



Academic Specialist  
Advisory Committee  
MICHIGAN STATE UNIVERSITY

Academic Specialist Advisory Committee Meeting  
Wednesday, February 12, 2020  
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, Erica Fiasky, Melanie Wallace, Michael Hopson, Danielle Flores Lopez, Kari Kammel, Jennifer Knowles, Becky Matz, Yolanda Anderson, Erica Shifflet-Chila, Bryan Beverly, Terry Curry (Ex Officio)
- b. Absent: Sarah Hession, Nicola Imbraccio, Nicki Moody, Dustin Petty, Kathy Lewless (Ex Officio)
- c. Also Attending: Grace Pregent (Assoc Director of the Writing Center-Teaching Specialist)

**2. Approval of January 22, 2020 Minutes**

- a. Unanimous approval of attending members

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

- a. Commented on *Thriving as an Academic Specialist at MSU* conference (held 2/11/2020)
- b. Reported on Michigan Education Association (MEA) union organizing drive for specialists
  - i. Concerns raised about specialist intimidation
  - ii. Rick Fanning, MSU HR Director of Employee Relations, will be sending response
  - iii. Any concerns should be conveyed to supervisor/dept chair

**4. Reports of Officers**

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

- i. Brief exercise to motivate/empower ASAC members using following questions:
  - 1. Why did you choose to run for ASAC?
  - 2. What was your expectation for time commitment to ASAC?
  - 3. What are unique ways you engage (or want to engage) specialists?

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

- i. Highlighted upcoming specialist engagement opportunities with administration (March Table Talk w/ Provost Sullivan; May listening sessions w/ Pres. Stanley); see memo emailed 2/5/2020 for details

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

- i. February 2020 Faculty Senate meeting scheduled for 2/18/2020; meeting will be devoted to OCR report

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

- i. February 2020 University Council meeting scheduled for 2/25/2020



**5. Reports of Committees**

- a. Bylaw – no report
- b. Compensation – no report
- c. Elections –
  - i. Melanie Wallace and Justin St. Charles will meet with Academic Governance to review timeline and obtain list of eligible specialists
- d. Forum –
  - i. Questions raised about best time to have forum; preference is fall semester; forum is an opportunity for specialist professional development and recognition
- e. Handbook –
  - i. Ready for posting on HR website
- f. Outreach –
  - i. ASAC Monthly Social Hour: February 20<sup>th</sup>, 4pm, Roadhouse
  - ii. Erica Shifflet-Chila requested topics for ASAC Newsletters; recommendations made to include upcoming specialist engagement opportunities w/ administration and newly created specialist FAQ in a future edition
- g. Promotion –
  - i. Created specialist FAQ; will be posted on ASAC website after review and approval by Academic HR
  - ii. Completed rough draft of updated Form C; working with Kathy Lewless and HR IT to make it more user-friendly and determine if it can be integrated into EBS; goal is to have improved version of Form C completed by end of academic year
  - iii. Working to design a quick reference guide of promotion process in graphic form
  - iv. Took feedback from ASAC promotion committee to university onboarding group
  - v. Some colleges are beginning to formalize promotion process for specialists; Kari Kammel scheduled meeting w/ Social Science (set for 2/25/2020) to discuss
  - vi. Point of Clarification: \$2000 promotion provided by Provost Office is a permanent increase, not a one-time bonus
  - vii. Requested salary information be available online as opposed to accessible at MSU Library only; Terry Curry will inquire and follow-up

**6. Unfinished Business- None**

**7. New Business- None**

**8. Announcements- None**

**9. Comments from Public- None**

Adjournment at 12:28pm