



Academic Specialist Advisory Committee Meeting

April 7, 2022

Minutes

- I. **Call to Order:** Danielle Flores Lopez, Chair; call to order 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), Ashley Maloff (UC), Grace Pregent (FS), Debjani Sarkar, Sarah Whitaker, Devon Akmon, Jenn Petzko, Bryan Beverly;
- III. **Acceptance of Minutes** for March 3rd, 2022; emailed to all; Motion to approve B. Beverly, 2nd D. Thornton Fitzpatrick. Approved as submitted.
- IV. **Associate Provost & Associate Vice President for Academic Human Resources Report:** Kathy Lewless
 - A. Updates on searches: College of Education: committee has narrowed to finalists; College of Ag and Natural Resources: committee has been seated, process beginning soon; Associate Provost on Faculty and Academic Staff Development: committee is meeting to select candidates for interviews; Associate Provost for Outreach and Engagement: committee has been charged; Wharton Center Director: near to completion, final candidate announced soon
 - B. Remote Work Policy implementation and rollout: training for MAU HR leaders is happening;
 - C. Handbook recommendations: trying to get survey out for feedback soon; then recommendations will go to Provost; hope to implement at start of 22-23 academic year;
- V. **Report of Officers**
 - A. **Chair Report**—Danielle Flores Lopez
 1. Loss of colleague in RCPD: Caleb Sandoval ; moment of silence in his honor; Ashley shared a Go Fund Me link for the family;
 2. Town halls concluded on March 17 with Provost Woodruff; had good attendance; recording is available on website
 3. Conversations on adding specialists onto University Committees has been ongoing; Reached out to Mick Fulton, chair of UCFA; waiting to hear about a scheduled meeting
 - B. **Vice Chair Report**—Debra Thornton Fitzpatrick
 1. Final table talk for the year was held on March 22; Daniel Mackey from Human Resources spoke about retirement; great turnout;

2. Participating on the Associate Provost on Faculty and Academic Staff Development search; progress is happening;

C. Faculty Senate Representatives Report—Grace Pregent

1. Last meeting was March 15; update from Karen Kelly-Blake on salary restoration; salaries are the lowest in Big10 for non-tenure track faculty; University Committee on Faculty Affairs chair Mick Fulton presented a resolution that administration respond to work of salary restitution committee, included two week deadline for response; President Stanley had stated that MSU “may have gone too far” in cutting salaries; he is open to some restitution but has to be approved beyond him;

D. University Council Representative Report—Aaron Reifler for Ashley Maloff

1. March 22 meeting; Stanley and Woodruff presented remarks; Beauchamp was not able to attend and report; proposed changes to attendance and procedures; Institutional review Board—Laura Mccade reported on what IRBs are and how they function; a question was raised regarding minutes: how detailed *should* the minutes be, and what should it include? They record all the meetings, so it's possible to listen to them all, but is it necessary to reproduce a (costly) word-for-word transcript? Tyler is struggling with this question. Based on Roberts Rules and Bylaws—minutes are brief, and transcribed recordings are available; but harder to search for content; they are paying a service to transcribe; accessibility question also; these are public meetings; Ashley will follow up with Tyler;

VI. Reports of Committees

- A. **Elections:** Ashley Maloff: ballot was sent out; final list was sent to Kathy for vetting and to do appointed positions; notification will go out once HR responds; will be invited to May meeting; current ASAC members continuing to next year consider executive committee participation; prepare a short nomination statement due by April 21; vote will be in May;
 1. Question: will meetings resume in person or continue on zoom?
New chair will consult with Suzanne and Kathy and the committee to determine meeting style; previously zoom was an option even for in person meetings;
- B. **Outreach:** Sarah W: did not meet this month; will be uploading recordings of Table Talks to website;
- C. **Promotion & Compensation:** Karen Kangas-Preston and Jenn Petzko; Annual Review guidelines drafted; have been talking with Marilyn Amey about example documents for promotion and reappointment; Thriving site needs some updates on examples; Onboarding: still working through

process of corrections and updates to make user-friendly for new specialists;

- D. **Bylaws:** looking at elections language for what happens when not enough candidates to fill a role—it is difficult to cover all contingencies in the bylaws; and DEI committee status (waiting for update from DEI committee)

- 1. Question regarding second election ballot that was sent out: this year there were not enough candidates to fill each functional area and needed to make a quick decision on how to address; Danielle consulted Ashley and Karen and decided to offer a write in option for categories that were not originally represented; this resulted in a tie-breaking vote; had to happen quickly based on bylaws time frame so did not have time for nomination statements; candidates were asked to confirm that they wanted to be on the tie-break vote ballot; we should consider how to write this up for bylaws to avoid confusion in the future;

- E. **DEI:** no report

VII. **Unfinished Business:** none

VIII. **New Business**

- A. **University committees survey**—Nicholas Gisholt: survey sample was emailed to ASAC; should we have this sent to the community? Is the content appropriate? No general concerns from the group; Danielle will connect with Nicholas and have it sent to the community via the listserve;
- B. **LeadNet**—Holly Madill and Lindsey Gardner —presentation on LeadNet;
 - 1. LeadNet is a methodology of teaching and engagement around a charette; will send details to the community on what it is and how to connect; guided by diverse worldview, shared power and expertise; collaboration, reflection inquiry and learning; quarterly meetings open to all; Core Team meets more often and works to connect on campus; Outreach Specialists may find information most helpful, but there are also teaching resources; Next Quarterly meeting is June 30; Facilitative Leadership training will be in August for anyone interested in joining; contact Lindsey Gardner for more information on LeadNet; <https://www.canr.msu.edu/leadership/>

IX. **Announcements:** none

X. **Comments from the Public:** none

XI. **Adjournment:** motion: B. Beverly, 2nd D. Thornton Fitzpatrick to adjourn; meeting adjourned at 12:28pm

Univ Council notes:

1. President Stanley invited faculty to:
 - a. listen to Russ White's RVSM, DEI, and 2030 Strategic Plan related podcasts (<https://podcasts.apple.com/us/podcast/msu-today-with-russ-white/id1494527104>)
 - b. attend upcoming DEI activities in the Institutional Diversity and Inclusion Speaker Series (<https://inclusion.msu.edu/index.html>)
 - c. complete the new Know More campus survey
 - d. participate in Women's History Month events
1. President Stanley also provided an update on the university budget, noting that the coming year's plan will be discussed by the Board of Trustees at their June meeting.
2. Provost Woodruff called attention to and invited everyone to the Department of Theatre's presentation of "Hit the Wall" (through March 27).
3. Representatives from the Office of Research Regulatory Support (previously Regulatory Affairs) presented on the support they provide for research/ers and on Institutional Review Board (IRB) processes and human subject protections. There are two recent updates that IRB incorporated in the last two years for research with "exempt" status. Moving forward, some IRB applications will be reviewed by the college.
4. Representatives from the University Committee on Graduate Students, the University Committee on Student Affairs, and the University Committee on Undergraduate Education presented their annual committee reports.