STANDING COMMITTEE SUMMARY REPORTS FOR
December 2007, January and February 2008

COMMITTEE NAME: University Committee on Academic Governance (UCAG)

COMMITTEE CHAIRPERSON: Edmund J. Rosser Jr.

Summary of committee activities for December 2007, January & February 2008:

1. Completed the review of the Bylaws of the College of Communication Arts and Sciences and forwarded recommendations to the College.

2. Reviewed the University Mission Statement with various suggestions being made which were then taken back to University Relations. After further discussions, a final draft of the University Mission Statement was presented to the Executive Committee of Academic Council (ECAC) for review and comment.

3. A request was made by ECAC to review the composition of the University Committee on Student Affairs (UCSA) as listed in the University Bylaws for Academic Governance, Item 4.9.1. After discussion with the members of UCAG and further consultation with Kristine Zayko in the Office of General Council a final draft of the suggested changes was presented to ECAC for review and comment. It was recommended that the UCSA have the opportunity to review the suggested changes and to comment further to ECAC/UCAG in March.

4. Began the review of the Bylaws of James Madison College.

5. Completed the ballots for election or appointment to the following University Committees: University Committee on Student Affairs, University Military Education advisory Committee, University Student Faculty Judiciary, University Academic Integrity Review Board, University Student Appeals Board, Athletic Council, Anti-discrimination Judiciary Board, Department of Police & Public Safety Oversight Committee, All University Traffic and Transportation Committee, MSU Union Advisory Board, Executive Committee of Academic Council, and the University Awards Committee.

List of prospective agenda items for the next meeting:

1. Completion of the review of the Bylaws of James Madison College and to forward any suggested changes to the College.


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STANDING COMMITTEE SUMMARY REPORTS FOR
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COMMITTEE NAME: University Committee on Academic Policy (UCAP)

COMMITTEE CHAIRPERSON: R. Sekhar Chivukula

Summary of committee activities for December 2007, January & February 2008:

1. UCAP meeting scheduled for December 13, 2007 was cancelled due to lack of quorum.

2. Committee considered and supported the request to exceed 120 credits for the Bachelor of Music Degree in Music Therapy. (1/10/08)

3. Committee briefed by Prof. Dennis Banks, UCAP representative to MSU Athletic Council, on the Athletic Council meeting of January 10, 2008. (1/10/08)

4. The committee will convene an extra meeting on February 14 in order to attend to all committee business prior to academic year-end. (1/24/08)

5. Committee considered and supported the request to change the admission to the College requirements in the College of Engineering. (1/24/08)

6. Committee considered and supported the request to change the graduation requirements for all majors in the College of Engineering. (1/24/08)

7. Committee considered and supported the request to clarify current practice for the Bachelor of Science in Nursing Degree in Nursing. (1/24/08)

8. Committee approved a draft policy on Undergraduate Learning Assistants (ULA) with the understanding that a statement defining the term Undergraduate Learning Assistant will be incorporated into the “Overview”. (1/24/08)

9. Committee finalized and approved the addition of a definition of Undergraduate Learning Assistant to the ULA draft document, approved at the UCAP meeting on January 24, 2008. (2/7/08)

10. Committee heard a proposal for a Sustainability Specialization, brought to UCAP because it does not lie in a particular college and therefore does not have the typical departmental and college-level curriculum development process. The Committee provided feedback to the presenters. (2/7/08)

11. Committee considered, and deferred to its next meeting, the request to establish a minor in Music with an audition requirement for admission. (2/7/08)
12. Committee considered, and deferred to its next meeting, the request to change the admission requirements for the specialization in Public Relations. (2/7/08)

13. Committee considered, and deferred to its next meeting, the request to require a grade point of 2.0 in selected courses within the Bachelor of Arts Degree in Social Work. (2/7/08)

14. Committee considered and supported the request to change the admission as a junior requirements for the Bachelor of Science Degree in Athletic Training. (2/7/08)

15. Committee considered and supported the request to change the admission requirements for the specialization in Public Relations. (2/14/08)

16. Committee considered and supported the request to establish a minor in Music with an audition requirement for admission. (2/14/08)

17. Committee considered and supported the request to require a grade point of 2.0 in selected courses within the Bachelor of Arts Degree in Social Work. (2/14/08)

18. Committee briefed by Prof. Dennis Banks, UCAP representative to MSU Athletic Council, on the Athletic Council meeting of February 14, 2008. (2/14/08)

19. Discussion and subcommittee work on Religious Observance policy. (ongoing, UCAP response to Academic Assembly Bill # 14-41, Academic Governance Pending Log item 07-08:5)

20. Discussion and subcommittee work on Academic Dishonesty policies. (ongoing, UCAP response to Academic Assembly Bill # 14-24, Academic Governance Pending Log item 07-08:3)

21. List of prospective agenda items for the next meeting:

- Discussion and subcommittee work on Academic Dishonesty policies.
  (UCAP response to Academic Assembly Bill # 14-24, Academic Governance Pending Log item 07-08:3)

- 2. Discussion and subcommittee work on Religious Observance policy.
  (UCAP response to Academic Assembly Bill # 14-41, Academic Governance Pending Log item 07-08:5)
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STANDING COMMITTEE SUMMARY REPORTS FOR
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COMMITTEE NAME: University Graduate Council

COMMITTEE CHAIRPERSON: Mary Noel

Summary of committee activities for December 2007, January & February 2008:

December:
Request to establish a Master of Public Health degree in Public Health in the College of human Medicine.

Request to establish a Graduate Specialization in Public Health in the College of Human Medicine.

January:
Request to change the name of the Chef Michael L. Minor Master of Science degree program in Foodservice Management from Foodservice Management to Foodservice Business Management, in The School of Hospitality Business.

Request to change the name of the Master of Science degree in Hospitality Business from Hospitality Business to Hospitality Business Management in the School of Hospitality Business.

Request to change the requirements of the Specialization in Hospitality Business Management in the School of Hospitality Business.

Request to change the requirements for the Master of Arts degree in Advertising in the Department of Advertising.

Request to change the requirements for the Master of Arts degree in Public Relations in the Department of Advertising.

Request to change the requirements to the Master of Arts degree in Counseling in the Department of Counseling, Educational Psychology and Special Education.

Request to change the requirements of the Master of Arts degree in K-12 Educational Administration in the Department of Educational Administration.

Request to change the requirements for the Doctor of Philosophy degree in Music Education in the College of Music.

Request to establish a Doctor a Philosophy degree in Genetics-Environmental Toxicology in the College of Natural Science.
Request to change the requirements of the Doctor of Philosophy degree in English in the Department of English.

Request to change the requirements of the Master of Arts degree in Literature in English in the Department of English.

**February:**
Request to change the requirements in the Master of Music degree in Collaborative Piano in the College of Music.

Request to change the requirements for the Doctor of Philosophy degree in Curriculum, Teaching, and Educational Policy in the Department of Teacher Education.

Request to change the name of the Master of Arts degree program in Curriculum and Teaching from Curriculum and Teaching to Teaching and Curriculum, in the Department of Teacher Education.

Request to change the requirements of the Doctor of Philosophy degree in Second Language Studies in the College of Arts and Letters.

Request to change the requirements for the Master of Science degree in Epidemiology in the Department of Epidemiology.

**List of prospective agenda items for the next meeting:**

Request to change the requirements for the Master of Arts degree in Communication in the Department of Communication.

Request to phase out and discontinue the Master of Arts degree in History of Art in the Department of Art and Art History.
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STANDING COMMITTEE SUMMARY REPORTS FOR
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COMMITTEE NAME: University Committee on Faculty Tenure (UCFT)

COMMITTEE CHAIRPERSON: S. Selke

Summary of committee activities for December 2007, January & February 2008:

1. No meetings in December 2007 or January 2008 due to lack of agenda items.
2. Feb. 6 meeting
   a. Discussion of joint appointment issues and how they relate to promotion and tenure.
   b. Discussion of student participation in individual personnel matters
   c. Recommendation made concerning an individual personnel matter
3. Feb. 20 meeting cancelled
4. List of prospective agenda items:
   a. Further discussion of student participation in individual personnel matters
   b. Granting tenure policy
   c. Standards/criteria for tenure and timeframe for probationary tenure system appointments
   d. Review results of UCFA's study of grievance outcomes

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DATE: March 18, 2008

TO: University Faculty

FROM: University Committee on Faculty Affairs  
John Powell, Chair

RE: University Committee on Faculty Affairs (UCFA)

The UCFA provides the following report of activities in order to provide the faculty with information regarding the work of the Committee.

In the fall of 2007, the UCFA actions focused on the following areas:

1. Moved the Task Force II report regarding the Administrator Review program to ECAC, FC and AC.
2. Presentation from Dr. John Hudzik regarding the MSU expansion in Dubai and the implications for MSU faculty.
3. Annual presentation from Human Resources Benefits Program regarding MSU Health Care Programs
4. Endorsed the recommended list of presiding officers for faculty grievances for 2007-2008
5. Forwarded UCFA report regarding the Proposal to Establish a Fall Semester Study Break to ECAC.
6. Examination and discussion of mechanisms to better communicate with faculty regarding the business of the UCFA.

In the spring of 2008, the UCFA actions focus on the following areas:

1. Examine issues related to the campus environment with Mike Rice, Assistant Chief of Police.
2. Accepted and approved the Report of the Budget Subcommittee’s Health Care Options Task Force
3. Conduct annual review of the Faculty Grievance Officer.

UCFA Personnel Subcommittee 2007-2008 Mid-Year Report

UCFA Personnel Subcommittee:

- Responded to the Task Force II recommendations on Administrator Review;
- Responded to the recommendation to create a Fall Break;
• Reworked the survey used in the annual review of the Faculty Grievance Official (FGO);
• Reviewed and approved additions to the University Occupational Health and Safety Rules and Regulations;
• Reviewed and approved additions to the Appointment, Reappointment, Tenure, and Promotion Recommendations letter sent annually by the Provost to Chairs and Directors.

**Spring 2008 Personnel Subcommittee topical agenda:**

• Conduct the annual review of the Faculty Grievance Officer.
• Continue a review of University faculty policies begun in Spring 2007;
• Consider the question of criminal background checks for new faculty hires;
• Consider the question of the Faculty Grievance Officer and accessibility to records (clarification of Section 223 of the Faculty Grievance Policy);
• Undertake a broader review of the Faculty Grievance Policy and User Guide.

*UCFA Budget Subcommittee 2007-2008 Mid-Year Report*

**UCFA Budget Subcommittee:**

• Subcommittee continues to monitor the financial situation regarding the General Funds implication from the Michigan Legislature
• Review of guidelines of the general fund budget requires for the 2008-2009 fiscal year.
• Developing financial implications of providing regular faculty with the opportunity to complete MSU courses toward advanced degrees without tuition.
• Reviewed the report prepared by the Health Care Options Task Force and worked with the task force in completing its report.

**Spring 2008 Budget Subcommittee topical agenda:**

1. Continue to evaluate the financial aspects of the proposal for a mid fall semester study break.
2. Review energy consumption and costs for the campus.
3. Examine the progress of the administrative software upgrade with David Gift, Vice Provost, Lib/Comp/Tech
4. Review issues regarding the Campus Sustainability Program with Terry Link, Director of Campus Sustainability
5. Prepare recommendations for salary/benefits packages for the faculty in the 2008-2009 fiscal year.