.

A motion was made to send this to the University Council as an action item and was seconded. **The motion carried.**

8.5. **University Committee for the Library (UCL) Bylaw Change Request, Sara Long, UCL Chairperson**

Sara Long reported that the University Committee for the Library is in the process of revising their Bylaws. Included in this revision is the need language that addresses dispute resolution, as well as other issues. Discussion ensued.

A motion was made to move this issue to UCAG for review and was seconded. **The motion carried.**

Sarah Long will be invited to present at UCAG, following a review by UCAG, the issue will return to the Steering Committee for processing its approval.

8.6. **Teladoc Utilization, Renee Rivard, Executive Management Director and Director for HR Benefits**

Renee Rivard reported on a benefit that her office started offering back in October regarding MSU’s Telemedicine Services, and the assistances it offers. Discussion ensued.

A motion was made and seconded to place this report on the Faculty Senate agenda. **The motion carried.**
8.7. **Budget Update, Dave Byelich, Assistant Vice President and Director for Planning and Budgets**

Dave Byelich presented a report on MSU’s budget. His presentation offered details about various significant aspects of MSU’s operating budget.

A motion was made and seconded for Dave Byelich to take his Report to the Faculty Senate as an information item. **The motion carried.**

9. **Draft Agenda for Faculty Senate for February 19, 2019**

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

9.2. 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)

9.3. Teladoc Utilization, Renee Rivard, Executive Management Director and Director for HR Benefits (Information Item) (Appendix)

9.4. Budget Update, Dave Byelich, Assistant Vice President and Director for Planning and Budgets (Information Item)

9.5. At-Large Slate of Nominees, for Approval, Amanda Tickner, University Committee on Academic Governance (UCAG) (Action Item) (Appendix) **The motion carried.**

9.6. Athletic Council Slate of Nominees, for Approval, Professor Amanda Tickner University Committee on Academic Governance (UCAG) (may have to be moved to March meeting) (Action Item) (Appendix)

9.7. Invitation for the Board of Trustees to Attend Faculty Senate – Pending Confirmation from Trustees – Confirmed for Trustees Byrum and TeBay to attend, arriving at 4:30 (Information Item)

A motion to approve the Faculty Senate agenda for February 19, 2019 was made and seconded. **The motion carried.**

10. **Draft Agenda for University Council for February 26, 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. Revised Emeritus Policy Changes Request, Professor Mark Waddell, University Committee on Faculty Affairs (UCFA) Chairperson (Appendixes)

10.3. IT update, Rob McCurdy, Associate Vice President and Chief Information Officer (Information Item) (Appendixes)

10.4. Faculty Senate Work Session with John Beck, Results of Asks/Actions, Chairperson Deborah Moriarty (Information Item) (Appendixes)

A motion to approve the agenda for University Council, for February 26, 2019 was made and seconded. **The motion carried.**

11. ADJOURNMENT
A motion to adjourn was made and seconded. The motion carried. 5:08 p.m.