Present: Baird, DeJong, Ellis, Floyd, Hughes, Mc Alpine, Melakeberhan, Rosser, Sethi; Others: Banks, Harrison, Wright

Absent: Allen, Lostracco, Smith, VanDlyone

The meeting was called to order by Christina DeJong (Vice-Chair) at 3:24 p.m. in Room 443A Administration Building.

Items covered:

1) Agenda was approved unanimously without modification.

2) Minutes of January 12, 2006 were approved unanimously with a minor typo correction.

3) Chairperson had no remarks. This was followed by introductions.

4) Elections

When requested by the Chairperson, Harrison discussed materials that she had presented about nominees and nomination requirements to the following positions:

a) ECAC At-Large Faculty:
   According to the Bylaws, four to eight nominees are required. After discussing the requirements, the following five persons were approved unanimously:
   H. Hughes, CANR
   J. Lloyd, ENG
   S. Melnick, ED
   E. Rosser Jr., CVM
   R. Weber, BUS

b) University Awards Committee:
   Eight nominations were needed to fill four vacancies. After discussing the diversity of college, gender and related issues, the committee approved the following nominations from:

   Teacher Scholar Award Winners:
   M. Doumit, CANR
   A. Sousa, HM

   Distinguished Faculty Winners:
   M. Ayoob, JM
   S. Florio-Ruane, ED
Pool of Faculty Volunteers:
A. Engeda, ENG
T. Jeitschko, BUS (Economics)
M. Sticklen-Vandepool, CANR

5) Review of College Bylaws:
Chairperson DeJong presented the suggested revisions to the College of Arts and Letters as outlined in Attachment #2 of the meeting agenda (Attached to these minutes). The committee discussed each point in the attachment and made numerous suggestions.

In addition, the committee suggested additional changes in sections listed below:

1.3.4.1.
1.3.4.4.
1.3.4.5.
2.1.5.
3.1.5.1.
3.2.4.8.
3.3.2.1.4.
3.3.3.1.1.2.
3.3.3.2.2.
3.3.3.4.2.
3.4.1.2.1.
Add: 3.4.1.3.4.1., 3.2.1.3.4.2. and 3.4.1.3.4.3.
3.6. - College should have their own procedure
3.6.1.1.
4.1.1.
Strike Sections 5 & 6
6.1. - Strive “University Committee on Academic Environment

The committee unanimously approved the suggestions as amended. It was noted that Professor Wright, Academic Governance Secretary, was going to incorporate the detailed changes and forward them to the college.

The meeting was adjourned at 4:55 p.m.

Respectfully Submitted,
Haddish Melakeberhan
Suggested revisions to the bylaws of the College of Arts and Letters at Michigan State University

Generally, names of units need to be updated throughout. We specifically note the change from ATL (American Thought and Language) to WRA (Writing, Rhetoric, and American Cultures).

Specific suggestions:

1.2  Voting Faculty

We recommend adding a section (1.2.3, perhaps) to cover the issue of faculty with joint appointments in more than one college.

2.1.5.

Does the "humanities program" refer to the Interdisciplinary program in the humanities, or does it also include the pre-law and computing tracks?

3.  College Organization

This section refers to "units" throughout, but it is unclear which units make up the College of Arts and Letters, and what type of representation each unit is accorded in elections. We recommend adding "3.1. Units in the College", that clearly states each unit but also dictates the place of other entities within the college (such as the Kresge Art Museum and Centers/Institutes).

3.1.5.1.

Should there be a provision for faculty to provide input into Deans' reviews?

3.3.3.1.1.2.

Change "American Thought and Language" to "Writing, Rhetoric and American Cultures"

3.3.3.4.2.

So as not to confuse candidates for specific degrees (such as doctoral candidates) with students enrolled in graduate programs, we make the following recommendations for change in this item (bold terms have been added):

"The graduate student representatives must be candidates for enrolled in an advanced degree program within the College of Arts and Letters and in good academic standing."

3.4.1.2.1.
We recommend that all units be represented on tenure and promotion committees to ensure equal voice for each unit.

3.4.1.2.5.

If all units are represented on tenure and promotion committees, this section can be removed.

3.4.1.3.4.

To avoid conflict of interest and a fair system for advising the Dean on promotion and tenure, we recommend that two subsections be added to the bylaws:

3.4.1.3.4.1. Only faculty holding the rank of full professor may vote on candidates seeking promotion from associate to full professor.

3.4.1.3.4.2. Only tenured faculty may vote on candidates seeking tenure.

3.4.1.3.4.3. Members of the committee will be excused from voting on candidates from their own unit. They will have voice in the discussions but no vote.

3.6 Grievance and hearing procedures

Each college should have its own procedures for conducting faculty and student grievances. As stated in the "Faculty Grievance Procedure" document referred to in the CAL bylaws:

3.3.1 Each department, college, or other academic unit, subject to the approval of the UCFA, shall establish a grievance procedure that assures fair treatment for individuals and that accords with the guidelines contained in this Article and Article 6. A model procedure is available from the FGO.

The College is encouraged to contact the Ombudsman's Office for model language in order to draft grievance policies for undergraduate and graduate students.

4.1.1.

We recommend adding the word "service" to the description of Department/School responsibilities.

Respectfully submitted,

Christina DeJong
Haddish Melakaberhan
Linda Lou Smith

December 12, 2005