Call to order: 3:15 p.m.

Agenda: Approved as amended.

Preliminaries: Nails reported that The Steering Committee had approved and sent to University Council the set of Bylaws amendments approved by UCAG in October, offering three further friendly amendments, all of which are included on the November copy of the Bylaws sent to UCAG members with the call for agenda items. She said the path to approval is from UCAG to The Steering Committee, to the University Council, to the President, to the Board of Trustees—but that any bylaws may be revisited at any time. Gaboury said that the Bylaws for Academic Governance have needed revision for some time and that he was glad to see UCAG moving ahead with that process. Sherry Lott was thanked for her assistance to the committee.

Minutes of the Previous Meeting: Approved as circulated.

Business of the Committee: With the permission of the committee, Nails offered the amendments in batches in order of least to most controversial, as circulated with the agenda. They appear here in the order in which they appear in the Bylaws, including pertinent discussion, with additions in blue, deletions in red.

[PREAMBLE] Under its bylaws and The Constitution of the State of Michigan’s Constitution, confers on the Board of Trustees has the responsibility to develop a free and distinguished university and to promote the welfare of mankind through teaching, research, and public service. approved

1.2.2.2. The student constituency of a unit for the purpose of selecting student representatives from that unit to serve on higher unit committees shall be all students who have declared with the
Registrar a major or major preference (in the case of lower division students) in an academic program in the unit. approved

3.2.1. Composition of the University Council. 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 [3.2.3.1], members of the Council of Graduate Students (COGS) selected pursuant to 3.2.4.2 [3.2.3.2], Chairpersons of University-level Standing Committees, The Steering Committee, the President, the Provost, and designated ex-officio members in 3.2.1.1.5 [3.2.1.2]. approved

3.2.1.1.1. Members of the Faculty Senate, whose composition is described in 3.3.1, shall sit on the University Council. approved

3.2.1.1.2. [3.2.1.1] The Appointed Council shall be composed of all Deans, the Director of Libraries, the Director of the FRIB, the President, and the Provost. approved

3.2.1.1.3. ASMSU shall be composed of representatives selected pursuant to the constitution of ASMSU. approved

3.2.1.1.4. COGS shall be composed of students selected pursuant to the constitution of COGS. approved

3.2.1.1.5. [3.2.1.2] The University Council shall have the following ex-officio members: Vice President for Student Affairs and Services; Vice President for Research and Graduate Studies; Vice Provost for Libraries, Computing and Technology; Vice President for Information Technology; Associate Provost for University Outreach and Engagement; Senior Associate Provost; Associate Provost and Associate Vice President for Academic Human Resources; Associate Provost for Undergraduate Education and Dean of Undergraduate Studies; Associate Provost for Graduate Education and Dean of the Graduate School; Associate Provost for Academic Student Services and Multicultural Issues; Associate Provost for Academic Services and Enrollment Management; University Registrar; Athletic Council Chairperson; Faculty Grievance Official; Secretary for Academic Governance, and Ombudsperson Ombudsman. One representative of the faculty emeriti will serve ex officio with voice, but no vote. approved

In discussion, Powell said that although the last sentence implies correctly that ex-officio members of the University Council have both voice and vote, they may not know it. He suggested crafting language for the definitions section of the Bylaws to make it clear that ex-officio members have voice and vote unless otherwise stipulated.
3.2.2.3. When both the Chairperson and the Vice Chairperson of the University Council cannot be in attendance at a meeting of University Council, the Chairperson will designate an individual, typically the Senior Associate Provost, to preside at that meeting. approved

3.2.3. The Voting Members of the University Council 3.2.3.1. The voting members of the University Council shall be the faculty representatives elected as members of the Faculty Senate, ASMSU and COGS student representatives, designated members of University-level Standing Committees, voting members of The Steering Committee, and the members of the Appointed Council. approved

3.2.3.2. The voting members of ASMSU as determined by the constitution of ASMSU, shall serve on the University Council. approved

3.2.3.3. The voting members of COGS as determined by the constitution of COGS, shall serve on the University Council. approved

3.2.4. Student Representatives approved

3.2.4.2. [3.2.3.2.] Graduate Student Representatives: COGS shall select a number of graduate representatives to the University Council equal to three-fiftieths (3/50) of the total voting membership of the body. The number of representatives shall be rounded to the nearest integer. No more than one graduate representative may be from a single department, with consideration being given to Universitywide representation insofar as possible. approved

3.2.4.2.1. [3.2.3.2.1.] Graduate student representatives to the University Council shall be chosen according to procedures established by the constitution of COGS and shall be chosen to ensure such that the diversity of the delegation is ensured. approved

3.2.5.4. As appropriate, the University Council’s role is to communicate its views on key issues facing the University. approved

3.2.5.8. The University Council shall develop procedures acceptable to the President for the participation of faculty and students in the selection of administrators of University-level units who are involved in the administration of which determine policies significantly affecting the academic programs of the University. approved

3.2.5.8.1. These administrative positions are the Provost, the Vice President for Research and Graduate Studies, the Vice President for Student Affairs and Services, the Dean of Undergraduate Studies, the Dean of The Graduate School, the Dean of International Studies and
Programs, the Senior Associate Provost, the Director of Libraries, and the Dean of the Honors College. approved

3.3.1.3. The second contingent of voting members of the Faculty Senate consists of the at-large faculty representatives who are members of on The Steering Committee (3.4.1.1). approved

3.3.2.1. The Chairperson of the Faculty Senate will be selected by all voting members of the Faculty Senate from a slate made up of the at-large faculty representatives sitting on The Steering Committee. The at-large members receiving the two highest vote totals will constitute the final slate. Voting will be conducted again, and the at-large member receiving the majority of the votes will be declared the Chairperson of the Faculty Senate and the other candidate will be declared the Vice Chairperson. Their terms are one year. The Chairperson of Faculty Senate also serves as Chairperson of The Steering Committee and Chairperson of the Academic Congress. The Vice Chairperson of the Faculty Senate also serves as the Vice Chairperson of The Steering Committee and Vice Chairperson of the Academic Congress. approved

3.3.3. Quorum for Faculty Senate Meetings. 3.3.3.1. The quorum for conducting the business of the Faculty Senate is 50 percent of its voting membership plus one. approved

3.3.4.1. The Faculty Senate is a deliberative, representative, and legislative body for Michigan State University faculty. As such, the Faculty Senate is the major, regularly meeting body in which curricular issues, faculty tenure and promotion issues, and faculty salary and benefits issues are presented. Input may be sought from the University Council on appropriate issues. The Faculty Senate’s role is to communicate its position to the administration on these issues. approved

3.4.1.4. The Chairperson of The Steering Committee shall be elected annually pursuant to 3.3.2.1. by the Faculty Senate from the at-large faculty members of The Steering Committee. Election shall be for a one-year term. approved

3.4.2.3. The faculty members of The Steering Committee shall act on behalf of the Faculty Senate when, in the judgment of a majority of those the membership of the Steering Committee, action is needed before the Faculty Senate can be called into session. The Chairperson of The Steering Committee will chair such meetings. Such meetings may be called by the faculty members of The Steering Committee or by the Chairperson of The Steering Committee. Decisions taken at such meetings shall be reported to the Faculty Senate as information items and are subject to review by the Faculty Senate. approved

3.5.4. The Secretary for Academic Governance will serve as the a liaison between ASMSU and academic governance and between COGS and academic governance for the purpose of
encouraging student representation in academic governance. approved

3.5.4.1. The Secretary for Academic Governance will be responsible for sharing information with academic governance regarding actions being taken by ASMSU and COGS—approved

3.5.4.2. The Secretary for Academic Governance will serve as informational parliamentarian for ASMSU and COGS—approved

3.5.4.3. The Secretary for Academic Governance will receive and file publish the minutes of meetings of ASMSU and COGS through the Office of Academic Governance—approved

In discussion, UCAG noted that 3.2.7.6 already achieves the aim of communication among the various arms of governance by requiring publication of minutes through the Academic Governance website. However, it was also noted that ASMSU does not publish its minutes. Budeca said that he would inquire about that. Powell said that the archiving of minutes is a further issue not addressed by the Bylaws and that it needs to be clear whose responsibility it is to archive the minutes of ASMSU and COGS. Nails said that, for parity, it should not be the students’ responsibility to archive minutes; faculty bodies are not responsible for archiving the minutes of their meetings. Gaboury agreed to contact the University Archivist to find out the expectations of that office and to invite a short presentation on the topic if that would be useful.

3.5.4.4. The Office of Student Life will consult regularly with the Secretary for Academic Governance regarding ASMSU and COGS elections and will provide assistance to ASMSU and COGS—approved

3.5.5. The Office of the Secretary for Academic Governance, along with other administrative offices, provides staff support to The Steering Committee, the University Council, the Faculty Senate, ASMSU, the Council of Graduate Students and the University-level Standing Committees in the execution of responsibilities directly and indirectly expressed in these Bylaws. The Secretary of Academic Governance shall supervise elections to the University Council, ASMSU, the Council of Graduate Students and of the at-large faculty of The Steering Committee, with review by the University Committee on Academic Governance. approved

4.1. ESTABLISHMENT OF STANDING COMMITTEES. 4.1.1. There shall be the following University-level Standing Committees within Academic Governance: approved

4.2.1.4. The term of office for student members on University-level Standing Committees shall be one year, renewable. Terms of office shall begin on the first day of summer semester classes. approved
4.2.2.2. The chairperson of each University-level Standing Committee shall prepare a report at the end of each semester, summarizing the activities and actions of the committee during that semester, and its projected activities for the next semester. The end-of-the-semester summaries will be posted through on the website for Academic Governance. The Secretary for Academic Governance shall distribute these with the agenda or minutes for the University Council (3.2.6), or the Faculty Senate (3.2.5), as appropriate. At least once each academic year, each chairperson shall report at a meeting of the Faculty Senate (3.3.5) or the University Council (3.2.6), as appropriate. The Secretary for Academic Governance shall establish the schedule for these reports. approved

4.2.2.3. The chairperson of each University-level Standing Committee shall submit an annual written report of that committee’s activities and actions to the Academic Governance Office by August 31. Summaries of these reports shall be posted through on the website for Academic Governance. Each University-level Standing Committee’s chairperson shall regularly report to The Steering Committee on the work of that committee. approved

4.2.4.2. Each University-level Standing Committee shall schedule its own meetings, noting the schedule for all such committees established by the Secretary for Academic Governance, and shall post the schedule through the website for Academic Governance on its webpage. approved

4.2.4.3. University-level Standing Committee meetings shall ordinarily be open, but any such Committee may formulate procedures for closing some of its meetings for stated reasons. When a meeting is to be closed, the reasons for such closure will be announced publicly and stated on the Committee web page through the website for Academic Governance. approved

4.2.4.4. Each University-level Standing Committee shall determine its own agenda. Members of The Steering Committee, administrators, faculty, and students may suggest items for a Committee’s agenda. Announcements of University-level Standing Committee meetings must be posted through the website for Academic Governance at least one week in advance of the meeting, and include the time and place of the meeting, and an agenda. approved

4.2.4.5. The quorum for Standing Committees, except as provided in each committee’s procedures, shall be fifty percent plus one. approved

4.3.1.3. The quorum for meetings of the UCAG shall be those members present at regularly scheduled meetings for which the agenda has been published one week in advance through the website for Academic Governance. failed
In discussion, UCAG considered the problem of the committee’s history of being unable to reach a quorum. It decided that the proposed amendment would be too radical a solution, however, given that (as Robert’s Rules allows) the committee can proceed at its own risk and later ratify actions taken earlier without a quorum; and that (by local custom) a Bass quorum of forty percent could be declared by the chair. The committee considered and rejected requiring minima for each of faculty, undergraduates, and graduate students. It also considered electronic attendance that would preserve the deliberative character of the committee. It was decided that (a) academic governance would best be served if non-attendees could be unseated from the membership of bodies, enabling quorum counts to decrease accordingly. Language to that effect will be placed on the agenda of a future meeting. It was also agreed that (b) the question of the undergraduate student membership of UCAG, currently five (4.3.1), should be revisited.

UCAG postponed discussion of the revision of College bylaws pending receipt from the Secretary for Academic Governance of a list of colleges due to be reviewed.

**New Business:** Powell said he wanted to discuss College representation on the University Council (3.3.1.2.1) because, he said, its current interpretation has unforeseen negative implications for the body’s quorum.

Edozie introduced a set of problems that emerge as a result of the lack of clarity in Bylaws 2.1—Unit Academic Administrators—that UCAG discussed briefly and agreed to add to the next agenda. The University’s burgeoning hierarchy of titles for faculty members with administrative responsibilities enables persons to be treated as administrators for some purposes (e.g., denying them the right to the University’s grievance procedures) and as faculty for other purposes (e.g., when serving on task forces that are supposed to have the advice of faculty). Gaboury said that the distinction was clear at his previous land-grant university, Mississippi State, where the administrative boundary was drawn at deans. Wherever drawn, it was agreed, the boundary should be explicit and should not be used equivocally.

**Adjournment:** 4:52 p.m.

Respectfully submitted,

Debra Nails