MICHIGAN STATE UNIVERSITY
THE STEERING COMMITTEE APPROVED MINUTES
MARCH 14, 2017 3:15 PM
ADMINISTRATION BUILDING, BOARD ROOM


Absent: President Simon, Provost Youatt, R. Fernandez, D. Jordan

1. CALL TO ORDER

The meeting was called to order at 3:14pm.

2. Approval of Agenda for March 14, 2017

The agenda for March 14, 2017 was approved as amended adding COIA.

3. Approval of Draft Minutes for February 14, 2017

The draft minutes for February 14, 2017 were approved as distributed.

4. President’s Remarks: Dr. Lou Anna K. Simon – out of town

President Simon is attending the Empower Campaign Event in California.

5. Provost’s Remarks: Dr. June Youatt – out of town

Provost Youatt is attending the Empower Campaign Event in California.

Terry Curry reported that the President and Provost are at the Empower Campaign Event in California.

Dr. Curry reported that the search for the Graduate School Dean has begun. He asked the Steering Committee members to nominate, or encourage, individuals to apply for the position by the end of this month, March 31st.

Dr. Curry added that the Graduate School Dean Search Committee will be meeting shortly to do screenings, and that there will be an opportunity for public presentations by the candidates, so the faculty, broadly speaking, will have an opportunity to have input into the process.

6. Chairperson’s Remark: Professor Deborah Moriarty

None.

7. Committee Reports
UCAG – Professor Gayle Lourens

Professor Lourens reported that the University Committee on Academic Governance spent the majority of January and February working on the MSU Academic Governance election ballot, and that the ballot is now complete as of the February meeting.

Professor Lourens added that UCAG has nearly completed with all of its college by-law reviews. In addition, she said that UCAG will be bringing to the Steering Committee some recommendations for By-Law changes at the University level.

UCUE – Professor Richard Miksicek

Professor Miksicek noted that there was little to report. He stated that UCUE has implemented a few moratoria. Additionally, he reported that there has been a new request for a “three-plus-three program combination,” between the College of Communication Arts and Sciences and the College of Arts and Letters, which leads into a Law degree where students may apply the credits for their College of Arts and Letters undergraduate major (at least the first year of coursework) in the Law Program towards the undergraduate degree, in order to complete the major.

UCFA – Professor Phylis Floyd

Professor Floyd stated that the Patent Policy revision, which began in the Fall Semester of 2016, had been completed by the University Committee on Faculty Affairs. She added that, in a sub-committee of UCFA, there was lengthy discussion of a mediation policy that was passed and is moving forward.

Professor Floyd also noted that on the initiatives from the faculty survey completed in Fall Semester 2016, there were several items that are being addressed in UCFA through the Budget Sub-Committee, including salary recommendations.

Professor Floyd said that UCFA is reviewing possible biases in the use of SIRS forms, and how they might be used as “tools” in faculty evaluation and promotion. In addition, she said that the Faculty Grievance Officer (FGO) survey and review is underway for the year.

Professor Floyd added that several years ago the Budget Sub-Committee of UCFA reviewed, at the request of faculty, a recommendation that the University pay into retirement accounts for those faculty members who were either an annual year salary for research, or for summer teaching. She said that the recommendation on the part of UCFA and the Budget Sub-Committee was that peer institutions did indeed pay into retirement accounts for summer work, and that to be on par with MSU’s peers that UCFA’s recommendation should be pursued. She concluded her remarks by saying that UCFA’s recommendation is being evaluated at the administrative level in terms of budget.

UCFT – Michael Dease

Professor Dease had no updates to report from the University Committee on Faculty Tenure (UCFT) at this time.

UCGS – Professor Chris Hogan

Professor Hogan stated that the University Committee on Graduate Studies held their meeting yesterday, and six minor program changes. In addition, he noted that UCGS worked
on its annual recommendation on RA / TE compensation adjustments, voting to move forward with their recommendation.

In addition, Professor Hogan stated that UCGS voted on changes to catalog language for the sharing of credits across graduate certificate programs and doctoral programs. He also said that UCGS had a discussion on the responsible conduct of research training with Dr. Judith Stoddard as well.

**UCSA – Alexandria Kuhl**

Alexandria Kuhl stated that at the University Committee on Student Affairs’ (UCSA’s) last meeting there were no action items. She said that several guests spoke to the group about the handicapped accessibility issue on campus.

Alexandria Kuhl also noted that UCSA has been reviewing the “Student Rights and Responsibility” policy, working through getting feedback from MSU students.

**ASMSU – Lorenzo Santavicca – ASMSU President**

Lorenzo Santavicca stated that it is the Associated Students of Michigan State University’s (ASMSU’s) “big campaign season.” He said that the "It's on Us" week will commence shortly, partnering with MSU, regarding the annual awareness and prevention efforts regarding sexual assault. He also stated that “Mental Health Awareness Week” will follow “It’s On Us” week. This event partners with the MSU Counseling Center. He stated that every student on campus should know about this event, adding that both COGS and ASMSU sent out mass emails, so that there is little chance that MSU students should not know about mental health integration on campus.

Lorenzo Santavicca noted that ASMSU is initiating a “Safe Ride Program,” an idea that has been developed over the past six years. This program will be “piloted” at the end of the month. He concluded his report by saying that ASMSU was recognized as the national “Student Government of the Year”.

**COGS – Dee Jordan – COGS President**

Alexandria Kuhl reported that the Council of Graduate Students voted to support the effort to rename a building on campus after Cesar Chavez.

**UCC – Professor Jerry Urquhart**

Professor Urquhart reported that three new programs have been approved, including a Minor in Insurance Risk and Management, a Minor in Advertising Analytics, and a Bachelor of Science degree in Advertising Management. He added that, in addition, 21 program changes were approved, as well as zero program deletions.

Professor Urquhart stated that 31 new courses were approved, that 64 courses were changed, and that there was one course deletion.

8. **NEW BUSINESS**

8.1. **Agile Recruiting and Onboarding (ARO) Project Update, Renee Rivard, Director, Human Resources Benefits**

Renee Rivard presented the ARO Project update which will also be presented at the Faculty Senate meeting on March 21, 2017. She stated that when MSU first started
looking at implementing a new applicant tracking system, we thought it was important to have a mission statement so that we could stay “on track.” The following mission statement was developed: "Support and advance MSU student success and faculty research through efficient and effective recruitment and hiring process."

Renee Rivard stated that MSU developed goals and objectives in order to assess its hiring processes and accommodate change when needed. She said that MSU wanted to implement “Page Up,” which is the applicant tracking software that MSU purchased. She added that MSU wanted to automate the candidate evaluation and selection process. MSU also wanted to address the time that it takes to fill a position, both on the faculty / academic side, as well as the support staff side. She said that MSU wanted a system that would deliver more robust functionality. Renee Rivard noted that MSU has “a very antiquated system” at this point, and that MSU wants to improve the processes.

Renee Rivard reported that MSU asked its Human Resources Exchange Group to help identify changes that we could incorporate into ARO. One of these changes include centrally-funding advertising, otherwise known as "sourcing" in the new Page Up system. She also discussed onboarding features, including the onboarding portal, which ensures that new hires are engaged well before their first day on the job, providing a number of important features. She asked to please provide feedback to her office, and encouraged individuals that are within the various units that are responsible for the hiring process to come to the training sessions.

Renee Rivard concluded her presentation by stating that her office has a website which is located on the MSU Human Resources home page. The link is located on the left-hand side, HR home page, and it is called "ARO." She noted that there is a wealth of information on the website.

8.2. **Responsible Conduct of Research Requirements for Graduate Students, Judith Stoddart, Interim Associate Provost and Dean of the Graduate School**

Dr. Judith Stoddart presented the Responsible Conduct of Research Requirements for Graduate Students at MSU, demonstrating where these materials can be located on the MSU website. Dr. Stoddart reported that MSU has an increasing volume of academic dishonesty cases coming to the Graduate School, stating that all of those reports go directly to the Dean of the Graduate School. The Dean of the Graduate School, she added, is then required to provide education for each student for whom there is a report. Dr. Stoddart then discussed the various significant features of the Responsible Conduct of Research Requirements for Graduate Students, answering various questions from Steering Committee members about specific features of her report.

8.3. **COIA – Professor Martin Crimp**

Professor Crimp reported on the Coalition of Intercollegiate Athletics (COIA) and the various responses from members to recent by-law changes in that organization. He stated that there were a number of serious concerns from MSU and other peer institutions about these changes, and that if the Steering Committee and Faculty Senate votes to withdraw from COIA, that he would support that decision. It was decided to
wait a month to see what the other Big Ten Universities will do before moving forward on the decision to withdraw from COIA.

9. Comments from the floor

Lorenzo Santavicca asked about the email from Faculty regarding sexual abuse concerns at MSU. Professor Moriarty reported questions were sent to John Kerr.

10. Draft Agenda for Faculty Senate for March 21, 2017

10.1. Mediation Policy, Professor Bill Donohue, Faculty Grievance Officer (Information Item) (Appendix)

10.2. Committee Annual Reports

10.3. University Committee on Curriculum Report (Action Item) (Appendix)

A motion was made to approve the agenda. The motion carried.


11.1. Agile Recruiting and Onboarding (ARO) Project Update, Renee Rivard, Director, Human Resources Benefits (Information Item) (Appendix)

11.2. Responsible Conduct of Research Requirements for Graduate Students, Judith Stoddart, Interim Associate Provost and Dean of the Graduate School (Information Item) (Appendix)

11.3. University Committee on Curriculum Report (Information Item) (Appendix)

A motion was made to approve the agenda. The motion carried.

12. ADJOURNMENT

A motion to adjourn was made. The motion carried. 4:46 pm.