Approved 10-6-15

MICHIGAN STATE UNIVERSITY
THE STEERING COMMITTEE MINUTES
BOARD ROOM, ADMINISTRATION BUILDING
SEPTEMBER 8, 2015 - 3:15-5:00 P.M.


Absent: President Simon, P. Crane

1. **CALL TO ORDER 3:15**

2. Approval of Agenda for September 8, 2015
   2.1. Approved – motion Francese second - Urquhart

3. Approval of Draft Minutes for April 7, 2015
   3.1. Moved by Francese – second Urquhart

4. President’s Remarks – Lou Anna K. Simon – *Out of Town*

5. Provost’s Remarks – June Youatt

   Thank you for your support and participation of the pre-opening activities of the past week-end. During the past week, the report arrived from the Office of Civil Rights (OCR) regarding their investigation of campus events. The report acknowledges the work we have done and the progress that we have made in the Relationship Violence and Sexual Misconduct Policy. Additional information is available on the web at [http://www.hr.msu.edu/documents/uwidepolproc/RVSM_Policy.htm](http://www.hr.msu.edu/documents/uwidepolproc/RVSM_Policy.htm)

   Terry Curry, Asc Prov Asc Vp Academic Human Resources to updated the current Dean searches for the Graduate School, College of Agriculture and Natural Resources, the Law College, the College of Social Science and the College of Human Medicine.

6. The Steering Committee Chairperson’s Remarks – Professor Mary Noel

   Professor Noel welcome members of the Steering Committee to the new academic year. She initiated introductions and provided an overview of the work of the Steering Committee and the responsibilities of its members. The current Academic Governance Organization Chart was presented along with an identification of the topics before the committee in the coming months.

7. Committee Chairs Remarks

   Committee Agenda for 2015-1016 identified topics that are scheduled for discussion this fall.

   University Committee on Academic Governance (UCAG): Primary topics include a full review of the By-Laws for Academic Governance and preparations for the 2016-2017 election cycle.

   University Committee on Faculty Tenure (UCFT): Primary topics include a continuing discussion of and the clarification of the phrase “cause for dismissal” to replace “failure to perform” in the MSU policies handbook. Other issues include considerations for modification of the tenure clock and review of the MSU tenure Form D
University Committee on Graduate Studies (UCGS): The committee has not met to set their agenda although one of the main areas will be the search for the new Dean of the Graduate School.

University Committee on Curriculum (UCC): Along with its normal workload of curriculum issues, they will be completing the conversion to electronic submission curriculum materials as well as modifications of terminology, e.g., lecturer as they impact course descriptions.

University Committee of Faculty Affairs (UCFA). Members will be working with the UCFT regarding the issues of “cause for dismissal” language, issues related to health care programs, the University budgets and salaries and compensation.

8. OLD BUSINESS

Recommendations for Addressing Student-on-Faculty Assault at MSU, Professor John Bell, Chairperson, University Committee on Faculty Affairs, Chairperson.

Professor Francese moved (Professor Crimp seconded) to return the proposal to UCFA for further discussion and clarification. The Committee asked that there be a boarder consideration of the impact of the proposal across campus and that information regarding the frequency of reported cases on the national and local levels. The motion CARRIED. UCFA will return their recommendations in November.

Lorenzo Santavicca (ASMSU) moved to have the policy forwarded to both ASMSU and COGS. The discussion identified the need for further development of the proposal prior to its distribution for review. The motion was defeated.

Human Resources Update, Renee Rivard, Director of Total Compensation and Wellness

Open enrollment for this year begins October 1st. In response to requirements identified in the Affordable Care Act (ACA), employers are required to submit an IRS 1095 form for the 2015 year. Employees are required to submit that form with their 2015 Tax Return. As part of this requirement, the social security numbers for dependents are listed on the form. This process shows that you were offered a health care plan by MSU and you either accepted or rejected the offer. HR is sending notices to employees that have not reported their dependent’s SSN.

Relationship Violence and Sexual Misconduct Policy Updates, Kristine Zayko, Deputy General Council (RVSM Policy) (Employee Quick Guide) (Student Quick Guide)

A four year investigation with Civil rights has finally come to a close. Policies and procedures have been updated and a new link to the new Policy was emailed today. Most of the changes related to clarification of procedures not substantive policy changes.

Athletic Council Report – Professor Sue Carter, Faculty Athletic Representative

Professor Carter updated the Committee on current issues before the Athletic Council. She will be providing a detailed report in January.

9. NEW BUSINESS

Name Changes, Department of Geography, Provost June Youatt

Name Changes, Department of Geological Sciences, Provost June Youatt

Professor Crimp moved to send these proposals to the University Committee on Undergraduate Education and the University Committee on Graduate Studies for their review. The motion was seconded and approved. The Committee’s reviews will be presented at the October Steering Committee meeting.

Secretary of Academic Governance Job Description, Associate Provost Theodore Curry
One of the tasks for this year is to search for and fill the position of Secretary for Academic Governance. Professor Sticklin moved (seconded by Professor Urquhart) to have the at large members of the Steering Committee work with the Associate Provost to finalize a job description and present it to the Steering Committee in October. Motion was approved.

10. Open Comments from the floor - None

11. Secretary Summary

   Professor Powell announced that the CIC Governance Meeting with be held on our campus. The dates for the meeting are September 28-30, 2016. This is an annual meeting of representatives from the Senates in the Big Ten Conference.

   The Faculty Health Care Council is developing procedures for the election of new members for 2016.

   The Academic Governance Office and the Faculty Grievance Office have begun a project to develop a SharePoint application to more efficiently record and process the many documents that pass through the offices. More information will follow as the project moves forward.

12. Draft Agenda for Faculty Senate Meeting – September 15, 2015

   A draft Agenda was approved for the Faculty Senate.


   A draft Agenda was approved for the University Council and includes the following information items.

      Human Resource Update, Renee Rivard, Director of Total Compensation and Wellness
      Relationship Violence and Sexual Misconduct Policy Updates, Kristine Zayko, Deputy General Council

14. ADJOURNMENT: 5:05 p.m.