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

2. **Approval of Agenda for March 13, 2018**
   A motion was made to amend the agenda to add the Presidential Search Committee Composition as 8.5. A motion to approve the amended agenda for March 13, 2018 was first and seconded. **The motion carried.**

3. **Approval of Draft Minutes for February 20, 2018**
   A motion was made to amend the minutes to add Ewurama Appiagyei-Dankah and Liz Luna-Gagnon as present. A motion to approve the amended minutes for February 20, 2018 was made and first and seconded. **The motion carried.**

4. **President’s Remarks: Interim President John Engler**
   Interim President Engler reported that he has been working with the Michigan Association of State Universities and a growing coalition regarding a package of bills that was introduced by State Senator O’Brien two weeks ago. He noted that one of the concerns with this package of bills is that it makes the settlement, which has been something that has been a priority, much more problematic if these bills were actually to be enacted into law.

   Interim President Engler stated that Kathy Wilbur, MSU’s new Executive Vice President, and Dave Bertram were at the State House today, but that he still does not have a report about how that trip went. He added that he does not have high expectations for the visit being productive because the Senators are working pretty closely with the California law firm that is handling the lead with the plaintiff. Interim President Engler stated that the “playing field isn't very level at this point.”

5. **Provost’s Remarks: Dr. June Youatt**
   Provost Youatt reported that the Dean searches are ongoing. She noted that they had a very good panel for The College of Natural Science search, and that the he Search Committee met and reported their feedback on the candidates. Provost Youatt stated that they are proceeding to still try to identify and bring someone here by next Fall Semester. She added that the Lyman Briggs Dead search is ongoing, and that the Director of the Library is proceeding more slowly.

   Dr Curry reported that MSU wanted to strengthen the Criminal Background Check Policy (that was advanced by this Committee two years ago) with a requirement that said: there is an affirmative duty that people have to notify MSU if something criminal happens after they are
an employee. Dr. Curry noted that, going back 10 years, MSU instituted the Policy that says when a new employee is hired, there is a degree verification check, and a criminal records check, but that there was no requirement for individuals to notify MSU of criminal behavior. Dr. Curry said that the University Committee on Faculty Affairs (UCFA) and ultimately the Faculty Senate, adopted a policy, which then was entered into an implementation period regarding how MSU verifies all of those non-paid physicians that MSU has at the community partner hospitals across the state (including the background check, and the criminal records check). Believing that MSU could certify, given enough time, that individuals who were in a hospital that did an appropriate background check, MSU developed a process by which the University could then ascertain that fact, certify that fact, and then rely on the credentialing and checking that was done at their institution. Dr. Curry noted that the process of establishing background checks was well underway before the occurrence of recent events.

Interim President Engler noted that efforts to minimize the difficulties of the Richard Spencer visits were effective. Ewurama Appiagyei-Dankah, the Vice President for Academic Affairs at ASMSU, reported that an event called Diversifest was held (along with other counter-events on campus) that helped to minimize the negative publicity that Spencer desired with his speaking event. Interim President Engler said these efforts were remarkably effective in countering the Spencer event.

Interim President Engler stated that he is working on improving communications at the University. He said, for example, that on Wednesday there will be a number of announcements relative to some reorganization at the Title IX office, as well as additional staffing in various key places. Discussion ensued.

6. **Chairperson’s Remarks: Dr. Laura McCabe**

Dr. McCabe stated that she also was pleased with the Diversifest planning, saying that the event “was a really great coming together of everybody and it was very inclusive”.

Dr. McCabe reported on current actions being undertaken, including the Beauchamp letter that had been sent out regarding the Medical School name change. Dean Beauchamp had been contacted asking for a status update, and he responded by saying that he has met with student representatives, as well as elected faculty representatives. Dean Beauchamp stated that he had created a letter, and charged the Chair of the Alumni Association to reach out to graduates of the College for their input. He also said that he is working with the staff of the College to provide feedback. He noted that his due date for a decision is March 30th, 2018, and once he assembles the input and feedback information, he should inform the Steering Committee of the decision. Dr. McCabe stated that she sent him the MSU Bylaws information about name and organization changes, noting that there is a Bylaw process involving the vetting of this decision.

Dr. McCabe reported on the issues involving the status change in borrowed MSU Library books. She stated that the new Policy was approved by the University Committee on Libraries (UCL) several years ago, but had just recently been implemented. Dr. McCabe added that there was a concern that faculty had not vetted this change, and that she wanted to update the facts of the situation.

Dr. McCabe stated that The Steering Committee has not heard from the MSU Board of
Trustees in response to the vote of no confidence or the faculty request for resignation, which may be an issue for further discussion and action.

Dr. McCabe concluded her remarks by saying that a committee of communications is needed: a group that could help explain what is done in Academic Governance at MSU and communicate this information to the general faculty. She noted that improving the timeliness of information to faculty is an important concern, and she asked other committees to consider this issue and provide recommendations to her. Discussion ensued regarding possible solutions to this concern, which included that production of a short video that explains the Academic Governance process at MSU.

7. Committee Reports

University Committee on Curriculum (UCC) – Professor Marci Mechtel

Professor Mechtel reported that UCC met on March 1st, 2018 and conducted the following business: One new program was approved, a History Minor, effective Fall Semester of 2018. In addition, she noted, there were 17 program changes, and no program deletions. Regarding courses: 19 new courses were approved, 44 course changes were approved, and 4 course deletions were approved. Only one moratorium was approved, on the International Business Master of Science, effective Fall Semester of 2018 through Fall Semester of 2019.

University Committee on Faculty Affairs (UCFA) – Professor Thomas Tomlinson

Professor Tomlinson stated that a letter will be sent to Provost Youatt reporting that UCFA approved a recommendation to the University to provide retirement benefits on summer pay for academic year faculty and academic staff, beginning in Summer Semester of 2019.

University Committee on Faculty Tenure (UCFT) – Professor Michael Dease

Professor Michael Dease reported that UCFT’s last meeting was canceled, due to lack of agenda items. He noted that UCFT has not had any extension requests. He added that UCFT’s discussion of form D and how to improve it has been continuing, with each representative speaking to their own Colleges for feedback. He concluded his remarks by saying that UCFT is still waiting for that information.

University Committee on Undergraduate Education (UCUE) – Professor Richard Miksicek

Professor Miksicek reported that UCUE’s most recent meeting was on February 8th, 2018. He noted that at that February 8th meeting, two program changes were approved, including one in the admissions requirements to the programs in the College of Engineering. UCUE also approved one discontinuation in Computational Chemistry. Professor Miksicek also stated that two additional new program requests, BS and BA degrees in Advanced Statistics, were discussed, pending revisions. Actually, Professor Miksicek said that he put together a Qualtric’s survey for members of UCUE and selected stakeholders, as well as several Chairs of the other standing committees, to solicit input about student evaluation of teaching. This particular survey, he added, went out to a small group. He stated that Twenty-six responses were received and stated that the survey could be more widely administered if that was felt to be valuable.
Email from Professor Miksicek following the Steering Committee meeting:

“The documents are in the minutes folder for this meeting: Here is the ‘summary report’ that I referred to during Tuesday’s Steering Committee meeting for a small survey that I conducted on potential changes in the platform and instruments that MSU uses for Student Evaluation of Teaching. I offer this as an information item that could be posted or referred to in the Steering Committee minutes as part of the 3/13/18 committee report from UCUE. Perhaps this should also be linked to in the ‘End Result’ column for the Student Instructional Rating System (SIRS) item that is in the AG Tracking System table for Sept 5th, 2017.”

University Committee on Student Affairs (UCSA) – Lorenzo Santavicca, ASMSU President

Lorenzo Santavicca reported that UCSA is meeting on Friday this week. The Committee will be discussing issues regarding mobility on campus. He noted that the MSU police just announced the moped parking changes on campus. He added that (UCSA) is going to be discussing mobility, in general, on Friday.

Lorenzo Santavicca stated that regarding ASMSU, Mental Health Awareness Week efforts and coordination with COGS are underway next week. He said that everything that is mental health-related on campus is taking place next week, starting on Friday, adding that there is an event held every three or four days throughout the week for everyone on campus to be involved.

University Committee on Graduate Studies (UCGS) – Professor Chris Hogan

Professor Chris Hogan reported that UCGS held a meeting yesterday, and at that meeting two requests for program changes were approved. One new Master’s degree was also approved. He added that two requests for changes that required further clarification were returned to their Colleges. He stated that UCGS is conducting a final approval of the Medical Students' Rights and Responsibilities document. Professor Hogan concluded his remarks by saying that UCGS undertakes the annual recommendations for RAs and TEs, which provides advisory information to Provost Youatt, and this review will be conducted at the next meeting. In addition, Professor Hogan said that UCGS is attempting to finalize catalog language for linked programs. He explained to The Steering Committee that for those who have linked Bachelors/Masters programs, there exists some uncertainty in the catalog language, and that UCGS is working on that language.

University Committee on Academic Governance (UCAG) - Professor Gayle Lourens

Professor Gayle Lourens reported that at their February 15th, 2018 meeting, they motioned to suspend all College Bylaw reviews, because there probably will be changes in the University Bylaws that will be moving forward and thus, many of the Colleges had contacted UCAG saying: "We are re-looking at our bylaws as well, so we'd prefer that you just temporarily suspend your review." Professor Lourens stated that UCAG accepted that recommendation. She added that UCAG will soon have language to be placed before the next Steering Committee regarding Academic Specialists at MSU, and UCAG will also address what “full-time fixed-term” means. She concluded her comments by saying that UCAG assembled The
Steering Committee At-Large nominees, and also the University Awards Committee recommendations.

COGS – Ashley Fuente

Ashley Fuente reported on the Diversifest event, expressing amazement and gratitude for those who invested their efforts in the event. COGS also coordinated community service activities. Members of COGS packaged meals for Meals-On-Wheels with the Tri-Office County on Aging. Ashley also discussed the Graduate Dialogue Series, which is holding its second event a week from this Friday. The event will identify issues, create working groups, and then examine what can be done to make this University a better place for everybody, not just graduate professional students.

8. NEW BUSINESS

8.1. Faculty Health Care Council Slate of Nominees, for Selection, Dr. Laura McCabe

The FHCC ballot was passed out and members voted. The votes will be tallied and the results will be emailed out to members.

8.2. UCC Letter Regarding Difficult Topics, Marci Mechtel, University Committee on Curriculum (UCC)

Professor Marci Mechtel reported that, as part of UCC’s discussion with faculty who own the curriculum, the Committee felt it was really important to develop a statement and recommendations that would assist faculty in their ability to communicate effectively with students in the very large classrooms.

Professor Mechtel also addressed the issue of the letter drafted at UCC, which she read to the Standing Committee:

"Many MSU students have expressed concerns about unfolding events at MSU and beyond. While we recognize that we, as faculty, may have few answers for our students, we can make our courses places where students can connect with each other, raise questions and concerns, and through faculty bring these issues to the attention of the administration. We the committee believe that personal integrity, human values, and ethical conduct constitute the unifying foundation of our entire curriculum on which individual disciplines grow and branch off. Therefore, courteous and honest exchange of opinions on the matter is appropriate and can be a part of any class curriculum.

It is also understood as faculty, we are responsible for the curriculum and the ultimate decision on whether and how to address these questions, rest with individual instructors. Many faculty members have already begun to have conversations with their students about MSU's response to victims of sexual harassment and abuse, about recent changes in leadership and about MSU's reputation in the wider world. We want to commend these efforts and encourage others to think about ways to create spaces
for your students to speak. Students may have wide ranging concerns from our worry over who to safely approach if they feel endangered on campus, to concerns about how to answer questions about the university while interviewing for jobs and internships.

Some strategies that have worked for colleagues include: Engaging in informal conversations before or after class. Inviting students to visit during office hours for extended conversations. Opening up conversations in class about current events either in small groups or as a class. Asking students if they would like to talk about or make announcements for various campus events such as marches or town halls and providing opportunities for students to talk about events at MSU and beyond are impacting our lives.

We recognize that some faculty may be more comfortable with these conversations than others and that some disciplines may lend themselves more to these sorts of conversations, but we hope that all faculty members will thank broadly about how to provide an educative and supportive environment for our students."

Discussion ensued. A motion was made and seconded to the letter public (with minor changes). The motion carried.

8.3. Formation of an Ad Hoc Committee to Review and Recommend Changes on Board of Trustee and University Bylaws, Gayle Lourens, University Committee on Academic Governance Chairperson

Professor Gayle Lourens reported that UCAG will be forming an ad hoc committee that would work through the summer to begin the process of reviewing what would Academic Governance look like moving forward, in reviewing University Bylaw language and structures. She added that this ad hoc committee would be divided into two sections: one section would be looking at the University Committees’ Bylaws, and the other section would be looking at the Board of Trustees’ Bylaws, with the intent of making recommendations that would assist in the transparency of organizational decisions. She added that she is looking for input and suggestions regarding this plan, which will involve representational faculty participation beyond UCAG membership. Discussion ensued. A motion was made and seconded to support the creation of this ad hoc committee. The motion carried.

8.4. Report on Input for President Search, Dr. Laura McCabe

Dr. Laura McCabe noted that included in the handout provided at the meeting is a list of all the comments that The Steering Committee has received so far from the University Council members, input was provided, regarding the process and procedures for the upcoming new MSU Presidential search. Discussion ensued, where it was agreed that it would be paramount that MSU students have an important role in the Presidential search.

8.5. Presidential Search Committee Composition, Ewurama Appiagyei-Dankah, VPAA, ASMSU
Ewurama Appiagyei-Dankah reported that there was confirmation from the Board of Trustees that they wanted student groups to help provide input on what a search committee should look like. She added that she conducted research investigating how other schools in the Big 10 (and in the state of Michigan) structured their Presidential search committees. She said that she has drafted a potential template of what that search committee could look like at our University, when MSU holds its Presidential search. Discussion ensued.

8.6. **Application Based Sexual Assault Reporting System, Sara Bijani, Graduate Employees Union President**

Ph.D. candidate Sara Bijani reported about a system called Callisto, which is a fairly new system for online reporting of sexual assault on campus. She noted that, back in 2015, the Graduate Employees Union talked to the University about getting on board with the pilot stage of this Program. At that time, she noted, MSU determined that they did not feel that they wanted to get involved. She stated that she was proposing that Callisto be employed as a reporting system, noting that it is an online trauma platform built by survivors of campus sexual assault. It is designed to document and report sexual assault and it does this in a really specific way. It gives survivors three options: one is to create a timestamp secure record of sexual assault; two is to go forward immediately and report electronically by sending that record to the school; and three, is to only notify the school if another student names the same perpetrator. Discussion ensued about adopting this system, and it was recommended that a presentation of it be made at the next University Council meeting.

9. **Draft Agenda for Faculty Senate for March 20, 2018**


9.2. UCC Letter Regarding Difficulty Topics, Marci Mechtel, University Committee on Curriculum (UCC) Chairperson (Information Item) (Appendix)

9.3. Formation of an Ad Hoc Committee to Review and Recommend Changes on Board of Trustee and University Bylaws (Action Item) (Appendix)

A motion was made to approve the Faculty Senate agenda for March 20, 2018 and was first and seconded. The motion carried.

10. **Draft Agenda for University Council for March 27, 2018**

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. Report on Input for President Search, Dr. Laura McCabe (Information Item) (Appendix and Breslin letter)

10.3. Application Based Sexual Assault Reporting System, Sara Bijani, Graduate Employees Union, President (Information Item)
A motion was made to approve the University Council agenda for March 20, 2018 and was first and seconded. **The motion carried.**

11. **ADJOURNMENT**

   A motion was made to adjourn and was first and seconded. **The motion carried.**