Meeting called to order by Michael Everett at 1:00pm.

Attending: Kristin Getter, Michael Everett, Mary Beth Graebert, Richard Hensh, Regan Kania, Jennifer Gansler, Qing Xia, Sobha Ramanand, Scott Schopieray, Janet Byrne, David Gilstrap, Michael Zaborowski

Ex Officio: Melanie Trowbridge

Absent: Jo Anne Latimore, Carmellia Davis-King

Speakers: Provost Youatt

Motion to accept the agenda: Motion to approve agenda by Jennifer Gansler and seconded by Michael Zaborowski. Motion carried unanimously.

Motion to approve December 2014 minutes: Motion to approve minutes by Sobha Ramanand and seconded by Mary Beth Graebert, with minor change to professional development subcommittee report as suggested by Regan Kania. Motion carried unanimously.

Chairperson’s update (Michael Everett):
- Dave Byelich will come to our February meeting to discuss planning and budgets.
- Two other guests (Mark Haas and Greg Deppong) will also be at our February meeting to discuss some upcoming changes to direct deposit.

Provost Youatt:
Provost Youatt gave us an update on what is happening at MSU currently:
- In the next 2 months, MSU may be creating two new academic departments.
  - The Department of Bioengineering. There is work already being done in bioengineering, but those faculty are not necessarily being housed in the appropriate department. There will also be a new building that will house this department but also house the bioengineering research institute.
  - The Department of Computational Science, Mathematics, and Engineering. This department (if created) will be located in the Engineering building probably. This department is a joint work between the College of Natural Science and the College of Engineering.
- The Academic Competitiveness Funding request for pre-proposals was sent out in late October. The purpose of this funding is to build faculty strength in areas where we can develop capacity in research. Eighty-seven pre-proposals were
received. A second letter will go out for final proposals that will be due in March. Which proposals to fund will be decided upon shortly thereafter and then hiring can begin. Some likely areas of research for this funding are: Plant Sciences, Genomics, Physics, Cancer, Chemistry, Brain, Material Science, Big Data, and others.

- MSU may build a new facility in Grand Rapids for medical research. There has been medical research there for the past 10 years (in relationship with Spectrum Hospital, St. Mary’s Hospital, and the DeVos Children’s Hospital), but they were renting space from the VanAndel Institute. The lease expires in 2017 and we cannot renew the lease. There are 16-21 PIs that will need a place to work thereafter. MSU is going to ask their board of trustees to approve a new building on medical mile in Grand Rapids soon.

- The Capital Campaign is currently underway and if it is successful, it may generate new buildings on campus: a graduate pavilion for the Broad College of Business (which is very important for recruitment of students to the MBA program) and a new addition to the college of music (to provide additional practice, studio, and performance space).

- Provost Youatt continues to emphasize MSU’s undergraduate student success. She is currently looking at student analytics in order to catch support needs early on with students in order to help them be successful. She is also very concerned about low income students and under-prepared students. Being ‘college ready’ upon graduating high school is defined as earning a 24+ score on the ACT. All Michigan jobs cannot be filled with the current number of Michigan high school students graduating as ‘college prepared’. She is looking at ways to bring in unprepared students and helping them catch up.

- If the federal proposal for supporting two free years of community college passes, that may impact MSU’s economic diversity.

- Provost Youatt is also concerned with MSU’s recruitment and retention of a diverse population of faculty/staff and is looking at ways to achieve better diversity.

- Another initiative she is working on is called ‘healthy campus’. This program attempts to move MSU into a culture of thinking about health and wellness in the workplace. As such, a new Work Life office will be founded that will champion this at MSU. There will be a national search for a director of this Work Life office. Taking care of employees is the right thing to do and the productive thing to do.

- As we did not have much time for questions for Provost Youatt, please send comments or questions for her to the ASAC Chair who will then send those questions to Melanie Trowbridge who will then pass them onto Provost Youatt.

**Associate Provost/Associate Vice President for Academic Human Resources update (Melanie Trowbridge reporting for Terry Curry):**

- We still have four Dean searches underway. The College of Agriculture and Natural Resources is still in the beginning stages of the search with no search committee having been formed yet. All the other searches (College of Business, College of Nursing, and College of Arts and Letters) have committees formed and are working with external search firms to move forward in their searches.
If there are specific topics we’d like to hear from their office, please let Melanie know via e-mail.

Subcommittee reports:

Bylaws subcommittee (Richard Hensh, David Gilstrap, and Jan Byrne):
- Richard Hensh asked ASAC about how much the subcommittee needs to consult with the larger committee on suggested changes. Michael Everett responded that it seemed logical that this subcommittee to draft the election letter and organize with a third party to send out and receive nominations for the next election.
- David Gilstrap: The bylaws do not mention what fixed-term is in terms of a functional area, but the election documents specifically ask for fixed term as a functional area. Michael Everett: The subcommittee may address this issue in the bylaws as well too and bring recommendations to ASAC.

Academic Specialists Professional Development subcommittee (Qing Xia, Jennifer Gansler, and Carmellia Davis-King)
- Jennifer Gansler: The subcommittee discussed including Web Accessibility as a topic for the Forum, but given that they had the Forum speakers and topics already picked, they decided they really don’t have space for new speakers at this late date. They would like to see ASAC offer that topic as a brown bag lunch at a different time.
- Online registration for the Forum will be out next week. An e-mail will go out as well to the listserv. The Henry Center has a limited capacity (128 people) for our Forum, but last year we only had 75 people attend (out of 125 registered).
- Multiple ASAC members asked how they can help with the Forum. Jennifer suggests that we can help by encouraging colleagues to participate.
- Regan Kania asked if we can send out a reminder two days in advance of the Forum for those who have registered so as to improve attendance amongst those who have registered. Jennifer Gansler replied that she thinks this already happens as the registration is through FOD, but she will double check to make sure that is true.

Old Business:

- Faculty senate committee update: Kristin Getter
  - There has not been a faculty senate committee meeting since November. The next one is this coming Tuesday (January 20, 2015).

New Business:

Impromptu questions from ASAC members:
- Regan Kania asked if ASAC members were supposed to spread what we learned during these meetings to others in our department. Michael Everett said that is not mandatory, as we disseminate our findings via the ASAC website and listserv, but you certainly can tell others about what we learn here.
- Qing Xia asked if there is a university policy for academic specialists limiting the
amount of time and/or money is spent on professional development programs for individual employees. Sobha Ramanand and others commented that it is up to the employees supervisor to approve or limit the amount of time taken (and fees) for professional development.

Motion to adjourn by Richard Hensh, seconded by Regan Kania. Motion carried unanimously.

Meeting adjourned: at 2:08 pm.

Next scheduled meeting: Friday, February 20, 2015 at 1:00pm in 155 Administration Bldg.

Attachments: none