

Approved: November 7, 2017

2017-2018: Meeting # 3

**MICHIGAN STATE UNIVERSITY
THE STEERING COMMITTEE APPROVED AGENDA
NOVEMBER 7, 2017 3:15 PM
ADMINISTRATION BUILDING, BOARD ROOM**

1. CALL TO ORDER

2. Approval of Agenda for November 7, 2017

3. Approval of Draft Minutes for October 3, 2017 (Appendix A)

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

5. Provost's Remarks: Dr. June Youatt

6. Chairperson's Remarks: Dr. Laura McCabe

7. Committee Reports

8. NEW BUSINESS

8.1. Behavioral Threat Assessment Team Report, Amy Ray, Detective, Investigative Division, MSU Police Department

8.2. Big Ten Alliance Academic Governance Meeting Report, Dr. Laura McCabe

8.3. Mental Health And Support at MSU, Dr. Laura McCabe

8.4. General Student Regulation, Lorenzo Santavicca, ASMSU President (Appendix B)

9. Draft Agenda for Faculty Senate for November 14, 2017

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

9.2. Big Ten Alliance Academic Governance Meeting Report, Dr. Laura McCabe (Information Item)

9.3. Mental Health and Support at MSU Panel Discussion (Information Item)
Panel Members to be announced

10. Draft Agenda for University Council for November 28, 2017

10.1. University Committee on Curriculum (UCC) Report, Professor Marci Mechtel, UCC Chairperson (Information Item) (Appendix Short Report) (Long Report, click on Link)

10.2. Possible Future Plans to Address Course Scheduling Issues, Professor R. Sekhar Chivukula, Associate Provost for Undergraduate Education and Dean of Undergraduate Studies, (Information Item) (Appendixes)

- 10.3. Behavioral Threat Assessment Team Report, Amy Ray, Investigative Division, MSU Police Department (Information Item)
- 10.4. General Student Regulation, Lorenzo Santavicca, ASMSU President (Action Item)(Appendix)

11. ADJOURNMENT

Approved:

2017-2018: Meeting # 2

**MICHIGAN STATE UNIVERSITY
THE STEERING COMMITTEE DRAFT MINUTES
OCTOBER 3, 2017 3:15 PM
ADMINISTRATION BUILDING, BOARD ROOM**

Present: President Simon, Provost Youatt, E. Appiagyei-Dankah, L. Fleck (for M. Dease), A. Fuente, J. Francis (for C. Hogan), G. Hoppenstand, R. LaDuca, L. Luna-Gagnon, L. McCabe, M. Mechtel, R. Miksicek, M. Crimp (for D. Moriarty), L. Santavicca, G. Swain, T. Tomlinson, E. Watts, Others: T. Curry, S. Lott

Absent: G. Lourens

1. CALL TO ORDER

The meeting was called to order at 3:16 pm.

2. Approval of Agenda for October 3, 2017

The **agenda for October 3, 2017** was **approved** as presented.

3. Approval of Draft Minutes for September 5, 2017

The **minutes for September 5, 2017** were **approved** as distributed.

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

President Simon reported that the Grand Rapids facility is a success from the perspective of the College of Human Medicine. Having a building to put people in with their labs is an accomplishment.

President Simon says that she needs to examine pushing the high performance computing center, and space for academics in the new Data Center. She notes that MSU has taken an approach that will put all of the computational science faculty medical science faculty together in order to develop new research and approaches to education.

President Simon also discussed the development of digital space that encompasses business analytics in business, and a rethinking of the MBA Program to be more attuned to people working in a highly digital, "Amazon world." She notes that the College of Communication Arts and Sciences is working on developing a broad array of people (not just the gamers) who think and act in a digital frame.

President Simon states that MSU has to be able to position itself for the future, so instead of looking at the pieces of the University, she says that the University as a whole must be scrutinized through the work of the Provost, the Vice Presidents, and the Colleges.

President Simon reports that, regarding the public policy front, the Sexual Assault guidelines were issued. She adds that there is now a "cottage industry" explaining what the guidelines mean.

President Simon concluded her remarks by saying that the Amazon bid is now dominating a great deal of time, and MSU has put together a team that will try to be helpful. She notes that there is a “war room” of people in Detroit who are trying to develop a proposal. She says that MSU has reached out to a number of Colleges that are clearly part of the talent initiative, as well as volunteering people with project management skills to augment the proposal writing. She states that the Amazon bid is the largest competition currently occurring, and that winning the bid would be an extraordinary transformation for Michigan (and would add another boost of energy to Detroit).

5. Provost’s Remarks: Dr. June Youatt

Provost Youatt reported that the Hub for Innovation and Technology will have an “open house” on October 20th. She also stated that the Ombudsman office (which was the first to be established in the country) is celebrating its 50th birthday. In addition, the Honors College will be celebrating its 60th birthday, as well as a “birthday shower” for the new parking lot solar array. It was also noted that James Madison College will be celebrating its 50th anniversary.

Discussing the role of the College Deans, Provost Youatt said that the current generation of Deans are working across college lines in a cooperative fashion, while they also serve as strong advocates for their college and strong leaders.

Provost Youatt noted that she and Dr. Terry Curry are discussing ways to improve the flow of information regarding new hires at MSU. She stated that the list of new hires reveals an impressive group of people.

6. Chairperson’s Remark: Dr. Laura McCabe

Dr. Laura McCabe reported on the Faculty Senate’s survey. She noted that several schools want to relax the requirements for RCR (Responsible Conduct for Research) training for professional programs, where there is no research component, and that the idea of requiring 11 or more hours of the RCR training in a 30 hour professional program seems excessive.

A motion was made to send this issue to UCGS and it was first and seconded. **The motion carried.**

Dr. McCabe also discussed how the IRB (Institutional Review Board) is considering adopting proposed revisions for human studies, where the requirements for Social Science research are not good and are excessively restrictive. Because there is a law in place, at this time, not much can be done to solve the concerns.

7. Committee Reports

University Committee on Undergraduate Education (UCUE) – Professor Richard Miksicek reported that UCUE has held two meetings so far this semester. He states that UCUE has approved the new name and new requirements for the Medical Laboratory Science Program. In addition, a moratorium has been placed on the Clinical Laboratory Sciences. Another moratorium was placed on Computational Chemistry, which has been in moratorium for two cycles.

At the September 14th UCUE meeting, he states that there were no Action Items, but that UCUE has had several invited speakers to address the Committee. Jim Lucas, Assistant Dean for Global Education and Curriculum, spoke to the Committee, reporting about the

Undergraduate Learning Goals and Global Competencies. Ryan Yang, Assistant Director for Information Technology, also reported to the Committee on parameters for a system for student evaluation of teaching, which opened up a broader discussion about the changes that the University might make in student evaluation of teaching.

Sent after the meeting: DRAFT UCUE Recommendation to The Steering Committee regarding the use of SIRS forms for Student Evaluation of Teaching:

In accordance with MSU policy that “every teaching unit shall provide one or more common student rating instruments”, UCUE recommends that an ad hoc committee be formed to review and evaluate the continued use of SIRS forms as the default instrument for collecting student opinions on courses and teaching, with a view towards:

- pursuing best practices in collecting and reporting course and teaching survey responses from students
- improving the validity of survey data, and reducing intrinsic biases
- determining an appropriate platform for student course and teaching surveys, including potential use of outside vendors
- incorporating formative mid-semester student feedback, in addition to summative end-of semester course and teaching evaluations
- assuring appropriate use of survey data in determinations of faculty performance, merit raises, retention, promotion and tenure, or other personnel actions
- recommending alternative methods for evaluation of teaching quality, as warranted

The UCUE will nominate up to two representatives to serve on the ad hoc committee, and recommends inclusion of other key stakeholders such as representatives from ASMSU, COGS, UCSA, and resource representatives from MSU IT Services and the Academic Advancement Network.

University Committee on Curriculum (UCC) – Professor Marci Mechtel reported that the UCC approved a total of four new programs, 23 program changes, and no program deletions. These include a Turf Grass Management minor, a Residential College in the Arts and Humanities 3-plus 3-option with Law, so that students can graduate from MSU in three years and enter the Law College. She added that the Global Studies in the Arts and Humanities now offers a Graduate Certificate, and that there is a Molecular Plant Science dual major at the Ph.D. level.

Regarding courses, she reported that 73 new courses have been approved, along with 126 course changes, and 8 course deletions. A moratorium on Clinical Laboratory Science and the Bachelor of Science degree has also been approved. A moratorium has been approved on an English Disciplinary Teaching Minor for Elementary Certification, and a moratorium has been approved for the Creative Writing minor, as well as for Environmental Science and Policy Graduate Specialization.

University Committee on Faculty Affairs (UCFA) – Professor Thomas Tomlinson reported that UCFA discussed a response to UCAG, which emailed the Committee concerning their review of the Academic Specialists’ request for recognition as University

faculty (and in the University Bylaws). UCFA also had conversations about the FGO (Faculty Grievance Office) user manual.

University Committee on Academic Governance (UCAG) – Professor Gary Hoppenstand (for Gayle Laurens) reported that UCAG has organized sub-groups to review the college bylaws, and is developing Bylaw language to clarify voting on Bylaw changes for the Faculty Senate.

University Committee on Graduate Studies (UCGS) – Professor Jeremy Francis (for Chris Hogan) reported that UCGS approved its slate of officers for the year. Two approved changes in program requirements were made to several graduate degrees, one in Nursing and the other a M.A. in Critical Studies in Literacy and Pedagogy, as well as a Ph.D. in Rhetoric and Writing. UCUE also approved requests to establish two Graduate Certificate Programs in Teacher Education, and a Doctoral Program in Music. Two M.S. degrees were approved in the College of Business. A moratorium was approved on a Graduate Specialization in Environmental Science, and an M.A. in Health Professions Education was approved.

University Committee on Student Affairs (UCSA) – Lorenzo Santavicca reported that UCSA discussed a number of issues in their first meeting, including the concern about adequate classroom space, that there may not actually be enough quality space for classes.

8. NEW BUSINESS

8.1. Relationship, Violence and Sexual Misconduct Policy (RVSM) and Annual Report, Jessica Norris, Title IX and ADA Compliance Program Director

Jessica Norris presented a few highlighted updates from the new Annual Report. She noted that MSU is continuing to see an increase in the number of reported incidents. Over the past three years, MSU has seen a growth of 201 reports to 461 reports, and for the current academic year 718 RVSM reports. This growth of reporting is consistent with the national prevalence data, and is linked to MSU efforts to raise awareness and provide a culture and climate that is supportive of individuals coming forward. She added that sexual assault incidents continue to be the highest reported type of incident at MSU, followed by sexual harassment.

Jessica Norris stated that a Title IX review is currently underway at MSU. She concluded her remarks by saying that MSU continues to work to cultivate an environment that is free from sex discrimination, sexual harassment, and sexual violence. In addition, MSU continues to advance prevention education programs, and efforts to engage in the community. These are issues that are important to MSU, in terms of the type of learning and living environment that the University wants to provide to its students, as well as the working environment for faculty and staff.

Jessica Norris provided the Annual Report of her office and will present the Report to the Faculty Senate at the October meeting.

8.2. Possible Future Plans to Address Course Scheduling Issues where Academic Governance is Likely Very Important, Professor R. Sekhar Chivukula, Associate Provost for Undergraduate Education and Dean of Undergraduate Studies

Dr. Chivukula offered a presentation (which will also be offered at the November University Council meeting). He provided commentary regarding MSU's Statement of Vision for Student Success. He noted that MSU is committed to the idea that all of the students that the University admits are capable of succeeding at Michigan State University. He added that this idea does not mean lowering academic standards; it instead means providing a realistic path and support to enable students to be able to succeed.

Dr. Chivukula stated that MSU is committed to helping students reduce the time and cost of their degree, and MSU is also committed to reducing the opportunity gaps that are evident, such things as differences in the graduation rates between different subgroups of students. He said that inclusion is a core value of Michigan State University, and that means making sure that the University's learning environment and education reflects those values.

Dr. Chivukula discussed the idea of credit momentum, which would see all of MSU's undergraduate degrees require at least a minimum of 120 credits. This expectation would require MSU students to take 15 credit hours of classes per semester. Dr. Chivukula noted that when students take less than 15 credits per semester, only 74% graduate within six years. He said that those students who take 15 or more credits graduate at a rate of 88%. Thus, for all subgroups of students, increased credit momentum is correlated strongly with academic success and degree completion.

Dr. Chivukula then discussed the concern of course congestion and how to address this problem. Too many students, he said, are taking classes on Mondays and Wednesdays, and not enough on Tuesdays and Thursdays. In addition, class scheduling on Fridays can be more effective. He concluded his remarks by saying that the scarce resource hindering credit momentum is student scheduling. Students have only a fixed amount of time, and they need to be able to realistically construct a schedule, which allows them a chance of graduating in four years. That will not happen if MSU has overlapping courses and if there is an enormous congestion of courses. Discussion ensued following the presentation.

8.3. Role of Student Instructional Rating System (SIRS) in Faculty Evaluation, Establishing an Ad Hoc Committee to Assess Evaluation of Teaching Effectiveness, Reports from University Committee on Faculty Affairs (UCFA), Thomas Tomlinson, UCFA Chairperson, University Committee on Undergraduate Education (UCUE), Richard Miksicek, UCUE Chairperson, University Committee on Graduate Studies (UCGS), Jeremy Francis, Alternate for Chris Hogan, UCGS Chairperson, and COGS, Ashley Fuente, COGS President

UCUE recommends that an ad hoc committee be formed to review and evaluate the continued use of SIRS forms as the default instrument for collecting student opinions about courses and teaching, with a view towards pursuing best practices, collecting and reporting courses, and teaching survey responses from students. This ad hoc committee will also evaluate appropriate platforms for student course and teaching surveys, including potential use of outside vendors. Incorporating formative mid-semester feedbacks will also be addressed, in addition to the summative end of

semester course reviews and teaching evaluations. This ad hoc committee will look at assuring appropriate use of survey data and determinations of faculty performances, merit raises retention, promotion, and tenure and other personnel actions, as well as recommending alternative methods for evaluation of teaching quality as warranted.

A motion was made by Professor Miksicek, UCUE Chair, to create an ad hoc committee. The motion was first and seconded. The motion carried.

8.4. **Search Procedure Document to Guide the Search for a New University Ombudsperson, Review and Approval, Terry Curry, Associate Provost and Associate Vice President, Academic Human Resources**

Dr. Curry reported that Bob Caldwell, the University Ombudsperson, has announced to the President and the Provost that he is going to retire at the end of this academic year. He states that a process to identify the next University Ombudsperson needs to begin, but that the University Bylaws for Academic Governance does not specifically address this need. Dr. Curry states that what will be done on the new University Ombudsman search is to model the search after the process for selecting Dean and Chairpersons at MSU. Thus, the recommendation for this position is a shared responsibility between the faculty and the Provost or the President. Dr. Curry asks that the Steering Committee serve as a representative of the faculty in this case. He notes that whenever MSU does a search, there is a search procedure document that is drafted with the faculty (usually it is the College Advisory Committee, if one is talking about a Dean), that leads to the composition of the Search Committee.

Dr. Curry states that once that document is agreed to and signed off on by the Provost and the Chair of the College Advisory Committee, then the Advisory Committee works to identify the individuals to be appointed. He adds that MSU modeled this process after what the University used five years ago when Bob Caldwell was selected and appointed. He adds that if this Committee believes this document to be appropriate and adopts it, then his office will get to work with Dr. Chivukula's office, the office for the Associate Provost for Undergraduate Education. Dr. Curry concludes his remarks by saying that getting this search moving forward will allow someone to be identified before Bob Caldwell retires.

A motion was made to accept the procedures, and the motion was first and seconded.
The motion carried.

9. Draft Agenda for Faculty Senate for October 10, 2017

- 9.1. University Committee on Curriculum (UCC) Report, Professor Marci Mechtel, UCC Chairperson (Action Item) (Appendix Short Report) (Long Report, click on link)
- 9.2. Relationship, Violence and Sexual Misconduct Policy (RVSM) and Annual Report, Jessica Norris, Title IX and ADA Compliance Program Director
- 9.3. Faculty Senate Input Results, Dr. Laura McCabe (Appendixes)

A motion to approve the Faculty Senate agenda for October 10, 2017 was first and seconded.
The motion carried.

10. Draft Agenda for University Council for October 17, 2017

- 10.1. University Committee on Curriculum (UCC) Report, Professor Marci Mechtel, UCC Chairperson (Information Item) (Appendix Short Report) (Long Report, [click on Link](#))
- 10.2. **This is slated for Nov 28 UC** - Possible Future Plans to Address Course Scheduling Issues where Academic Governance is Likely Very Important, Professor R. Sekhar Chivukula, Associate Provost for Undergraduate Education and Dean of Undergraduate Studies, (Appendixes)
- 10.3. Academic Governance Overview, Dr. Gary Hoppenstand, Secretary for Academic Governance

A motion to approve the University Council agenda for October 17, 2017 was first and seconded.
The motion carried.

11. ADJOURNMENT

A motion to adjourn the meeting was first and seconded. The meeting adjourned at 5:04 pm.

General Student Regulations

INTRODUCTION

General student regulations shall be those regulations established within the University community (students, trustees, administrators, faculty, and staff) to secure the safety of members of the University community and University facilities, maintain order, and ensure the successful operation of the institution. Such regulations shall apply to all students regardless of class level, place of residence, or group affiliation as well as to all governing bodies, governing groups, living groups, and registered student organizations (Article 8, Section I.A *Student Rights and Responsibilities* document).

The regulations apply to students and student groups while on the land governed by the Board of Trustees of Michigan State University, when students or student groups are engaged in University-sponsored or student group-sponsored (student governing groups and registered student organizations) activities off campus, or when the conduct of a student poses a clear and present danger to the health or safety of person or property.

The regulations relating to protection of individuals apply without reference to where the activity occurs when the alleged misconduct involves hazing or acts causing or **explicitly** threatening to cause serious bodily harm to other individuals.

The regulations relating to scholarship and grades, University functions and services, and University property apply without reference to where the activity occurs. Because technology is constantly changing teaching, learning, and administrative processes, it is understood that the general principles that govern these regulations should be extended to apply to new and unanticipated situations.

The University adjudicates alleged violations of these regulations only after its Student Conduct & Conflict Resolution Office receives a formal complaint. Any member of the University community may file a complaint involving the alleged violation of these regulations by a student or student group. The University through its internal judicial system shall maintain jurisdiction over these regulations and conduct hearings in accordance with established University procedures. In the application of the regulations, it is intended that one be held accountable for conduct that fails to meet the standard of what a reasonable and prudent person would or would not have done under similar circumstances.¹

¹ These regulations shall not be interpreted to abridge First Amendment rights and the protections of the First Amendment must be carefully considered in any student conduct complaint involving speech or expressive conduct.