1. CALL TO ORDER
   3:15 PM

2. Approval of Agenda for October 4, 2016

   The Steering Committee amended the agenda to add the Search and Rating Procedures for the Position of Associate Provost for Graduate Education and Dean of the Graduate School Fall, 2015.

   The Steering Committee also amended the agenda to move Dr. Elizabeth Simmons presentation to New Business.

   The agenda was approved as amended.

3. Approval of Draft Minutes for September 6, 2016

   The draft minutes for September 6, 2016 was approved, as amended.

4. President’s Remarks: Dr. Lou Anna K. Simon

   President Simon stated that MSU needs to recognize national ranking and ratings. President Simon stated that we need to think about what we can do to improve our national rankings in the future. She noted that MSU has one of the largest business programs in the top 25 universities, and she added that if each department at MSU could improve moderately their number of citations, then the University as a whole would do very well. President Simon added that we should think of moving alumni participation forward. President Simon clarified a question from a Steering Committee member about the use of citations in research rankings, saying that citations need to be purposeful and significant.

5. Provost’s Remarks: Dr. June Youatt

   1) Provost Youatt stated that university rankings are more focused now on teaching. What is unique about this change in ranking methods is the increased look at teaching institutions. Regarding the national ranking of student engagement, Provost Youatt stated that MSU is the top large public institution in the country.
2) Provost Youatt asked governance leaders to put the afternoon of October 28th on their calendars for the first University-wide investiture of named chairs and professorships. She added that invitations would be forthcoming. Providing background to the investiture event, Provost Youatt noted that MSU was once at the bottom of the Big Ten in named chairs and professorships. She added that our goal was to raise an additional 100 positions, and that MSU had added nearly 60 positions in 18 months.

6. **Chairperson’s Remarks:** Professor Deborah Moriarty

Professor Moriarty passed out a flyer about an upcoming concert on Shostakovich. The concert will be held on Monday, October 17, at the Fairchild Theatre, MSU Auditorium.

We have received one volunteer for the Relationship Violence and Sexual Misconduct Policy (RVSM) Training and Review Committee, Professor Janice Schwartz, from Osteopathic Medicine and member of Faculty Senate and University Council. Laura McCabe, Osteopathic Medicine and Vice Chairperson of the Steering Committee and Professor Phylis Floyd, Arts and Letters and Chairperson for the University Committee on Faculty Affairs (UCFA) volunteered as well so this Committee is set.

We still need three volunteers for the Policy Review Committee.

Dr. Gary Hoppenstand reported on the Big Ten Academic Alliance Leadership Conference, held at the MSU campus on Wednesday, September 28th, Thursday, September 29th, and Friday, September 30th. Dr. Hoppenstand stated that the Big Ten Academic Alliance meets once a year, with each meeting rotating between the Big Ten institutions. He noted that it was the first time in a decade that all Big Ten institutions attended. Dr. Curry, Associate Provost and Associate Vice President for Academic Human Resources, provided the welcoming remarks at the Thursday, September 29th meeting. In addition, two MSU Board of Trustee members, the Honorable Dianne Byrum and the Honorable Melanie Foster, gave presentations on September 29th about communication premises and pitfalls for university leadership and faculty. Deputy General Counsel, Kristine Zayko, also gave a presentation the same day on the role of academic governance in developing institutional responses to a difficult campus climate regarding relationship violence. The Director of Library Initiatives, Kim Armstrong, offered a presentation on background and future of the Big Ten Academic Alliance, and Professor John Beck, from the School of Human Resources and Labor Relations, conducted a breakout session dealing with faculty engagement in governance. On Friday, September 30th, the topic of discussion moved from academic issues to athletic issues. Professor Martin Crimp provided a talk on COIA (the Coalition on Intercollegiate Athletics), and how it is involved with the Big Academic Alliance. The day’s meeting concluded with a presentation by James Pignataro, the Executive Associate Athletics Director for Student Services, and Jennifer Smith, the Senior Associate Athletics Director for Compliance at MSU, on student-athlete academic integrity and the NCAA. Formal receptions were held at the Cowles House on Wednesday evening and at the Broad Art Museum on Thursday evening. Both President Simon and Provost Youatt addressed the Big Ten Academic Alliance members at the Broad Art Museum event. The next annual meeting will be held at Penn State the following fall. Dr. Hoppenstand thanked Dr. Curry, Professor Moriarty, and Professor John Powell for their support in making this meeting a success.

7. **Committee Reports**
UCUE – The University Committee on Undergraduate Education met twice and considered and endorsed one new major, and considered five new minors, tabling two of the minors for a later date. The committee also considered two changes in grade requirements.

UCC – The University Committee on Curriculum approved one new program, twenty-eight new courses, and 72 changes in courses. We are not listing courses that are not automatically deleted.

UCFA – The University Committee on Faculty Affairs met and discussed the Patent Policy and proposed revisions and questions. It is currently in review.

UCFT – The University Committee on Faculty Tenure discussed one extension request and the extension policy language in the Faculty Handbook on the promotion and tenure clock. Updates will be provided.

UCGS – The University Committee for Graduate Studies approved nine changes to graduates and saw one moratorium in the Business College. There will be a discussion with the Dean of the Graduate School about how to compose that committee.

UCSA – Jason Porter – The University Committee on Student Affairs met and after elections just brainstormed ideas dealing with the concerns of Relationship Violence and Sexual Misconduct (RVSM), along with improving diversity and inclusion at the University. They also reviewed issues regarding Student Rights and Responsibilities in the Spartan Life Handbook.

UCAG – The University Committee on Academic Governance met to discuss the selection of the Committee Chair, and also identified the undergoing college bylaw reviews.

COGS – The Council of Graduate Students is reviewing how the issue of student health should be addressed. A consultant is working with a team of people, along with Dr. Karen Klomparens, reviewing the best practices for how MSU can move forward with student health issues.

ASMSU – The Associated Students of Michigan State University are discussing student behavioral health and sexual assault concerns, and they have a series of events talking about prevention and awareness. ASMSU is also involved in student voter registration for the Presidential election.

8. NEW BUSINESS

8.1. Prescription Drugs Report, Joe Galardi, Human Resources Manager and Chris Hanna, Director of Human Resources Administrative Services

A review was offered on what was presented to the Faculty Health Care Committee several weeks ago.

8.2. Academic Advancement Network, Elizabeth Simmons, Dean of Lyman Briggs College and Associate Provost for Faculty and Academic Staff Development at MSU

Dr. Terry Curry and Dr. Elizabeth Simmons are working very closely together to think
of the future of the Academic Advance Network, stating that the Network will evolve over time. Issues regarding the improvement of diversity and inclusion are an important part of this discussion.

8.3. Inclusion of Academic Specialists in Academic Governance, David Gilstrap, Senior Specialist

Dr. Gilstrap noted that their committee is comprised of 14 representatives, and that they meet monthly. Because the governance role of Academic Specialists at MSU is a bylaw issue, the discussion was referred to the University Committee on Academic Governance (UCAG). A motion to send this issue to UCAG for discussion was made, and seconded. **The motion carried.**

8.4. Update on the Campus Master Plan, Dr. Gary Hoppenstand, Secretary for Academic Governance

Dr. Hoppenstand briefly explained the plan in lieu of Steve Troost, Campus Planner, Campus Planning and Administration. The Campus Master Plan is a set of recommendations that will go to the Board of Trustees as a set of recommendations.

8.5. Search and Rating Procedures for the Position of Associate Provost for Graduate Education and Dean of Graduate School, Fall, 2016, Dr. Terry Curry, Associate Provost and Associate Vice President for Academic Human Resources

Dr. Curry outlined the procedure for the selection of the new Associate Provost for Graduate Education and Dean of the Graduate School. Dr. Curry also discussed the composition of the search committee.

8.6. Combining Outreach and Engagement Measurement Instrument (OEMI) with Online Evaluation Process, Preliminary Discussion, Chairperson Deborah Moriarty

There is a new online evaluation process being trialed out in various colleges, so people will have only one form to use to keep current with their updated credentials. David Byelich, the Assistant Vice President/Director of the MSU Office of Planning and Budgets, and Dr. Terry Curry will bring their results of this trial back to the Steering Committee for discussion.

8.7. Faculty Senate Survey Distribution to Members, Chairperson Deborah Moriarty

Professor Moriarty reported that the results of the Faculty Survey were put into three categories. She asked that members look at what fit into the categories and rank them. Professor Moriarty would like to add parking concerns regarding Friday night football games on the next Steering Committee agenda.

9. Draft Agenda for Faculty Senate for October 11, 2016

9.1. Prescription Drugs Report, Joe Galardi, HR Manager and Chris Hanna, Director of HR Administrative Services (Information Item)
9.2. Update on the Campus Master Plan, Steve Troost, Strategic Infrastructure Planning and Facilities, Campus Planner (Information Item)

9.3. University Committee on Curriculum (UCC) Report, Professor Jerry Urquhart, UCC Chairperson (Action Item)

9.4. Dr. Elizabeth Simmons, Dean of Lyman Briggs College and Associate Provost for Faculty and Academic Staff Development at MSU (Information Item)

The draft agenda was moved, and seconded. The motion carried.

10. Draft Agenda for University Council for October 18, 2016

10.1. University Committee on Curriculum (UCC) Report, Professor Jerry Urquhart, UCC Chairperson (Information Item)

A motion to cancel the University Council meeting was made, and seconded. The motion carried.

11. ADJOURNMENT

5:06pm