Present: Edward Budeca (AA), Manuel Chavez (CAS), Rita Edozie (JM), John Fitzsimmons (CHM), John Gaboury ex officio, Elle Gulotty (COGS), Lynette Guzman (COGS), Sherry Lott, Debra Nails (CAL), John Powell ex officio, Janice Schwartz (COM)
Absent: Bradley Beyett (AA), Stephan Carey (VM), Xia Gao (CAL)
Pending: three undergraduate representatives

Call to order: With ten voting members, the quorum of six had been reached by 3:15; Chavez called the committee to order came with eight members present at 3:18.

Agenda: Approved as distributed.

Minutes of the Previous Meeting: Approved as amended.

Business of the Committee:

Communication: Dropbox was provided to committee members who had not previously received it. All committee members are authorized to make comments on the documents posted there.

Venue: Agreement was reached to seek a conference room in the Hannah Administration Building for meetings, and Powell agreed to pursue it.

Election of officers: Nails was elected chairperson; Budeca was elected vice chairperson. It was agreed that no secretary was required (Lott updates committee membership and Nails records minutes).

Ratification: The following motions to amend the Bylaws that were approved at the 17 September 2015 UCAG meeting were ratified:

1.1.1.4. The Facility for Rare Isotope Beams/National Superconducting Cyclotron Laboratory (FRIB/NSCL) faculty shall consist of all faculty appointed in the FRIB/NSCL Faculty Appointment System holding the rank of professor, associate professor, or assistant professor.
1.1.2.1. The voting faculty in the election of University-level councils and committees shall be all regular faculty, health professions faculty, and FRIB/NSCL faculty. Voting faculty also includes full-time fixed-term faculty who have served at least three consecutive years and who are engaged in the academic activities of the university.

1.1.2.2. The voting faculty in the election of department, school, or college councils and committees and in elections pertaining to department, school, or college policies and decisions shall include all regular faculty engaged in the academic activities of that unit and may, if so provided by unit bylaws, also include health professions faculty, FRIB/NSCL faculty, fixed-term faculty, honorary faculty, specialists, lecturers, research associates, assistant instructors, and adjunct faculty.

1.1.2.4. A regular faculty member, health professions faculty member, or FRIB/NSCL faculty member may be elected to an academic governance body as a representative of any unit in which that faculty member holds faculty status.

3.2.1.1.2. The Appointed Council shall be composed of all Deans, the Director of Libraries, the Director of the FRIB NSCL, the President, and the Provost.

**New Business:**

_Motions approved:_

In sections 2.2.7, 3.2.8, 3.2.9.1, 3.3.4.10, 4.9.4, 4.9.5, 5.1.1, 6.1.1, 6.3.1, (6.4.1,) 6.5.1 of the Bylaws, Academic Freedom for Students shall be amended to Student Rights and Responsibilities.

Section 6.4 of the Bylaws shall be deleted with appropriate renumbering.

2.1.2. An academic administrator is a faculty member who has authority and responsibility delegated by the President and the Board of Trustees for the administration of a unit. Administrative officers of the major education and research units of the University shall be members of the regular faculty, health professions faculty, or FRIB/NSCL National Superconducting Cyclotron Laboratory faculty, except Deans who shall be members of the regular faculty.

2.2.5.1. Each College Advisory Committee shall ensure that at least two of its members are members of the University Council, selecting—if necessary—select from among the college representatives to the University Council one person to serve as an ex-officio member, without vote, of the College Advisory Committee. See 3.3.1.2.1.
2.2.7. Unit academic governance shall have jurisdiction over other matters, as provided in other University policies and legislation, e.g., Student Rights and Responsibilities, Academic Freedom for Students at Michigan State University, Graduate Student Rights and Responsibilities, Medical Students Rights and Responsibilities, and the Faculty Grievance Policy Procedure.

3.1.2.2. The Academic Congress shall also serve as a forum for the dissemination and exchange of ideas and information between the faculty and the administration. No quorum is required for such meetings.

3.2.1.1. The University Council shall be composed of the members of Faculty Senate, selected pursuant to 3.3.1-. the Appointed Council, all faculty serving as Chairpersons of College Advisory Committees (or their designees), the Chairperson of the Athletic Council (or the Chairperson’s designee), members of the Associated Students of Michigan State University (ASMSU) selected pursuant to 3.2.4.1, members of the Council of Graduate Students (COGS) selected pursuant to 3.2.4.2, Chairpersons of University-level Standing Committees, The Steering Committee, the President, the Provost, and designated ex-officio members in 3.2.1.1.5.

3.2.7.6. The University Council shall establish its own rules and procedures. The Faculty Senate, ASMSU, and COGS shall keep minutes of their meetings, which shall be made public available to all members of the University Council through the Academic Governance website, and to all academic unit offices. Individual faculty may receive copies of such minutes on a regular basis upon written request to the Secretary for Academic Governance.

3.3.1.2.2. For purposes of determining the number of elected representatives on the Faculty Senate to which a college is entitled, the number of voting faculty (1.1.2.1), shall be the total number of faculty for whom the academic units in the college have primary responsibility for initiating personnel actions (1.1.2.3). For purposes of determining the number of faculty members required for the conduct of governance in accordance with these Bylaws, the census of the voting faculty will be provided to the Secretary for Academic Governance by the Office of Human Resources no later than October 1 of each year.

6.3.2. The President shall appoint the faculty members to the pool for the University Academic Grievance Hearing Board, in the University Academic Integrity Hearing Board, and University Academic Appeals Board pool during the spring semester from a list of nominees supplied by the faculty members of UCAG. The number of nominees shall be
twice the number of positions to be filled.

6.3.3 The term of office for faculty members in the University Academic Integrity Hearing Board pool shall be one or two three years, with the opportunity for reappointment never to extend a person’s service beyond four consecutive years, for one additional three-year term. Provisions shall be made to stagger appointments to assure continuity. Terms of office shall begin with the summer semester following appointment. The service of current pool members extends until replacements are nominated.

6.3.4. No faculty members of the University Council or of any committee whose members are appointed or nominated by the University Council or the Faculty Senate shall be eligible to serve concurrently on any of the three boards, the University Academic Integrity Hearing Board.

Discussion items:

Definitions: It was agreed that the committee would consider, at some unspecified later date, whether to add to Bylaws section 1 additional definitions (e.g. ex officio, designees, proxies).

Simple errors: It was agreed that the chairperson would correct such typographical errors as punctuation, syntax, and diction without bringing them before the body for discussion. Any such changes would be visible on Dropbox and could be revisited at the request of any committee member.

Procedures: It was agreed that representatives from COGS, ASMSU, and the faculty would take the lead in identifying and bringing to the committee Bylaws issues referencing their respective constituencies. Normally, UCAG ensures that legislation that moves through University governance is communicated accurately in the Bylaws and that the Bylaws correctly mirror actual practice. Powell emphasized the importance of keeping a permanent and authoritative record of Bylaws changes for approval by the Trustees and agreed to provide the chairperson with that file.

Adjournment: 5:00 p.m.

Respectfully submitted,
Debra Nails