



Academic Specialist  
Advisory Committee  
MICHIGAN STATE UNIVERSITY

Academic Specialist Advisory Committee Meeting  
Wednesday, December 11, 2019  
Room 443 HAB and via Zoom

11:00am-11:30am Subcommittee Meetings  
11:30-12:30pm- Committee Meetings

**Agenda**

Call to Order: 11:34am

**1. Roll Call**

- a. Attending: Justin St. Charles, Becky Matz, Jennifer Knowles, Kari Kammel, Michael Hopson, Erica Fiasky, Erica Shifflet-Chila, Danielle Flores Lopez, Kathy Lewless (Ex Officio), Terry Curry (Ex Officio)
- b. Absent: Yolanda Anderson, Bryan Beverly, Sarah Hession, Nicola Imbracsio, Nicki Moody, Dustin Petty, Melanie Wallace
- c. Also in Attendance: Grace Pregent (Assoc Director of the Writing Center-Teaching Specialist)

**2. Approval of November 13, 2019 Minutes**

- a. Unanimous approval of attending members

**3. Associate Provost & Associate VP for Academic Human Resources Report (Terry Curry)**

- a. Interim Provost Sullivan to move forward with dean searches for College of Law and College of Social Science
- b. Push to allow units to hire fixed-term specialists (and faculty) for three-year contracts; if approved, change will apply to new hires and current fixed-term specialists (and faculty)

**4. Reports of Officers**

**a. Chair Report (Justin St. Charles)**

- i. Expressed concern about lack of specialist representation on university committees and searches; specialists have representation on DEI Committee but not Strategic Plan Steering Committee; will inquire
- ii. Plans to invite Dr. Anthony, specialist on Provost search, to ASAC for discussion
- iii. Voiced expectation for ASAC members to participate in surveys
- iv. Announced Jenn Knowles out for April meeting; Erica Shifflet-Chila to take notes
- v. Chair's Goal for AY2019-2020: ensure specialists are represented across campus

**b. Vice Chair Report (Erica Fiasky)**

- i. Still seeking ideas (topics and/or individuals) for Spring 2020 Table Talk contacts; please send recommendations; deadline is Wednesday, December 18

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

- i. No report

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

- i. Bylaw changes discussed; unlikely Board of Trustees will approve
- ii. President's Remarks-
  - 1. Addressed bias incidents and shared all should feel safe on campus



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2. Meeting monthly with CORES/COPS groups
  3. Close to announcing Strategic Plan and DEI committees
  4. Finishing review of 15,000+ participants in campus climate survey
  5. Completing college visits
  6. Reported on MSU six-year graduation rate - rose another point to 81%
  7. Discussed Provost search - comments taken regarding characteristics and values UC members would like to see in selected candidate
- iii. Faculty Senate to release statement on bias incidents
  - iv. University Curriculum Committee report - no new programs
  - v. College of Law concerned about 10-month pay; UC voted for faculty/academic staff to have option of 10 or 12 month pay; task force formed to explore issue
  - vi. Bylaw voting began; to be continued; COGS students displeased with delay

**5. Reports of Committees**

- a. Bylaw – no report
- b. Compensation – no report
- c. Elections – Melanie Wallace and Justin St. Charles created election timeline; will meet w/ Academic Governance to ensure accurate and thorough process
- d. Forum – no report
- e. Handbook – Kathy Lewless will meet with HR to create timeline for posting
- f. Outreach – Erica Shifflet-Chila gave update on feedback of newsletter after distribution: issues with accessibility and lack of content, but improved shorter format; plans to use University font and colors moving forward; 3<sup>rd</sup> Thursdays location changed back to Roadhouse beginning January 2020; sending out sign-up list for ASAC reps to attend
- g. Promotion – committee is evaluating Form C and gathering feedback from specialists who completed ASAC April 2019 survey on promotion process; plans to mock up Form C and make recommendations for communication and process transparency; HR unit reps need education and training; putting together specialist FAQ for ASAC website; Kari Kammel to follow-up with onboarding group; Jenn Knowles to reach out to HR Benefits about need for specialist representation on benefits committee
- h. Kathy Lewless to help with onboarding
- i. Terry Curry will explore accessibility and transparency regarding faculty/staff salary list

**6. Unfinished Business- None**

**7. New Business**

- a. Elections
  - i. Sergeant-at-Arms
    1. Statements made by nominees: Becky Matz and Erica Shifflet-Chila
    2. Erica Shifflet-Chila elected following confidential ASAC vote
- b. ASAC Executive Committee (ExComm) to reach out to Strategic Plan Steering Committee
- c. Specialist representation on Provost search
  - i. Dr. Anthony is single specialist on committee; invited to February ASAC meeting; she requested list of salient issues impacting specialists to prep for discussion
  - ii. Discussed importance of intentional specialist representation on committees and searches; Terry Curry recommended sending letters with solution-oriented



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response to President Stanley and Steering Committee of Academic Governance

**8. Announcements**

- a. None

**9. Comments from Public**

- a. None

Adjournment at 12:32pm