1. Approval of the agenda (action item)

2. Approval of the October, 2016 minutes (circulated Oct, appended below (action item)

3. Academic Specialists in Academic Governance

4. Comments from the Chairperson

5. Comments from the Associate Provost for Academic Services and Enrollment Management

6. Unfinished Business:
   a. Election of a Committee Chair

7. New business
   a. Update on review of College of Music By-Laws
   b. Establish a timeline for review of:
      • Residential College in the Arts and Humanities
      • College of Social Sciences
      • College of Arts and Letters
      • Lyman Briggs College
      • Select reviewers

8. Roundtable Announcements

9. Adjournment
Present: Mitch Bild (ASMSU), Sue Barman (for Greg Fink, Osteopathic Medicine), Xia Gao (Arts & Letters), Melanie Helton (Music), Gary Hoppenstand (Secretary for Academic Governance, ex officio), Liz Quilliam (for Eric Hunter, Communication), Wasif Khan (COGS), Sherry Lott (office of the Secretary for Academic Governance, in attendance), Gary Lourens (Nursing), Debra Nails (outgoing chair, in attendance), Mahesh Nalla (Social Science), Lorraine Sordillo-Gandy (Veterinary Medicine), Rand Spiro (Education), Mark Worden (Engineering)

Absent: John Gaboury (Associate Provost, ex officio), Joel Maurer (Human Medicine), Misha Shapiro (Natural Science), Richard Metaj (ASMSU), Robert Vankirk (COGS)

Pending: representatives for Agriculture and Natural Resources, ASMSU, Business, consortium of small colleges (JMC, Law, LBC, and RCAH), and non-college faculty

Call to order: 3:16 p.m.

Agenda: approved as distributed.

Minutes of the Previous Meeting: approved as distributed.

Chairperson’s Comments: Following introductions of those present, Nails explained the quorum rule (half the seated members plus one); reviewed the new provisions in the Bylaws for Academic Governance whereby members may send substitutes to any committee, Faculty Senate, or University Council meetings without jeopardizing their own membership. There was general agreement with Spiro’s suggestion that electronic attendance (e.g., Skype, Zoom) could be preferable to sending a substitute in some circumstances, so the committee adopted the standing rule for the year that members could—with advance warning to the Office of the Secretary for Academic Governance—attend meetings electronically.

Nails added that, because the composition of the UCAG is new from this year, members should be alert to opportunities for staggering over the next two years (sabbaticals, teaching conflicts, et al. that might prompt a college to elect another representative).

Information items circulated with the agenda were noted.

Associate Provost for Academic Services and Enrollment Management’s Comments: Hoppenstand gave the committee Gaboury’s apologies for missing the meeting, and thanked Nails for her service to the committee and in governance.

BUSINESS OF THE COMMITTEE:
Election of Chairperson and Vice Chairperson for 2016–17. Nails said the responsibilities to be shared between the two officers included (1) preparing the agenda, due to <acadgov@msu.edu> one week before regularly scheduled meetings of the committee, (2) chairing meetings, (3) attendance at The Steering Committee, Faculty Senate, and University Council—for reporting and for receiving UCAG assignments, (4) recording and circulating minutes of UCAG meetings, (5) preparing fall semester and annual reports, based essentially on the minutes of meetings. Nails said she would remain available for consultation.

Following discussion of members’ availability, Lourens was unanimously elected Vice Chairperson and Interim Chairperson. She already attends Faculty Senate and University Council and expressed her willingness to circulate the agenda and record minutes, but she is unable to attend The Steering Committee meeting in October. Barman and Quilliam agreed to urge Fink and Hunter, respectively, to consider running for chairperson, citing the reduced responsibilities afforded by Lourens’s coverage of several duties normally undertaken by the chairperson.

Hoppenstand agreed to speak on behalf of UCAG at the October meeting of The Steering Committee, explaining that new Bylaws election rules had not been communicated to the colleges in time for spring elections, causing a number of UCAG vacancies; UCAG anticipates electing a permanent chairperson in October.

College Bylaws Reviews. The committee discussed its annual workload, anticipating reviews of the Residential College in the Arts & Humanities, College of Social Science, College of Arts and Letters, Lyman Briggs College, and the College of Music. The Office of the Secretary for Academic Governance will request the five sets of bylaws to be distributed to all members of UCAG. Helton suggested starting the bylaws reviews immediately with the College of Music; she was joined on her subcommittee by Sordillo-Gandy and Bild. After reading the college bylaws with the Bylaws for Academic Governance in mind, they will consult with one another and bring their results to the October UCAG meeting for discussion.

New Business: none.

Roundtable: Hoppenstand announced expected highlights of the Big Ten Academic Alliance meeting to be hosted by MSU 28–30 September. A brief discussion of the CIC’s transformation into the Big Ten Academic Alliance followed.

Adjournment sine die: 4:28 p.m.

Respectfully submitted,
Debra Nails
outgoing chairperson