University-level Standing Committees

Motion to Faculty Council on 22 Apr 2008

(Motion as amended 8 April and 15 April)

Faculty Council endorses the recommendations of Faculty Voice Task Force #1 regarding the establishment of standing committees of Academic Governance at the university-level.

Faculty Council refers the blueprint below for the university-level standing committees, along with other motions passed by Faculty Council as part of the package for structural change to the University Committee on Academic Governance, with instructions that a proposed package of implementing bylaws be returned to Faculty Council by October 31, 2008.

1. Identification and Naming of University-level Standing Committees

The seven university-level standing committees and the broadly stated mandate to each are as follows:

- University Committee on Faculty Affairs (UCFA): focusing (a) on issues of policy regarding faculty personnel issues and (b) on forming advice annually on the University Budget.
- University Committee on Faculty Tenure (UCFT): focusing on faculty tenure issues.
- University Committee on Curriculum (UCC): focusing on the Board of Trustees delegated authority to the faculty on issues of academic courses, programs, and degree requirements,
- University Committee on Academic Governance (UCAG): focusing on the bylaws for academic governance,
- University Committee on Student Affairs (UCSA): focusing on issues related to the academic achievement of MSU students,
- University Undergraduate Studies Committee (UUSC): focusing on issues of undergraduate courses and academic programs,\(^1\)
- University Graduate Studies Committee (UGSC): focusing on issues of graduate courses and academic programs.\(^2\)

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\(^1\) The name of this subcommittee in the report of Task Force 1 was “University Undergraduate Committee.” The name was editorially changed to “University Undergraduate Studies Committee” to be more descriptive of the role of this standing committee.

\(^2\) The name of this subcommittee in the report of Task Force 1 was “University Graduate Committee.” The name was editorially changed to “University Graduate Studies Committee” to be more descriptive of the role of this standing committee.
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Motion to Faculty Council on 22 Apr 2008
(Motion as amended 8 April and 15 April)

2. General Reporting Lines for University-level Standing Committees

A broad purpose of the university-level standing committees is to advise University administrators on issues of relevance to each standing committee. Such advice will routinely be sent to the appropriate or requesting administrator, and to either Faculty Senate or University Council for possible endorsement by the governance system.

The expectation is that only in cases of severe time pressure will the advice from a standing committee be understood as endorsement by the entire governance system.

3. General Composition of University-level Standing Committees

3.a. The number of members on a given university-level standing committee shall be of a number to enable the committee to perform its specified functions effectively.

3.b. For each university-level standing committee, committee membership is composed of faculty, undergraduate students, and graduate students, as appropriate to the focus of the committee, as voting members unless membership is specified as restricted to faculty.

3.c. Each university-level standing committee will include an assigned administrator acting ex-officio.

3.d. No college shall have more than one faculty representative on a university-level standing committee.

3.e. Unless otherwise provided in the detailed descriptions of standing committees below, the term of office for faculty members shall be two years. Provisions shall be made to stagger elections by the Office of the Secretary for Academic Governance. Terms of office shall begin August 16.

3.f. The term of office for student members on university-level standing committees shall be one year. Terms of office shall begin on the first day of summer semester classes.

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3 This section is an extrapolation from the report of Task Force 1 and from the report of the original Faculty Voice Committee.

4 Members of Task Force 1 took the position that standing committees which were functioning well should be preserved. Several exceptions specified faculty only membership for certain standing committees. This section is patterned after university-level bylaws in place as of March, 2008, Section 4.2.1.

5 The clause is added to enable consideration by UCAG of the appropriate number of members for each standing committee.
University-level Standing Committees

Motion to Faculty Council on 22 Apr 2008

(Motion as amended 8 April and 15 April)

3.g. No individual from the same constituency may serve more than two consecutive terms on the same committee.

3.h. No individual may serve concurrently as a voting member of more than one university-level standing committee.

3.i. Election and appointment of faculty members to committees shall take place in the spring of each year.

3.j. If for any reason an individual is unable to serve for a period of one or more semesters, a replacement shall be named for that semester or semesters in a manner compatible with the regular selection of the member unable to serve.

3.k. Where faculty members of a standing committee are selected from the elected faculty on Academic Council, they shall be elected by the Faculty Council upon nomination by the faculty of the Committee on Academic Governance of a slate of at least one and one-half nominees per position to be filled.

3.l. Where faculty members of a committee are elected in college elections, nominating procedures shall be specified in college bylaws. Colleges may, in their bylaws, provide for election to any standing committees, except the University Committee on Faculty Tenure, full time fixed term faculty who have served at least three consecutive years and/or specialists in the continuing appointment system.

3.m. Unless otherwise provided, undergraduate student members of standing committees shall be elected by the Academic Assembly of the Associated Students of Michigan State University (ASMSU) and the graduate student members of the standing committees shall be elected by the Council of Graduate Students (COGS). Elections shall be held prior to the end of spring semester.

3.n. Elections to all committees shall be completed prior to May 1.

4. General Procedures of University-level Standing Committees

4.a. After committees for the next year have been constituted in the spring, each new committee shall meet and elect its chairperson.

4.b. The chairperson of each standing committee shall prepare each month a concise summary of the activities of the preceding month and a list of prospective agenda

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6 This section is patterned after university-level bylaws in place as of March, 2008, Section 4.2.2.
items for the coming month. The Secretary for Academic Governance shall prominently post these summaries on the Web site for Academic Governance.

4.c. The chairperson of each standing committee shall submit an annual report to The Steering Committee by August 31. Summaries of these reports shall be posted prominently on the Web site for Academic Governance.

4.d. The chairperson of each standing committee shall regularly report to The Steering Committee on the work of their body. Each chairperson shall report to either the Faculty Senate or University Council with a summary of activity. The rotation of reports to Faculty Senate or University Council will be put in place annually by the Secretary for Academic Governance with changes in schedule during the year to reflect important developments. In no case will any committee chairperson report less than once during a given academic year.

4.e. Committees shall establish their own rules and procedures as deemed necessary by the committee. These rules must not be in conflict with the Bylaws of Academic Governance.

4.f. Subcommittees or ad hoc committees shall exist at the discretion of the parent standing committee. The advisability of their continuance shall be raised annually or at the end of the period originally established by the parent committee.

5. General Functions of University-level Standing Committees

5.a. Committee members shall represent the interests of the total University.

5.b. University-level standing committees shall initiate recommendations to and communicate with Faculty Senate or University Council. Subject to the review of Faculty Senate or University Council, committees may make recommendations to the Provost and other administrators on matters within the purview of the committee.

5.c. Committees shall respond to reasonable requests for consultation or advice by administrators who initiate requests for such participation on matters within the purview of the committee.

5.d. Committees shall respond to reasonable requests for consultation or advice by members of the faculty or students who initiate requests for such participation on matters within the purview of the committee.

7 This section is patterned after university-level bylaws in place as of March, 2008, Section 4.2.3.
University-level Standing Committees

Motion to Faculty Council on 22 Apr 2008

(Motion as amended 8 April and 15 April)

5.e. Committees shall regularly review their composition, procedures, and functions and recommend appropriate bylaw revisions to the Committee on Academic Governance.

6. General Policy on Meetings of University-level Standing Committees

6.a. The administrator(s), or a designee, being advised by a standing committee, shall be present at meetings of the committee except when otherwise stipulated by mutual agreement of the administrator(s) and committee.

6.b. Each committee shall schedule its own meetings.

6.c. All meetings of standing committees and of subcommittees established by standing committees will be open to the public and will be announced at least one week in advance. Announcements will include time and place of the meeting, and the agenda items that are planned for discussion. Announcement of meetings will be displayed prominently on the Web site of the standing committee. Only in rare situations will standing committee meetings, subcommittee or ad hoc committee meetings be closed, and only when reasons for holding closed meetings is announced publicly and displayed prominently on the Web site of the standing committee.

6.d. Each committee shall determine its own agenda but will be responsive to requests from The Steering Committee. Administrators, faculty, and students may suggest items for a committee’s agenda.

7. Specifications for Each University-level Standing Committee

7.a. University Committee on Faculty Affairs (UCFA)

7.a.i. Restrictions on membership

UCFA shall have no student members.

7.a.ii. Functions

(1) UCFA shall make recommendations to the Faculty Senate and to the Provost on personnel policies relating to faculty, such as policies on appointment, reappointment, promotion, leaves, retirement, and workload assignments.

This section is patterned after university-level bylaws in place as of April, 2008, Section 4.2.4.
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(Motion as amended 8 April and 15 April)

(2) UCFA shall make recommendations on formal and procedural rules on tenure and dismissal, and on substantive policies on tenure, and shall recommend changes in policy and procedure to the Faculty Senate.

7.a.iii. Reporting Line

UCFA will normally report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCFA may request an appearance before University Council.

7.b. University Committee on Faculty Tenure (UCFT)

7.b.i. Membership

(1) The Provost or a designee shall be a member with voice but no vote.

(2) The Chairperson is designated as a voting member of the Faculty Senate.

7.b.ii. Functions

(1) UCFT shall be the judicial and investigatory agency for all tenure actions, shall interpret tenure rules, act on all cases of deviation from the rules, and shall hear all cases for exception to the rules.

(2) Decisions by UCFT on matters involving interpretation of tenure rules and in cases involving deviation from tenure rules shall be binding on the administration and on the faculty member concerned.

(3) UCFT shall report promptly to the Faculty Senate in any case in which the administration acts contrary to the committee’s decision on a question involving tenure.

7.b.iii. Reporting Line

UCFT will normally report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCFT may request an appearance before University Council.
7.c. University Committee on the Curriculum (UCC)

7.c.i. Restrictions on membership
None.

7.c.ii. Functions

(1) UCC shall exercise the faculty’s delegated authority to review and recommend approval or rejection of deletion, creation, or change in any undergraduate, graduate, graduate-professional academic course.

(2) UCC shall exercise the faculty’s delegated authority to review and recommend approval or rejection of any change in degree requirements.

(3) UCC shall exercise the faculty’s delegated authority to review and recommend approval or rejection of the creation or the deletion of any academic, degree-granting program.

(4) UCC will consult with the University Undergraduate Studies Committee under UCC functions (2) and (3) regarding undergraduate programs, so as to obtain an inclusive perspective.

(5) UCC will consult with the University Graduate Students Committee under UCC functions (2) and (3) regarding graduate programs, so as to obtain an inclusive perspective.

(6) Recommendations under (1), (2), or (3) above will be made to Faculty Senate.

(7) UCC will also make recommendations to the Provost with respect to establishment or deletion of academic courses and programs. These recommendations will not be considered final until acted on by the Faculty Senate.

7.c.iii. Functions Taken Over from April 2008 Standing Committees

Under the University bylaws in place in April 2008, UCC function (1) is currently performed by the University Committee on the Curriculum (for undergraduate courses) and by a combination of the University Committee on the Curriculum
and the University Graduate Council (for graduate and graduate-professional courses).

UCC functions (2) and (3) are currently performed by the University Graduate Council (for graduate and graduate-professional programs) and by the University Committee on the Curriculum (for undergraduate programs).

The reorganization of governance functions that gives rise to UCC is meant to consolidate the faculty’s responsibility with respect to the academic programs of the University.

7.c.iv. Reporting Line

UCC will normally report to Faculty Senate. In order to obtain feedback from the entire University community, at its discretion, UCC may request an appearance before University Council.

7.d. University Committee on the Budget (UCB)

7.d.i. Restrictions on membership

UCB shall have no student members. Membership of UCB will include one member of Athletic Council who will sit ex-officio, and who will be appointed by the University President.

7.d.ii. Functions of UCB

(1) UCC shall advise the Provost during the formulation of the University’s annual budget request to the State of Michigan.

(2) UCC shall submit an annual report to the University Council on the academic budget allocations, adjustments in salary and other forms of economic benefits.

7.d.iii. Functions Taken Over from April 2008 Standing Committees

A subcommittee of the University Committee on Faculty Affairs currently performs both of the above UCB functions under the April 2008 University bylaws. The reason to isolate the budget function into an identified standing committee is that
University-level Standing Committees

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(Motion as amended 8 April and 15 April)

this function is distinctly different in kind in terms of its responsibilities from the responsibilities of other standing committees.

7.d.iv. Reporting Line

UCB will report to University Council.

7.d.v. Term of Service on UCB

Because of the technical nature of budget matters, members shall serve three-year terms on UCB.

7.e. University Committee on Academic Governance (UCAG)

UCAG will mirror the April 2008 standing committee of the same name.

7.e.i. Restriction on membership

None.

7.e.ii. Functions

(1) UCAG shall conduct reviews of the bylaws for academic governance, both at the University level and at the college level.

(2) UCAG shall be the definitive interpreter of the bylaws for the academic governance system.

(3) UCAG shall consider appeals of reviews of department bylaws by college committees.

(4) UCAG shall be responsible for formally framing bylaws changes to University Council.

(5) UCAG shall be responsible for monitoring university level elections and assuring their fairness.³

³ This function was not directly noted in the report of Task Force 1 but is a core responsibility of UCAG/April 2008.
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7.e.iii. Functions Taken Over from April 2008 Standing Committees

UCAG functions above are a mirror of the functions for the April 2008 standing committee by the same name.

7.e.iv. Reporting Line

UCAG will report to University Council.

7.f. University Committee on Student Affairs (UCSA)

7.f.i. Restriction on membership

None.

7.f.ii. Functions

(1) USCA shall advise the appropriate University administrator on any policies that affect academic achievement of students in the University.

(2) USCA shall initiate and review proposed amendments to the Academic Freedom for Students policy statement, the General Student Regulations document, and policies relating to the academic rights and responsibilities of students.

(3) Any amendment or policy statement affecting the professional rights and responsibilities of the faculty (as the Faculty Senate interprets these rights and responsibilities) must be approved by the Faculty Senate before consideration by University Council.

7.f.iii. Functions Taken Over from April 2008 Standing Committees

USCA substantially parallels the April 2008 standing committee of the same name.

7.f.iv. Reporting Lines

UCSA will report primarily to the University Council. An exceptional situation can occur under function (3) above when USCA has a responsibility to report to
University-level Standing Committees

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(Motion as amended 8 April and 15 April)

Faculty Senate on issues that affect professional rights and responsibility of faculty.

7.g. University Undergraduate Studies Committee (UUSC)

7.g.i. Restrictions on membership

None. But undergraduate students, selected by ASMSU, will be seated on UUSC as voting members.

7.g.ii. Functions

(1) UUSC shall exercise the faculty’s delegated authority on grading policy for all undergraduate students.

(2) UUSC shall advise the Provost on the establishment, disbandment, or merger of undergraduate academic programs.

(3) UUSC shall advise the Provost on policy pertaining to curriculum revision, methods of instruction, evaluation of instruction, and advising and counseling for undergraduate students and programs.

(4) UUSC shall consult with the Provost on policy pertaining to admissions and retention, financial aid, and the use and distribution of educational and research resources for undergraduate students and programs.

(5) UUSC shall advise and consult with the Provost and make recommendations to the Faculty Senate on all matters of academic policy affecting undergraduate education and the University.  

(6) UUSC shall consult with the University Committee on the Curriculum on issues related to function (1) above: establishment, disbandment, or merger of undergraduate academic programs.

7.g.iii. Functions Taken Over from April 2008 Standing Committees

The functions of UUSC above are performed by the University Committee on Academic Policy, under the April 2008 bylaws of academic governance. The

This item does not appear in the draft minutes of the Faculty Council meeting for 15 Apr 2008, as of 21 Apr 2008, 7:00 p.m.
name change to UUSC is primarily to make it clear that this committee is focused on undergraduate programs.

7.g.iv. Reporting Lines

UUSC will report primarily to the University Council. An exceptional situation can occur under function (1) above when UUSC has a responsibility to report to Faculty Senate on issues that relate to establishment, disbandment, or merger of undergraduate academic programs.¹¹

7.h. University Graduate Studies Committee (UGSC)

7.h.i. Restrictions on membership

None. But graduate students, selected by COGS, will be seated on UUSC as voting members.

7.h.ii. Functions

(1) UGSC shall exercise the faculty’s delegated authority on grading policy for graduate students, and shall recommend their approval or rejection to the UCC.

(2) UGSC shall review all changes in graduate and graduate-professional courses, curricula, and degree requirements proposed, and shall recommend their approval or rejection to the UCC.

(3) UGSC shall consult with UCC to meet its obligations under functions (1) and (2) above.

(4) UGSC shall have shared responsibility with the Dean of The Graduate School to advise the Provost on the establishment, disbandment, and merger of graduate programs.

(5) UGSC shall have shared responsibility with the Dean of The Graduate School to advise the Provost on policy pertaining to methods of instruction, evaluation of instruction, advising and

¹¹ Reporting of UUSC to Faculty Senate in cases of change in academic programs is to enable Faculty Senate to gain the wider perspective, including student input. Inclusion of this point is an inference made from the report of Task Force 1.

pg 12 (of 13)
counseling, admissions and retention of graduate students, and on other policy pertaining to administration of graduate programs.

(6) The committee shall have shared responsibility with the Dean of The Graduate School to advise the Provost on the coordination of graduate programs, policy pertaining to financial aid and employment of graduate students.

(7) The committee shall have shared responsibility with the Dean of The Graduate School to advise the Provost on the use and distribution of educational and research resources for graduate programs and graduate students.

(8) The committee shall advise the Dean of The Graduate School and the Vice President for Research and Graduate Studies on policy relating to research development as it pertains to graduate education.

7.h.iii. Functions Taken Over from April 2008 Standing Committees

The functions enumerated above are largely mirrored in the functions of the University Graduate Council under the April 2008 bylaws of academic governance.

7.h.iv. Reporting Lines

UGSC will report primarily to the University Council. An exceptional situation can occur under functions (1) or (2) above when UGSC has a responsibility to report to Faculty Senate on issues that relate to establishment, disbandment, or merger of undergraduate academic programs.\textsuperscript{12}

\textsuperscript{12} Reporting of UGSC to Faculty Senate in cases of change in academic programs is to enable Faculty Senate to gain the wider perspective, including student input. Inclusion of this point is an inference made from the report of Task Force 1.
**Proposed amendments to Task Force 1 – UCFT**

Submitted by Steve Lacy, College of Communication Arts and Sciences, April 22, 2008

The following amendment would be inserted after line 168 of the revised “yellow pages.”

7.b.ii(4) UCFT shall work with UCFA to make recommendations to the Faculty Senate and to the Provost on personnel policies relating to faculty, such as policies on appointment, reappointment, promotion, tenure, leaves, retirement, and workload assignments. Such policy shall be put forward by UCFA.

**Justification**

I believe I made a mistake last week in removing the policy role of UCFT. Because UCFT interprets and applies the tenure and promotion policy, this committee is most likely to identify problems and issues with that policy when they arise. Giving UCFT a policy role in conjunction with UCFA would enhance the ability of faculty to detect and deal with such problems.
Amendments submitted by Gillian Bice, Chair of UCC

Amendment 1

Replace lines 177 – 198 of the amended “yellow pages” (172 – 193 of un-amended document) for University-level Standing Committees with the following:

7.c.ii. Functions

(1) UCC shall exercise the faculty’s delegated authority to review and approve or reject all changes in undergraduate courses, curricula, and degree requirements proposed by academic units.

(2) UCC shall exercise the faculty’s delegated authority to approve or reject changes in graduate and graduate-professional courses, curricula, and degree requirements, recommended by the UGSC.

(3) UCC shall advise the Provost on criteria for the establishment and deletion of courses and curricula.

(4) UCC shall coordinate its activities with those of the UUSC and UGSC, and any other appropriate Academic Council Standing Committees so as to obtain an inclusive perspective.

7.c.iii. Functions Taken Over from April 2008 Standing Committees

Under the University bylaws in place in April 2008, all of the above functions are currently performed by UCC.

Rationale: It does not seem that the intent of Task Force 1 was to substantially change the role of the UCC; therefore, I think it is important to maintain the wording of the existing bylaws. The subtle differences in phraseology between the existing bylaws and the “yellow pages” is concerning as regards interpretation of meaning. For example, regarding function 1, the current bylaws state that the “UCC shall exercise the faculty’s delegated authority to review and approve or reject all changes”; whereas, the yellow pages inserted the word “recommend” ergo “UCC shall exercise the faculty’s delegated authority to review and recommend approval or rejection…” Unless, UCC is seen as abusing its delegated authority, I think it’s important to maintain this distinction.
Also, there is a difference between function 3 from above, and function 7 from the “yellow pages”. The existing bylaws state that, “UCC shall advise the Provost on criteria for the establishment and deletion of courses and curricula.” This is different from function 7 from the “yellow pages”, which states that UCC will “make recommendations to the Provost with respect to establishment or deletion of academic courses and programs.” This function, the establishment or deletion of academic courses and programs, is covered under UCC primary mandate (functions 1 and 2). The keyword is “criteria.” Unless there is good reason to change this function, I believe it is important to maintain the phrasing of the existing bylaws.

I believe function 6 from the “yellow pages” is covered in section 7.c.iv. Reporting Line, lines 211 – 214, and does not need to be reiterated here.

**Amendment 2**

Replace line 319 of the amended “yellow pages” for University-level Standing Committees with the following:

rejection to the UUSC.

**Rationale:** I believe this is a typo – UCC does not have a role in grading policy.
MOTION 1

MOTION TO DIVIDE THE QUESTION:

Move to divide the April 8, 2008 "Yellow Pages" re University-Level Standing Committees into seven parts for separate consideration as follows:

1. General Topics: Sections 1-6, lines 1-133.

2. UCFPT: Section 7.a, lines 134-167 and UCB: Section 7.c, lines 210-231

3. UCC: Section 7.b, lines 168-209

4. UCAG: Section 7.d, lines 232-251

5. UCSA: Section 7.e, lines 252-274

6. UUSC: Section 7.f, lines 275-301

7. UGSC: Section 7.g, lines 302-343

(Rationale: by dividing the question faculty council can more effectively address the various issues that arise from the different committees; the combined consideration of UCFPT and UCB arises from the division of responsibilities of the current UCPA.)

MOTION 2

MOVE TO AMEND LINES 32-33:

Move to add to the beginning of line 32: "Except in cases in which the standing committee is exercising delegated authority, as specified in these bylaws, ..."

AND

replace the word "advice" with "action" at the end of line 32.

(Rationale: Standing Committees currently have delegated authority to review specific proposals in light of approved university policies; the review of these numerous decisions by Faculty Senate is neither practical nor desirable)

MOTION 3

MOVE TO AMEND LINES 122-123:

Move to eliminate the words "and of subcommittees or ad hoc committees established by standing committees" in lines 122-123.

Cont. Task Force 1 Discussion Section 2 Faculty Council 4-8-08
(Rationale: Subcommittees are generally constituted to help the parent Standing Committee by performing a preliminary review, gathering any additional necessary information, and drafting a recommendation. Subcommittees are often small, meet irregularly, and on a very short timetable. The "open meeting" requirement places an undue burden on the effective operation of subcommittees. Furthermore, since any subcommittee recommendation must be discussed and approved at an open regular committee meeting, generally followed by further discussion and debate by Faculty Senate or University Council, this requirement is not necessary.)

--------- Motion 4 ---------

Move to insert before line 280:

Move to insert a new paragraph before line 280 which reads:

"(1) UUSC shall exercise the faculty's delegated authority on grading policy for all undergraduate students."

and renumber following paragraphs.

(Rationale: This delegated function is at the heart of UCAP's current role, and was inadvertently left out of the draft language, and is currently in the bylaws as 4.4.3)

--------- Motion 5 ---------

Move to insert before line 289:

Move to insert a new paragraph before line 289, with the appropriate paragraph number, which reads:

"UUSC shall advise and consult with the Provost and make recommendations to the Faculty Senate on all matters of academic policy affecting undergraduate education at the University"

and renumber the following paragraph.

(Rationale: This is based on the current bylaws, section 4.4.6. It, along with the delegated authority on grading policy in section 4.4.3, is extremely important in defining UCAP's current role -- which UUSC is to replace.)

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Cont. Task Force 1 Discussion Section 2 Faculty Council 4-8-08
Information from ESET NOD32 Antivirus, version of virus signature database 2888 (20080220)

The message was checked by ESET NOD32 Antivirus.

http://www.eset.com
Faculty Council endorses the recommendations of Faculty Voice Task Force 1 as regards the Office of the Secretary for Academic Governance.

Faculty Council refers the blueprint below, along with other motions passed by Faculty Council, as part of the package for structural change, to the University Committee on Academic Governance, with instructions that a proposed package of implementing bylaws be returned to Faculty Council by October 31, 2008.

Except for the items noted below, all descriptions of the Secretary for Academic Governance in the Bylaws for Academic Governance in place as of April 1, 2008, shall remain in place.

1. Office the Secretary for Academic Governance to become the “Academic Governance Office”

The office currently known as the “Office of the Secretary for Academic Governance” will be renamed to be the “Academic Governance Office.” The Academic Governance Office will be directed by the individual who is the Secretary for Academic Governance.

2. Selection of the Secretary for Academic Governance

The selection of the Secretary for Academic Governance will be by the University Council.

3. Emphasis on the role of Parliamentarian

A key role of the Secretary for Academic Governance is that of parliamentarian. The parliamentarian must be intimately familiar with the Bylaws of Academic Governance and with the general rules and nuances of parliamentary procedure. The parliamentarian must be ready to advise the Chairperson of Faculty Senate, the Chairperson of University Council, and the Chairperson of Academic Assembly on any issue of parliamentary procedure, and must in addition advise on out-of-order procedure when it takes place.

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1 This clause is reasonably inferred from the spirit of the TF1 recommendations. The largely symbolic change in name of the one - and only - funded office to support academic governance signals the central role that the office plays for the entire academic governance system. It also signals the support role that the Office of Academic Governance plays for the Chairperson of the Faculty Senate, and for The Steering Committee.

2 Currently the Secretary for Academic Governance is a 50% position, with selection by recommendation of the Executive Committee of Academic Council, and final selection by the MSU President. In keeping with the spirit of the TF1 recommendations, and consistent with the election of the Chairperson of Faculty Senate by the Faculty Senate, the recommendation here would place selection of the Secretary for Academic Governance with University Council. Because the Secretary for Academic Governance serves functional roles for Academic Governance generally, the clause above identifies University Council as the body to select the Secretary for Academic Governance, rather than selection by the Faculty Senate. Detailed procedures for University Council will be developed and inserted into the implementing bylaws package by the University Committee on Academic Governance.
Recommendations: Better Articulation between the Athletic Council and Other Parts of the Academic Governance System

**Motion to Faculty Council (Apr 22, 2008)**

Faculty Council endorses the recommendations of Faculty Voice Task Force 1 as regards better articulation between the Athletic Council and other parts of Academic Governance.

Faculty Council refers the blueprint below, along with other motions passed by Faculty Council, as part of the package for structural change to the University Committee on Academic Governance, with instructions that a proposed package of implementing bylaws be returned to Faculty Council by October 31, 2008.

The TF1 report does not seek to alter, diminish, or extend the operation of the Athletic Council. Rather, the recommendations seek to better integrate the Athletic Council with other parts of MSU Academic Governance. Three specifics are detailed below. In each case, Faculty Council has previously passed, or in the case of the third recommendation below, will consider the substance of the three recommendations. This document emphasizes and consolidates the Task Force 1 recommendations concerning the Athletic Council.

1. **Athletic Council Reports to University Council**

   The Athletic Council reports to University Council. Form and frequency of reporting will be determined by The Steering Committee, but in no case will the frequency of reporting be less than once each academic year. The Athletic Council will also respond to questions asked by University Council within a reasonable time through its seated representative in University Council, the Chairperson of the Athletic Council.

2. **Representation from Athletic Council to Sit on University Council**

   The Chairperson of Athletic Council is a voting member of University Council.

3. **Membership from Athletic Council to Sit on the University Committee on Faculty Affairs, Budget Subcommittee**

   Membership of the UCFA Budget Subcommittee will include one member of Athletic Council who will sit ex officio, and who will be appointed by the University President.

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1 TF 1 recommended that the Athletic Council report to the University Council. (page 5, TF 1 report) The Faculty Council has previously passed the exact wording of this section in Section 3.e.ii of the motion for large governance bodies (Faculty Council meeting of 18 March 2008).

2 TF 1 recommended that there be two members from Athletic Council who would sit on Faculty Senate (page 4, TF 1 report). Faculty Council has passed the exact wording of this section in Section 3.a.iii of the motion for large governance bodies (Faculty Council meeting of 18 March 2008).

3 Originally this item pointed to the Budget standing committee (UCB). But in an amendment passed by Faculty Council on April 15, the UCB was folded back into the standing committee on faculty issue - the UCFA. Hence this item now points to the Budget Subcommittee of UCFA.