

**MICHIGAN STATE UNIVERSITY**  
**University Committee on Academic Governance (UCAG)**

**DRAFT AGENDA**

Thursday, November 17, 2016

3:15–5:00 p.m.

Bott Nursing Building (C-160)

- I. Approval of the agenda
  
- II. Approval of the October, 13, 2016 minutes
  
- III. Comments
  - Dr. Gayle Lourens (UCAG Chair)
  - Dr. John Gaboury (Associate Provost for Academic Services and Enrollment Management)
  - Dr. Gary Hoppenstand (Secretary for Academic Governance)
  
- IV. Unfinished Business
  
- V. New business
  - a. Synthesis of college bylaws referencing academic specialists; request by Steering Committee and University Committee on Faculty Affairs
  - b. College of Music bylaw review
  - c. Role of UCAG in assigning faculty to committees following nomination (Hoppenstand)
  
7. Roundtable Announcements
  
8. Adjournment

**MICHIGAN STATE UNIVERSITY**  
**UNIVERSITY COMMITTEE ON ACADEMIC GOVERNANCE (UCAG)**  
**DRAFT MINUTES**

Thursday, October 13, 2016, 3:15 PM  
Board Room, Hannah Administration Building

X = Present; A= Absent; S=Substitute \* Chair \*\* Vice Chair

Committee Members					
Mitch Bild (ASMSU)	X	Gayle Lourens (NUR) *	X	Richard Metaj (ASMSU)	A
Greg Fink (COM)	X	Mahesh Nalla (SS)	X		
Xia Gao (A & L)	X	Lorraine Sordillo-Gandy (VM)	X		
Melanie Helton (MUS) **	X	Randy Spiro (ED)	X	John Gaboury; Associate Provost Ex-officio)	X
Eric Hunter (COMM) (S= Ashley Sanders-Jackson)	S	Mark Worden (ENG)	X	Gary Hoppenstand; Secretary for Academic Governance (Ex-officio)	X
Wasif Khan (COGS)	X	Joel Maurer (CHM)	A	Sherry Lott (Office of the Secretary for Academic Governance)	X
Ian Clemente (COGS) (S = Dee Jordan)	S	Misha Shapiro (NS)	X		

I. Meeting called to order at 3:16 pm

II. Approval of the agenda for October 13, 2016

- Dr. Gary Hoppenstand, Secretary for Academic Governance, proposed that UCAG amend the agenda to move the presentation by Melanie Trowbridge and Dr. David Gilstrap ahead of old business
- Agenda was approved as amended

III. Approval of the Draft Minutes for September 15, 2016

- Draft minutes for September 15,2016 were approved

IV. Comments

- UCAG Chair: Dr. Gayle Lourens (interim chair) stated that the search for meeting locations that support video conferencing is on-going. Challenges include consistent room availability throughout the academic year, parking, video conferencing capability and IT support. Additional locations were suggested by committee members. Lourens will follow up on the proposed suggestions.
- Associate Provost John Gaboury: Associate Provost John Gaboury conveyed administrations' support of a strong academic governance structure at Michigan State University. He discussed UCAG's role in academic governance and reminded committee members to review bylaws broadly and make recommendations for bylaw changes.
- Secretary for Academic Governance: No comments

V. Unfinished Business

a. Election of a committee chair

- Lourens reviewed the responsibilities to be shared between the chair and vice chair. She added that she is currently attending the Faculty Senate and University Council meetings and serving as the committee's vice chair/interim chair. Following a discussion among committee members, Lourens was nominated and unanimously elected as the committee chair. Dr. Melanie Helton was nominated and unanimously elected to serve as the committee's vice chair.

VI. New Business

- Melanie Trowbridge, Assistant Director of Academic Human Resources, and Dr. David Gilstrap, Chair of the Academic Specialists Advisory Committee, presented information regarding academic specialists' at Michigan State University. Trowbridge provided statistical information representing the diverse role of academic specialists. Gilstrap stated that academic specialists do not have a role in academic governance. College bylaws addressing academic specialists as faculty vary. Following a discussion, the UCAG members agreed that bylaw recommendations could not be developed until faculty clarify whether all or some academic specialists should have a role in academic governance. It was agreed that this outside of UCAG's function.

Motion by Dr. Mahesh Nalla: Request that the Committee on Faculty Affairs define which academic specialists should have a role in academic governance. Motion second: Dr. Greg Fink; motion carried.

- Dr. Melanie Helton stated that she, along with her committee members, were reviewing the College of Music's bylaws and would present at the November meeting.
- Lourens discussed the timeline for reviewing the bylaws of the Residential College in the Arts and Humanities, College of Social Sciences, College of Arts and Letters and Lyman Briggs College. Small subcommittees (2-4 members) were identified to lead the bylaw reviews.

VII. Round Table Announcements: None

VIII. Adjournment: 4:47 pm