Meeting Minutes

Meeting called to order by Joy Landis at 11:03 AM.

Attending: Joy Landis, Carmellia Davis-King, Quinn Moreno, Mike Rich, Kristin Getter, Sandra Eagan-Hill, Kristy Dumont, Sarah Handspike, Paul Streng, Elizabeth Webster, Donna Ullrich, and Mary Beth Graebert
Ex Officio: Terry Curry and Donna Zischke
Absent: Lucy Maillette and Michael Everett

Motion to accept the agenda: Motion to approve agenda by Sarah Handspike and seconded by Donna Ullrich; carried unanimously.

Motion to approve September minutes: Motion to approve minutes by Kristy Dumont and seconded by Mike Rich; carried unanimously.

Associate Provost/Associate Vice President for Academic Human Resources update (Terry Curry & Donna Zischke):

- Renee Rivard would like to meet with ASAC as soon as possible; she is meeting with academic government advisory groups to begin discussions about Obama’s health care plan.
- Open Enrollment for supplemental insurance benefits is currently occurring (October 1-19). Open Enrollment for flexible spending accounts will occur October 29 – November 12.
- Appointment of Dean for College of Agriculture and Natural Resources (CANR) will be on the Board agenda next week; new CANR Dean will be Fred Poston, who is currently Vice President for Finance and Operation. Advisory group for the college asked that he be appointed as Dean, instead of Interim Dean. His appointment will be effective January 1, 2013.
- The President may be looking at a restructuring of the Vice President for Finance and Operations office (which oversees Housing & Food Service, Physical Plant, Police Department, etc.).
- Dean of Natural Science, Lyman Briggs and ISP will be under review this semester.
- Good feedback on the vision insurance from faculty and academic staff.
- MSU administrators have added a new event in January for Academic Specialists who get continuing status or are promoted to Senior Specialists. Everyone who has been promoted will get a personal invitation letter to the dinner.
New Business – discuss 2012-13 goals:
- Sandie Eagan-Hill, Carmellia Davis-King (chair), Quinn Moreno and Paul Streng are currently listed to serve on the committee to plan for the February Specialist Forum.
- Salary structure subcommittee volunteers: Sarah Handspike (chair), Elizabeth Webster and Kristin Getter.

Old Business:
- Forum Planning:
  - Joy shared the flyer from the last Forum.
  - Brainstormed Topics. The committee tended to think of topics appealing to teaching, advising -- We need some topics related to outreach and research. For example, how do you communicate with external audiences with a severely cut travel budget?
    - Flipped Classroom (recorded lectures with active learning in the classroom)
    - Plagiarism and related issues like copyrights. Keep broadly focused to include outreach and research specialists who write (e.g. self-plagiarism).
    - Cons and pros of electronic tools used by students, e.g. Interpreter Tool.
    - Communication (expectations of the current generation in receiving information). Skype as a communication tool.
    - Mental Health Issues (how do you stay healthy in a stressful environment; how do you identify colleagues who may be struggling; and how to handle difficult situations),
    - Teaching Long-Distance Internet Classes (long-term relevance and survival of the university)
    - Outreach to Multi-Generational Audiences.
  - Carmellia agreed to serve as chair of this subcommittee and ask Mike Rich to lend his experience from the previous Forum.
  - Ombudsman, Bob Caldwell, could speak about academic integrity. Ask him other topics.
  - Flipped Classroom could be a breakout session topic.
  - Overarching theme is Technology.
  - Mental Health could be a topic for a separate session – not with the Forum.
  - Quinn needs a volunteer to help collect prizes: Paul Streng.
  - We need a title for the forum; we might wait to decide this until after we figure out who our speakers are. Last year’s title was “Applications and Trends of Social Media in Academia.” Joy Landis agreed to work on the title after speakers and topics are clear.
  - “What It Means to be a Specialist” session would be good to have, whether it is part of the Forum or not. There are a lot of resources on the
Specialist webpage, such as the Specialist Handbook. Perhaps we could use these as an outline for a session.

- Kristin Getter has taken over the ASAC website from Mike Rich.
- An orientation session is available to new Specialists and Fixed Term Faculty every August.
- The committee will revisit the idea of doing short professional development sessions (e.g., what it means to be a specialist, mental health) at our January meeting.
- A member noted that during the recent emergency with a professor, it took 15 minutes for the police to respond to 911 calls. The university is reviewing why it took so long for the response. In years past, 911 calls on campus went to DPPS; now, they go to a multi-county dispatch. There is a question as to whether this change impacted the response time. The President will report on this review to academic governance.
- Kristy asked when people will be notified that they have been approved for Specialist Professional Development funding. Donna Zischke is going to check and report back.

**Motion to adjourn** by Sarah Handspike, seconded by Donna Ullrich. Motion carried unanimously.

**Meeting adjourned:** at 11:39am.

**Next scheduled meeting:** November 15th, 4th Floor Administration Building