Academic Specialist Advisory Committee Meeting

Thursday, January 17, 2018

Room 155 HAB

11:00 am – 12:00 pm

Meeting Minutes

In Attendance: T. Curry; M. Trowbridge; K. Kammel; J. Jagger; Y. Anderson; M. Everett; D. Handspike; C. Poitra; N. Gisholt; N. Imbracsio; M. Wallace; M. Brock;

1 guest: Casey McArdle

Not in Attendance: J. St. Charles; S. Hession; K. Janka; K. Pavangadkar

Meeting made available online via ZOOM.

Call to order at 1105 a.m.

- Welcome (M Everett)
- Amendments and approval of Agenda; Motion to approve by M. Brock; second by D. Handspike; unanimous approval.
- Approval of November 2017 Minutes; Motion to approve by K. Kammel; second by M. Brock; unanimous approval.
- Approval of December 2017 minutes; Motion to approve by M. Brock; seconded by N. Gisholt; unanimous approval.

Old Business

1. Subcommittee Updates
   a. Handbook
      i. Update via D. Handspike; T. Curry approval of general formatting changes with overarching goal to align with faculty handbook.
   b. Compensation
      i. M. Everett reiterated the role of ASAC to provide yearly recommendation letter to Provost regarding salary recommendations, similar to faculty recommendation letter. It is the goal of this committee to provide identification of factors that may allow for promotion (e.g. continuous versus fixed-term appointments) as well as mechanisms for fair salary increases based on both merit and time of service (i.e. Senior Specialists).
         1. It was noted by M. Trowbridge that the letter is only a recommendation and that raises and other merit increases are at the discretion of the discretion of the individual academic units based on external market factors and not on applied equally across the Specialist spectrum.
   c. Outreach

      i. K. Kammel reported the next newsletter to be sent in February with an open solicitation of ideas and content from the committee.

      ii. Desire to update ASAC website using a more up to date online presence (current webpage built using 2008 design)

          1. Proposal from C. McArdle (guest) to create site that is all in one inclusive that may allow for both administrative and informative content to be included; "usability"

          2. J. Jagger and K. Kammel to coordinate with M. Trowbridge regarding site upgrades.

      iii. Academic awards 2019 to be expanded beyond one person. Outreach Subcommittee to continue to work closely with Provost Curry's office to further define recognition and awards. Check previous meeting minutes regarding details.

          1. Question from M. Brock regarding availability of funds for Specialist professional development. T. Curry highlighted history of funds; specifically, after reinstating budget, funding through Office of the Provost will be towards credit bearing courses only and that the Specialist's academic unit is responsible for any/all professional development costs.

  d. Governance

      i. N. Gisholt reported his conversation with L. McCabe of the Steering Committee who in turn directed to work with University Committee on Academic Governance (UCAG) to better align the Academic Specialist function within Academic Governance.

          1. N. Gisholt and J. Jagger to present to UCOG on 1.18.18 regarding proposed changes to governance by-laws to allow inclusion of Academic Specialists to Academic Governance.

2. Updates from Associate Provost Terry Curry

  a. Interim dean for Osteopathic Medicine likely to be named next month.

  b. Reported on attendance to Faculty Senate meeting which provided an MSU academic workforce data over the last 20 years.

      i. Clarified Fixed Term Faculty to include "multi-year appointments" and includes clinicians and medical residents.

      ii. Clarification of Specialists falling under the Continuing Academic Staff classification and which also includes RA's, post-docs; librarians and coaches.

      iii. Noted the growth of Fixed Term Academic Staff over the last 20 years but also noted that this coincides with the growth of student population (~40,000 → 50,000) and externally funded research ($200M → $600M) over the same time frame.

      iv. Noted that instruction at MSU by various faculty types and how it has changed (as compared to other higher education providers and other 4 year degree granting institutions). Copies of information to be made available and public.

1. Reiterated 2011 bylaw amendment that FT faculty after 3 years can participate in Academic Governance at University level.
2. Reiterated importance of all faculty and academic staff to promote culture of respect and support.
3. Noted the increased role of the Specialist in teaching is growing across the university and that

    v. Defining Academic Specialists in terms of faculty responsibility
        1. Fixed-Term faculty may be classified as Assistant and Associate Professors. Specialists may be considered Professors of Practice (but still classified as Specialist) depending on the discretion of the individual academic unit.

    vi. In response to question, "what are future goals"
        1. Goal is to continue diversity in roles and m/f ratios
            a. Noted challenge in promotion of assistant to associate.

New Business

1. Elections process for 2018-2019
   a. Term ending for three committee seats (2 teaching; 1 advising).
   b. N. Imbracsio and K. Kammel volunteered to prepare next elections.
2. Meeting with Office of Planning and Budgets Asst. VP (D. Byelich) pushed to next meeting.
3. Draft recommendation letter.
4. Preparation of questions for Provost Youatt (attending March meeting).

Comments from the public:

1. Discussion of website functionality; T. Curry mentioned AAN is creating a site focused towards "survive and thrive" topics; larger HR group. C. McArdle requested site allow for procedures of appointment/reappointment process to be used by both Specialists and academic unit heads for career clarification. Potential for central administrator responsibility. Mentioned the msu entrepreneurship site as a possible template: https://entrepreneurship.msu.edu/

Next meeting: February 21, 2018.

Motion to adjourn by K. Kamel; seconded by N. Gesholt.

Adjourn Time: 1205 p.m.

Dutifully submitted,

J. Jagger