Steering Committee Issues
Discussed in 2012-13

September 4, 2012

The University Research Organization (URO) was approved by the BOT at the July, 2012 meeting. Since that time a space has been rented at MBI for research space and several projects have been approved.

Anti-discrimination/Sexual Harassment Policy. The Interim Policy was developed after notification regarding the change in Title 9 in the Spring, 2011. Training is ongoing and is being conducted on the new procedures with all Units. There has been one year experience under the Interim Procedures and there have been two cases that have been conducted under the new procedures.

Academic Calendar Issues: Provost Wilcox followed up on the Academic Calendar issues. The one remaining issue, unresolved, is whether or not there is interest in creating semesters of equal length, with the same number of class days in both Fall and Spring semesters. He noted that if Governance wished to make a specific proposal on this issue he would be willing to review.

University’s New Course Management Systems, Desire2Learn: The University will have two years for transition to the new course management system, Desire2Learn (D2L).

Integrity of Student Assessment Recommendations: Last year there were recommendations put forth by a task force to address the issue of the lack of clarity on the assessment of students in the various learning situations, including online courses. The task force recommended the creation of a policy on assessment and the policy was implemented this past Spring, 2012, and it is now a part of all syllabi. There were also a series of implementation recommendations and the Provost requested Professor Estry to look more specifically at the challenges of assessment especially in the area of online assessments. A faculty group is being assembled to look at what is being done nationally.
October 2, 2012

**Boldness by Design:** The conversations are continuing on the next reiteration of Boldness by Design. A number of ideas are emerging across campus that will be collated into an organized discussion of ideas by February.

**Administrative Review Process:** The Administrative Review Process has not been reviewed since 2001. A motion was passed to refer the Review Process to UCFA for a response in February.

November 6, 2012

**Request to Update Requirements for the Integrative Studies Program:** Recommend approval to delete the current statement regarding credits from the Integrative Studies policy as listed in the Academic Programs catalog, and to state that the Integrative Studies Program credit requirement is 24 credits. A motion was passed to refer to the Faculty Senate meeting.

December 4, 2012

**Change the Policy for Enrollment in AL 201:** The request to change the Policy for Enrollment in AL 201 was placed on the January Faculty Senate agenda for their consideration.

**ADP/Sexual Harassment Policies:** Interim Procedures were implemented in the Summer of 2010. The Interim Procedures Board has been in place for the last academic year of 2011-12. In January of 2012 President Simon expanded that the Board cover all complaints under the Anti-Discrimination Policy involving students against students. There have been no hearings in the last two years. The Interim Procedures will remain until there have been one or two cases.

**Integrity of Student Assessment Project:** The major thrust of the project was on online assessment. A review is being done on the access that faculty have to secure test sites. The integrity of the assessment described for courses is also being reviewed. There will be a campus wide discussion in preparation for the next Institutional Accreditation which includes the integrity of assessment.
January 8, 2013

Task Force on IT: A Task Force on IT is being formed similar to the URO Task Force. The members should be people with expertise and knowledge to develop options and recommendations on a communication system for the University. The charge to the Task Force will be discussed at the February meeting.

UCFA Survey:
Professor Anderson, Chairperson of UCFA, reported the UCFA will be sending a survey to faculty regarding instruction with international students. The intent is to gather data on issues, problems encountered with instruction.

Search Committees: A search committee will be needed for the Senior Vice President for Administrative Services, Executive Vice President for Academic Affairs (Provost), and the Chief Information Officer.

February 5, 2013

Task Force on IT: A follow up on the discussions was presented regarding the Microsoft 365, which is a software program that will give wide spread communication to the system. The process is moving forward, which will be a step by step process.

Proposal to Establish a “Student Name” Policy: ASMSU initiated and passed a Bill in support of a preferred name policy for students in November, 2011. The Office of the Registrar led the development to make this policy available with contributions by the Office of Planning and Budgets and Undergraduate Education. Professor Youatt supports this policy and the recommendation to implement the new policy prior to or by December 2013. Consultation is sought before developing an implementation plan. A motion was passed to refer the proposed policy to UCUE, UCGS, and UCSA and ask for a response by March.

Request to Address Strategy to Avoid Potential Gun Violence in MSU Campus Buildings: Members agreed it would be good to have DPPS give a presentation and overview on Campus Violence at the University Council meeting.
**Syllabi Data Base Online:** ASMSU has developed a recommendation for a policy on Syllabi Database online and will present at the next Steering Committee meeting.

**Provost Search Process:**
Professor Carter reported the Faculty Liaison Group and the At Large will meet with President Simon to discuss the search process. There will be a subcommittee to develop the framework then the Search Committee will be selected. The final search process will be an agenda item for the Faculty Senate

**March 12, 2013**

**Bolder by Design:** Acting Provost Youatt reported that the Bolder by Design Issues Teams for the four outcomes identified are being selected. The teams need to have a small number in each group of 8 to 12 people with diverse perspectives. The Teams are moving quickly and will have recommendations soon.

**Implementation of Online Syllabi Data Base for Students:** Emily Bank, Vice President for Academic Affairs, presented a proposal regarding an Online Syllabi Database for Students. ASMSU respectfully requests a database be created in conjunction with the MSU course description website to allow students to more thoroughly evaluate courses that would best fit their academic plan. The Steering Committee suggested developing a framework and then to meet with Professor Linda Stanford for consultation and advice as to the next steps.

**Proposal to Establish a “Student Name” Policy:**
The proposed policy was referred to UCUE, UCGS, and UCSA for their advice by March. All three Standing Committees reported there were no problems or issues with the policy. The Steering Committee then endorsed the proposed policy.

**UCFA Resolution:** The UCFA recommends longitudinal representation in three long-standing committees and administrative units including the Faculty On-Campus Clinic Committee, Human Resources and Campus Master Planning Committee. It recommends that 1) the Steering Committee develop the mechanism for long-term faculty representation on long-standing committees and administrative units, 2) faculty representatives be appointed from academic
standing committees by the Faculty Senate and approved by UCFA, 3) these faculty representatives have a voice and voting privileges where appropriate, and 4) faculty representatives report back periodically to the UCFA. Following discussion, a motion was passed to refer to UCAG for commentary.

**Non-tenured Tenure System Representatives to UCFA:** The Steering Committee was asked to examine the reasons why non tenured faculty members are required to serve on a committee that requires a significant time commitment and if that requirement is needed. A suggestion was made to place the item on the Faculty Senate agenda for discussion to get the view of faculty. **A motion was passed to place on agenda and to refer to UCAG.**

**Provost Search:**
President Simon met with the elected members of the Steering Committee to discuss the process for the Provost search. The spirit of the discussion was to have openness through the stages of the process but keeping the committee at a level where it was both a recruiting committee and not just simply an evaluation committee. The committee was in agreement with the process and procedures outlined. The timeline includes identification of committee members to work over the summer with the Search Firm selected, clarifying criteria and description. The first part of the review process should begin the first part of Fall semester with on campus interviews towards the end of Fall semester and, if needed, the first part of Spring semester. **A motion was passed to place this item on to the Faculty Senate agenda for March.**