Members who participated in the work of the committee: Edward Budeca, Vice Chairperson (ASMSU); Manuel Chavez (CAS), John Fitzsimmons (CHM); Rita Edozie (JMC); Xia Gao (CAL); Elle Gulotty (COGS); Lynette Guzman (COGS); Debra Nails, Chairperson (CAL); Janice Schwartz (COM)

Members ex officio: John Gaboury, John Powell

Working behind the scenes: Sherry Lott

Members not seen or heard from: Stephan Carey (CVM), B. Beyett (ASMSU), and three additional ASMSU appointees

Meetings: All scheduled meeting were held, and all had a quorum; however, the quorum depended on Robert’s Rules of Order, Newly Revised: only actually seated members (so not the three missing ASMSU appointees, and not Beyett after we learned he is not an MSU student) were included in the quorum counts.

Bylaws and governance issues: Agendas in the fall were devoted to amending the Bylaws for Academic Governance (the Bylaws) and to identifying issues that would need further discussion by other committees before they could be addressed. Proposed amendments went first to The Steering Committee for suggestions, then for approvals through the University Council, the President, and the Board of Trustees. Final approval of some 98 Bylaws amendments was received April 15, 2016. In brief:

The primary major academic unit, “National Superconducting Cyclotron Laboratory (NSCL)” is amended to “Facility for Rare Isotope Beams (FRIB)” at 1.1.1.4, 1.1.2.1–2, 1.1.2.4, 2.1.2, and 3.2.1.1.2.

Changes in Associated Students of Michigan State University (ASMSU) or Council of Graduate Students (COGS) bylaws or procedures result in amendments or deletions at 1.2.2.2, 3.2.1.1.3–4, 3.2.3.2–3, 3.2.4, 3.2.4.2, 3.2.4.2.1, 3.5.4, 3.5.4.1–4, 3.5.5, and 4.3.2.2.

The clarification and streamlining of governance functions, where confusions have arisen in recent years or to comply with existing procedures, motivate the following amendments:

- at University level: 1.4–1.4.3 (including consequent redundancies in 3.2.1, 3.3.1.2.1, 3.3.1.5, 3.4.1.3, 3.4.2.2, 4.2.4.1, 4.3.1, 4.4.1, 4.5.1, 4.6.1, 4.7.1, 4.8.1, 4.9.1, and 5.2.2.2), 3.1.2.2, 3.2.1, 3.2.1.1, 3.2.1.1.1, 3.2.3, 3.2.3.1, 3.2.7.2, 3.3.1.2.1–2, 3.3.1.3, 3.3.2.1, 3.3.3, 3.4.1.3–4, and 3.4.2.3.
- in units: 2.1.2.1–2 and 2.2.5.1.
- in University-level standing committees: 4.1, 4.1.1, 4.2.1.4, 4.2.4.5, 4.3.1–2, 4.3.6, 4.3.8, 5.3.1, 5.3.2.2, 5.3.3.1–3, and 5.3.4.2.

Prior Board of Trustees policy approvals are integrated into the Bylaws at 4.6.7 and 4.7.7.

The elimination of the University Academic Appeals Board (formerly 6.4) and the establishment of
boards to replace it prompt amendments to 6.3.2–4.

Amendments for greater precision of reference originally suggested by the Office of the University Counsel occur in the Preamble, 3.2.5.4, 3.2.5.8 and in the conventions of abbreviation adopted throughout the Bylaws and not itemized—including conformity with the adoption of Student Rights and Responsibilities at Michigan State University (SRR)—notably, 2.2.7, 3.2.8, 3.2.9.1, 3.3.4.10, 4.9.4, 4.9.5, 5.1.1, 6.1.1, 6.3.1, and 6.5.1.

Where administrative titles have changed, amendments appear at 3.2.1.1.5, 3.2.2.3, and 3.2.5.8.1.

Amendments aimed at improving communication within and among the various governance bodies are 3.2.7.6, 4.2.2.2–3, 4.2.4.2–4.

Issues identified as requiring further review were taken to The Steering Committee for assignment to other committees. One such issue is the role of specialists in governance. Currently, specialists are hired under several categories, some of which have no teaching or research component. Questions about how to identify which specialists, and after how many years, should have governance roles at University level, and what those roles should be, must be answered before new Bylaws language can be written. The second such issue is the line between administrators and faculty for various purposes. Currently, the same person is considered faculty in one context (e.g. on committees requiring the advice of faculty) and as administrators in another (e.g. when denied the right to file a grievance).

College bylaws reviews: UCAG is charged with reviewing college bylaws at intervals not to exceed five years—but the committee had fallen behind in its reviews. Twelve colleges were reviewed in the spring semester of 2016 (with date/s of previous UCAG review/s in parentheses) for compliance with the Bylaws, internal consistency, and good governance practices: Broad College of Business (s2006), Communication Arts and Sciences (f2007), College of Education (f2010), College of Engineering (f2010), College of Human Medicine (s2006), James Madison College (s2008), College of Law (s2007), Libraries (s2011), College of Natural Science (s2008), College of Nursing (<2005), College of Osteopathic Medicine (s2007), and College of Veterinary Medicine (<2005). UCAG approved the following rotation for further reviews, subject to the committee workload, requests by colleges, et al.:

2016–17: Residential College in the Arts & Humanities  
College of Social Science  
College of Arts and Letters  
Lyman Briggs College  
College of Music  

2017–18: College of Agriculture and Natural resources  
College of Education  
College of Law  

2018–19: James Madison College  
College of Communication Arts and Sciences
In addition, a subcommittee of the UCAG adjudicated a conflict between a unit bylaws and the bylaws of the unit’s college.

**Elections responsibilities conducted:** The UCAG identified a problem with the volunteer system of nomination to committees, boards, and panels affiliated with the University Council, namely, that it is often difficult to determine (from what faculty members write on their volunteer forms) what qualities they would bring to existing committees beyond their different colleges. It is sometimes helpful for the committee to be told relevant experience, gender, race or ethnicity, or other factors that could contribute to the University’s diversity goals.

There were 258 volunteer forms, but with several faculty volunteering for more than one committee. From those, UCAG prepared slates of appointees and nominees for 56 slots on nine committees that required additional members for 2016–17: the All-University Awards Committee, the Athletic Council, the Department of Police and Public Safety Oversight Committee, the Faculty Healthcare Council, the MSU Union Advisory Board, the Military Education Advisory Committee, the University Committee on Student Affairs, the Student-Faculty-Staff Hearing Board, and the Universitywide Naming Committee.

**Restructure of UCAG:** Restructuring the UCAG itself was a time-consuming aspect of the Bylaws amendment process, requiring a dispensation from the University Council and President, to provide for the spring 2016 election of an experienced faculty member from each college. It also required the assistance of ASMSU, which passed a motion to reduce the number of undergraduate students on the committee from five to three. At its final meeting, UCAG welcomed newly elected members Greg Fink (COM), Eric Hunter (CAS), Mahesh Nalla (CSS), and Robert Vankirk (COGS) for a discussion of common issues that arise in college bylaws reviews and expectations for 2016–17.

Respectfully submitted,
Debra Nails, Chairperson