



Academic Specialist  
Advisory Committee  
MICHIGAN STATE UNIVERSITY

Academic Specialist Advisory Committee Meeting

Wednesday, September 11, 2019

Room 443 HAB

11:00am – 11:30am Subcommittee Meetings

11:30-12:30pm- Committee Meetings

And Via Zoom

## MINUTES

Call to Order: 11:34am

### 1. Roll Call

- a. Attending: Justin St. Charles, Erica Fiasky, Jennifer Knowles, Melanie Wallace, Yolanda Anderson, Bryan Beverly, Michael Hopson, Kari Kammel, Nicki Moody, Erica Shifflet-Chila, Terry Curry (Ex Officio), Kathy Lewless (Ex Officio)
- b. Absent: Danielle Flores Lopez, Sarah Hession, Nicola Imbracsio, Dustin Petty
- c. Also in Attendance: Sarah Wellman (Curriculum Development Specialist w/ College of Business and College of Arts & Letters)

### 2. Approval of May 8, 2019 Minutes

- a. Approved with Amendment by Danielle to update name to Danielle Flores Lopez

### 3. Reports of Officers

#### a. Director of Academic HR (Kathy Lewless)

- i. Position Search Updates:
  - 1. Broad Art Museum Director-search ongoing
  - 2. Associate Provost for Outreach and Engagement-ready for posting
  - 3. Associate Provost for Faculty/Academic Staff Development-search ongoing; Interim is Ann Austin, College of Education
  - 4. Director of Office of Post-Doctoral Affairs-new office; search ongoing
  - 5. Executive Director & Associate Provost of Admissions-search ongoing
  - 6. Director of Undergraduate Admissions-search ongoing
  - 7. Provost (previously J. Youatt)-President to announce Interim

#### b. Chair Report (Justin St. Charles)

- i. ASAC leadership team is lining up guest speakers
- ii. ASAC subcommittees created; spreadsheet w/ assignment(s) emailed to reps

#### c. Vice Chair Report (Eric Fiasky)

- i. Discussed Table Talks (previously Brown Bag lunch series) - information sessions following ASAC meetings for academic specialist community
- ii. Introduced Table Talks idea - "Who's Who" – speakers from each specialist area
- iii. Table Talks "Who's Who" Agendas for Fall:
  - 1. September – Erica Shifflet-Chila on ASAC101



Academic Specialist  
Advisory Committee  
MICHIGAN STATE UNIVERSITY

2. October – Renee Rivard on Benefits
3. November – Deb Dotterer on Academic Advising Updates
4. December – Outreach Committee to host End-of-Semester gathering
- iv. Seeking recommendations for four Spring 2020 Table Talk topics (from areas of teaching, research, curriculum development, and outreach)
- v. ASAC will create calendar sign-up for committee members to attend Table Talks
- vi. Table Talks to be live-streamed via Zoom

**d. Faculty Senate Representative Report (Melanie Wallace)**

- i. First Faculty Senate meeting for AY2019-2020 was 9/10/2019
  1. Discussion Points:
    - a. Introductions and carry-over from AY2018-2019
    - b. Minutes abbreviated; full audio on Acad Gov website
    - c. President Stanley addressed goals for AY2019-2020:
      - i. Meet w/Colleges, staff groups, students, stakeholders;
      - ii. Begin strategic planning for next 5-10 years with focus on diversity, equity, and inclusion;
      - iii. Address OCR report recommendations on individual, cultural, and structural issues;
      - iv. Secure Interim Provost (to serve for 6 months -1 year)
    - d. President Stanley addressed OCR report: blueprint for moving forward; discussed implications from investigation and findings; MSU will not pursue independent investigation
    - e. Faculty dismissal policy made its way through Acad Gov
    - f. How Faculty Senate meetings are run
      - i. Barb Krantz addressed scheduling, room set-up, parking
    - g. Next month agenda topic is the budget
  2. Justin St. Charles to ask Pres. Stanley to address specialist community

**e. University Council Representative Report (Danielle Flores Lopez)**

- i. No Update-UC meets next week

**4. Reports of Committees**

- a. Bylaw
  - i. Members: Erica Fiasky (chair), Justin St. Charles, Erica Shifflet-Chila
  - ii. Reviews bylaws annually, identifies language gaps, recommends changes to bring forward for ASAC approval, and acts as referral source for bylaw questions
- b. Compensation
  - i. Members: Erica Shiflett-Chila (chair), Nicky Moody, Bryan Beverly, Danielle Flores Lopez
  - ii. Released data results last year related to specialist compensation across campus
- c. Elections
  - i. Members: Justin St. Charles & Melanie Wallace (co-chairs), Erica Shiflett-Chila
  - ii. Elect new members; work with Academic Governance to hold elections and maintain election standards within ASAC; create doc for annual election process
- d. Forum



Academic Specialist  
Advisory Committee  
MICHIGAN STATE UNIVERSITY

- i. Members: Yolanda Anderson and Erica Fiasky (co-chairs)
  - ii. Forum is biannual event; looking for participants for next year
- e. Handbook
  - i. Member: Melanie Wallace (chair)
  - ii. Drafting procedure and documentation to review Handbook each year
- f. Outreach
  - i. Members: Erica Shifflet-Chila (chair), Michael Hopson, Dustin Petty, Kari Kammel, Yolanda Anderson, Justin St. Charles
  - ii. Hosts social hour for specialists on 3<sup>rd</sup> Thursday of each month
    - 1. First one is set for September 19, 2019 (4-6pm Harrison Roadhouse)
  - iii. Newsletter to be sent via listserv; events posted on FB, Twitter, and LinkedIn
- g. Promotion
  - i. Members: Kari Kammel (chair), Becky Matz, Danielle Flores Lopez, Nicola Imbrascio, Jenn Knowles, Yolanda Anderson
  - ii. Working with Academic HR to streamline procedures, communication, and education on campus to make promotion process clear, consistent, and open
  - iii. Considering ASAC Table Talks as space to get promotion questions answered

**5. Unfinished Business**

- a. None

**6. New Business**

- a. Presentation on Robert's Rules of Order / Parliamentary Procedure (Erica Shifflet-Chila)
  - i. Purpose of RRO is to ensure all voices are heard and business gets completed
  - ii. Covered typical order of business timeline for meetings
  - iii. Explained roll call important to ensure quorum; ASAC needs 8 members present
  - iv. Presented chart of motions and how to introduce new business
  - v. Reviewed who can make a motion (depends on motion type)
  - vi. "Official" Parliamentarian for ASAC is Erica Shifflet-Chila

**7. Bylaw Amendment 2 – Electronic Attendance**

- a. Erica Shifflet-Chila presented motion to be made next week on electronic attendance

**8. Bylaw Amendment 3 – Electronic Voting**

- a. Erica Shifflet-Chila presented motion to be made next week on electronic voting

**9. Bylaw Amendment 1 – Establishment of Sergeant-at-Arms**

- a. Establish Sergeant-at-Arms to assist with administrative task as assigned by Chairperson

**10. Announcements**

- a. None

**11. Comments from Public**

- a. None

Adjournment at 12:31pm