

Advisory Council Minutes
College of Arts & Letters
October 5, 2017
321 Linton Hall

Present: David Godden (PHL); Salah Hassan (ENG); Karen Kangas-Preston (THR); Jon Frey (AAHD); Stuart Blythe (WRAC); Suzanne Wagner (LingLang); Jon Keune (REL);

For CAL: Bill Hart-Davidson (CAL);

Initial Business:

Wagner convened the meeting at 3:18pm

Materials were supplied via D2L.

Frey moved to approve the agenda; 2nd Kangas-Preston; approved unanimously.

Frey moved to approve the September minutes as submitted; 2nd Keune; approved unanimously.

Dean Long's Remarks: Bill Hart-Davidson present for Dean Long

Michael O'Rourke as director of Center for Interdisciplinarity will be visiting department faculty meetings

- strategic planning meetings will be scheduled for next semester;
- mission/vision statement for center will be drafted next semester;

Dean's office initiative:

- post award research strategy—any project that gets funding from anywhere (this includes start up packages, research projects, etc.) will be invited to meet with Barb Miller and Amy Klapko to set up accounts, designate fiscal officers, and help with support (like tech needs, project planning, event planning);
- have had several meetings with researchers this semester already and feedback has been good;

Announcement: School for Languages kick off of collaborative research initiative projects—research showcase presentations on November 9, 6-8pm; at Lansing Brewing Company;

- formal invite to follow;
- new call for proposals will be this semester;

Notes from Dean Long:

- fall planning process begins soon, chairs and directors will submit strategic initiatives;
- Provost has asked for an additional .5% cut (on top of the 1% cut that came earlier), has been passed to chairs to make cuts;
- Request to NOT grow non-academic staff from upper administration; focus will be on faculty not administration; Dean's office changes have come from this initiative;
- Thanks for having the CAC discussion today; would like CAC to be active partner in shaping the future of college and making strategic decisions; help shared initiatives to become a success through communication to departments;

Discussion of Dean's Remarks:

Post award strategy sounds great; will be very helpful to researchers;

Updates on Nassar problems? Are 1.5% cuts from this? No, cuts come from trends at state level and predicted lower tax revenues for next year; but no official statement on settlements and the effect on university budgets has been given; some cuts are also reflecting lower international student enrollments and out of state enrollment, since those generate more tuition dollars;

Council Business

RPT election discussion:

- four candidates were submitted; four need to be approved;
- three must be full professors (three are);
- unanimous approval of the candidates;

CAL faculty meeting agenda must be set one week before the meeting;

- Nov 7 CAC meeting will determine agenda so it can be sent out right after for the Nov 17 full faculty meeting;
- ask units for needed discussions now to prepare;
- how can the full faculty meetings be more intellectually stimulating?;
 - chair lightning talks were interesting;
 - new initiatives on grad or undergrad programs?
 - Themed topics? Such as: faculty mentoring, treatment of specialists, research and service requirements of FT faculty, current political climate and lowered international student enrollment—things that have concern that are not universally addressed
 - chair reports can focus on the theme to share ideas and concerns;
 - perhaps activity to help “solve” the issue or give feedback;
 - perhaps a “keynote” style presentation that speaks to the arts/humanities/letters;

Discussion of the role of the College of Arts and Letters Advisory Council:

- Discussion focused on following bylaws and being more proactive in setting agendas for the College; specifically:
 - *3.2.2.3. The College Advisory Council shall establish, as the need arises, a process of faculty review before any action is taken to create, alter, dissolve, discontinue, disband, or downgrade an academic Department, Program, or Center.*
 - Regarding RPT committee: *3.4.1.3.5. At the end of each academic year the Committee shall report to the CAC on the Committee's own activities and procedures and on matters regarding the reappointment, promotion, and tenure process at the Department or College level.*
 - Several regulations in bylaws are not being followed; do we review bylaws and change them or regulate existing rules?
 - Can these be problem solving meetings?

- there is not a lot of time in these meetings to accomplish agendas—can only tackle one or two things a year;
- Should the Council be the voice of the departments or of the faculty?
 - Chairs often have information in Chairs/Directors meeting before the CAC meets so we are not always bringing College information to the units
 - Does much of our role get taken up in the chairs/directors meeting since they are better informed?
 - we should advocate for faculty concerns and bring up issues for discussion;
 - Questions from units come up and we don't have answers—like budget cuts, summer teaching funding, etc; are we the ones that need to get answers for this?
 - We need to bring concerns to the group since many issues are not as insular to the unit as we may think;
- What gaps are there in information sharing from the Dean's perspective that the CAC can fill?
- CAC should look at being more forward thinking to help set initiatives for the College
 - Knowing issues earlier will help CAC be able to suggest solutions instead of hearing about them after solves are in place
 - Would like to give advice as we are supposed to instead of just hearing about changes after they are implemented

Will continue discussion of this with the dean in December;

Other discussions for the year:

- agenda for fall CAL meeting (Nov meeting);
- awards process within units and calendar revisions for process;
- RPT guidelines—based on unit bylaws revisions;
- UG international awards (Rhodes and Mitchell)—CAL does not have a lot of nominees; we have an offer to get more info from Kristin Janka, Director of the MSU National and International Fellowships and Scholarships (NIFS) office, to see if we can increase nominations;

Joint appointments draft:

- Wagner did a summary of feedback from units; this summary will be given to Associate Dean Fritzsche;
- summary comments have not been fact checked so some concerns may already be met;
- cross college appointments may have bigger issues that are not addressed here;
- more detail for sharing of effort included in memorandum of understanding (MOU);
- policies need to be flexible, but MOUs very specific;
- clarity of terminology so requirements are met (*shall*) or optional (*may* or *can*)—especially as it comes to RPT and CAL bylaws;
- different rules for interdisciplinary work vs. joint appointments that require interdisciplinary work since there is overlap;

- bylaws need to codify these issues for RPT; some definitions of interdisciplinarity will help inform bylaws revisions;

Bylaws notes: (Frey):

- Create a new 1.1.5 (entry under first heading) composition of faculty—to define joint appointments; and include under RPT for guidelines to use joint appointment document to define guidelines (ie: see attached guidelines for joint appointments);
- Create new 1.1.6 for affiliated faculty definition
- Some info from the joint appointment document can be put into bylaws and then referring to bylaws specifically for RPT for joint appointments; ie: follow all CAL RPT rules EXCEPT for issues specific to joint appointments;
- Clear up what a joint appointment and affiliated faculty mean for CAL to define them in the bylaws;
- RPT bylaws guidelines are from 1999 so should be updated;

Other

SPACE: large rental fees for non-student groups when units need larger space; (IE: union charges \$200 fee to use a room; charges for rooms anywhere on campus that are not classrooms); is there a way to find a space or to provide budget for events when large rooms are needed for department or co-sponsored events (general information lectures that would have interest to the public); or a list of available free rooms that can be used?; can tie it to an academic class to make the use free;

Class schedules changing from M/W to M/W/F—perhaps an issue of discussion for full faculty meeting;

Keune moved to adjourn; 2nd Hassan; Approved.

The meeting was adjourned at 5:05 p.m.

Minutes submitted by Karen Kangas-Preston