



Academic Specialist Advisory Committee Meeting

October 7th, 2021

Via Zoom

11:00 a.m.- 11:30 a.m. Subcommittee Meeting (May use Zoom Breakout Rooms)
11:30 a.m. - 12:30 p.m. Committee Meeting

Minutes

- I. **Call to Order:** Danielle Flores Lopez, Chair; 11:31am
- II. **Roll Call:** Danielle Flores Lopez (chair), Debra Thornton Fitzpatrick (Vice Chair), Karen Kangas-Preston (Secretary), Aaron Reifler (Sergeant at Arms), Kathy Lewless (AHR), Suzanne Lang (Asc Provost), Grace Pregent (FS), Ashley Maloff (UC), Debjani Sarkar, Sarah Whitaker, Danielle Whittaker, Jason Almerigi, Brian Beverly, Jenn Knowles
- III. **Acceptance of Minutes for September 9th, 2021:** Motion: Jason Almerigi; 2nd: Ashley Maloff to accept as submitted. Motion passes.
- IV. **Associate Provost & Associate Vice President for Academic Human Resources Report:** Suzanne Lang, Kathy Lewless
 - A. working group for review and promotion has convened; has 18 members from across the University; working in three sub committees focused on Continuing Review process, Promotion to senior process, and structure of FT appointments and process for consideration to move to continuing; recommendations to Provost to come in December;
 - B. Form C will be finalized to pilot for upcoming review cycle (November)
- V. **Report of Officers**
 - A. **Chair Report:** Danielle Flores Lopez:
 1. Stanley's report that retirement percentage will be reinstated as of January 1, 2022;
 2. who do people want to hear from this semester/next semester from institution leadership? (we have met w/ Stanley, Woodruff, Bennett in past); send requests/recommendations to Danielle
 3. Sub committees have been assigned; will send updated list soon; volunteers can be gathered from the specialist community to join subcommittees—let Danielle know if your subcommittee would like others to join; draft an email to post to the listserv.

B. Vice Chair Report: Debra Fitzpatrick

1. Theme for semester is self-care/self-advocacy;
2. Table talks finalized Jonathan Novello, Office of EAP on October 27th at 1-2pm and Darryl Steele Office of RCPD November 17th 12:30pm-1:30pm
3. zoom info to come soon;

C. Faculty Senate Representatives Report: Grace Pregent; see full report below

1. Next Meeting is Tuesday, October 12
2. Previous meeting: robust conversation and approved adhoc committee to approve the use of "non-regular" to define non tenure track faculty;
3. Approval of three COVID communication proposals

D. University Council Representative Report (Ashley Maloff) see full report below

1. Meeting was on Sept 28
2. Very diverse class;
 - a) have two "new" classes—with new first years and those who were not on campus last year
3. Indoor masking in effect until further notice;
4. Search committee underway for replacement of Thomas Jeitschko as Dean of the Graduate School
5. Academic calendar conversation—recommended permanent fall break; Wednesday before thanksgiving, and election day breaks; recommend a 14 week semester with one week of exams; MSU has the longest semester in the state; recommend a one day break before exams; summer terms would remain the same;
 - a) Break days are not planned for staff/faculty days off
6. Motion Ashley Maloff, 2nd Brian Beverly: To open discussion on U. Council recommendations regarding days off
 - a) Discussion: academic calendar days off are for students only; the suggestion is for the Wednesday before Thanksgiving and Election day; faculty are not currently included in this suggestion; if faculty have the day off they wouldn't have to take a personal day to travel or vote;
 - b) AMENDED MOTION Aaron Reifler; 2nd Ashley Maloff: that ASAC recommend to acknowledge those days off for specialists specifically (not just all faculty) as holiday days;
 - (1) Concern that not everyone has flexibility to have the time off(unions); that some faculty not on a 'regular' hourly schedule have more flexibility in taking time

than others (ie: for example, teaching faculty when classes are canceled may be able to be away from campus easier than research faculty)

(2) Note that any recommendation must be for academic staff specifically as staff have their own negotiations through the union

c) Suggestion to ask the administration through a resolution that all faculty/academic staff have those days off—via the employee holiday calendar;

d) **FINAL MOTION:** Jason Almerigi, 2nd Ashley Maloff: That ASAC resolves to urge MSU administration to consider a resolution to the University Council that all faculty and academic staff have the day before Thanksgiving and Election Day as recognized holidays; no opposition, motion passes.

(1) This is time sensitive—will be voted on at next University Council meeting; Ashley and Jason will draft context and resolution to share;

E. **Sergeant at Arms:** Aaron Reifler

1. Emailed simplified Robert's Rules of Order document to all;

a) meant to streamline conversation and to allow everyone to have a voice in the meeting; facilitates group decision making

2. Motions can be raised any time; Chair recognizes the motion for a second and further discussion before a vote (or passing without a vote based on no opposition)

3. Aaron is willing to clarify if anyone has additional questions;

VI. Reports of Committees

A. **Elections:** Danielle Flores Lopez (chair); work will begin in spring semester;

B. **Outreach:** Sarah Whitaker (chair): goal –update profiles in website of ASAC members; to look at whether previous members should also be listed; gathering info for outreach activities (from ASAC and specialist population)

C. **Promotion & Compensation:** Karen Kangas-Preston and Jenn Knowles(co-chairs): goals—looking at the Onboarding Process and making recommendations for improvement; annual review process/guidelines; paralleling with AHR Working Group on Promotion Process and recommendations

D. **Bylaws:** Karen Kangas-Preston and Aaron Reifler(co-chairs) will update as necessary based on changes suggested by other subcommittees and the working group on promotion/reappointment

- E. **Specialists Forum** (every other year): no members
- F. **DEI:** Grace Pregent, Ashley Maloff (co-chairs): will meet next week to develop goals; would like to have other representatives on the committee; will invite from DEI steering committee; Thriving Series in February would like a DEI panel;
- VII. **Unfinished Business:** none
- VIII. **New Business**
 - A. Grace Pregent: conversations about unionization of specialists are happening; some organizers have asked about speaking to ASAC;
 - B. Brian Beverly: received an email from Marilyn Amey (Interim Associate Provost for Faculty and Academic Staff Development)—looking for someone to join sessions regarding starting a faculty career during difficult times; meet monthly on second Friday; through AAN; contact Danielle Flores Lopez or Brian Beverly if interested
- IX. **Announcements**
 - A. Reminder that October is open enrollment for benefits; ends October 31;
- X. **Comments from the Public:** none
- XI. **Adjournment:** Motion to adjourn Aaron Reifler, 2nd Brian Beverly; meeting adjourned 12:27pm;

Attachments:

9/21/21 Faculty Senate Notes:

1. Faculty Senate approved the creation of an ad hoc committee to explore the use of the term “non-regular” to refer to non-tenure-system faculty, specifically in the context of work with graduate students. (Only tenure-system faculty and librarians are considered “regular faculty” per university documents dating back to 1968.)
2. After a discussion that included the voices of many Faculty Senators, along with President Stanley, University Physician Dave Weismantel, and Associate Provost for Undergraduate Education Mark Largent, Faculty Senate approved three COVID-communication motions:
 - a. Faculty Senate advises the Provost to restore the notification of instructors who are informal contacts of known COVID-19 cases > YES (76%).
 - b. Faculty Senate strongly encourages the administration to maintain a full-masking policy for work inside by in-person students, faculty, staff, and visitors > YES (93%).
 - c. Faculty Senate urges the administration to collect uploaded copies of the vaccine cards as additional evidence of vaccination > YES (66%).

Grace Pregent

9/28/21 University Council Meeting Notes:

President Stanley:

- John Sougstad – College of Social Work passed away during a tragedy this past weekend, additional grief support will be available to faculty, staff and students.
- 49,800+ total students on campus for the 2021-2022 academic year – this is the most diverse class.
- We really have two new classes that are on campus, grateful for supporting all students who are transitioning to MSU
- Two new buildings have officially had ribbon ceremonies – STEM and the Pavilion for the College of Music
- The BOT approved for the building of a multicultural center on campus.
- Many programs are in the top 6% rankings this year
- We've received a 1% increase to base federal funds
- Tuition from international is still down, but endowments and domestic students (especially in-state student) tuition is up
- Retirement funds will be reinstated in January 2022
- Covid dashboard is regularly updated – positive cases are declining
- Full vaccination rate is at 87%
- Indoor masking requirement will remain in effect

Provost Woodruff:

- Senior Associate Provost Jeitschko is now a member of the Provost Office – will retain the grad school through Jan 1 2022 (a search committee is underway for replacement)
- Dave Weatherspoon will now oversee academic strategic planning and extend role to include enrollment services (title will change to assoc. provost)
- John Gabbery (spelling?) will return to the faculty on 10/1
- Faculty and Academic Affairs will replace the title of Academic Human Resources (AHR) to reduce confusion with central HR and roles. This aligns with other B10 institution titles.
- Academic Advancement Network (AAN) will change names to Academic and Staff Development
- MSU ranked 93 out of over 1,000 institutions and ahead of one ivy league school. This is an increase of 12 spaces from last year's rankings.
- The Academic Strategic Plan was adopted by the BOT unanimously
- MSU evacuated 75 faculty, staff and students from Kabul. All were working on grain research as a part of the global sustainability program. Currently in Albania and being cared for by Spirit of America.

Norm Beauchamp:

- A continued focus on health and wellness
- COM completed their accreditation process, everything went smoothly and are awaiting final results.

Discussion on Academic Calendar (from appointed UC committee):

- Recommendations included:
- Permanently implement fall break
- Cancel Nov. Election Day
- Cancel Wed. Before Thanksgiving

Fall and Spring Semesters:

- Recommend the semester should be 14 weeks plus 1 week of final exams
- Permanent 2 day fall break with a weekend
- Spring break with a full week off
- 1 day break between ending class and exams
- Cancel election day and Wed. of Thanksgiving

- Leave summer term alone.

Other:

- Structure of Academic Governance will remain the same.
- Spring 2022 Meetings will remain remote

Ashley Maloff