

# CAL CAC Minutes - APPROVED

January 13th, 2022 3:15–5:00pm

**Attendance: Tom Berding, Silvina Bongiovanni, Ruth Nicole Brown, Chris Frilingos, Bump Halbritter (Chair), Gary Hoppenstand, Ellen Moll, Dionne O’Dell, Rajiv Ranjan, Emily Katz, Penny Shanks, Melissa Staub, Yore Kadem, Christopher Long, Kailey Henderson, Brianna Sterbenz, Paul S. Kotula, Cara Cilano, Phillip Barry Pellion**

1. Called to order by Bump Halbritter, 2021-22 CAC Chair. Gary Hoppenstand served as scribe for this meeting.

2. Approval of agenda. Passed unanimously.

3. Approval of December 2nd minutes: <https://cal.msu.edu/wp-content/uploads/sites/56/2022/01/CAC-draft-minutues-12-2-21-Approved-for-11.4.21.pdf> Passed unanimously.

4. Approval of December 9<sup>th</sup> minutes for the All Faculty and Staff Meeting. Passed unanimously.

5. Dean Christopher Long’s Action Items and Discussion Points.

Dean Long reported that Spring Semester classes were going as well as expected regarding the “pivot” that had to be made.

Dean Long reported that the All-College Meeting went well.

Dean Long reported on the Dean’s Council Meeting. He stated that the Provost’s intentions are to bring students back to the classroom on January 31<sup>st</sup>. He stated that the President is looking carefully at the data for a successfully return to the classroom. He thanked Cara Cilano and Bill Hart-Davidson for serving in the search for the CAL Acting Associate Dean (beginning the end of the Semester). He also noted that the five-year review for the Associate Deans (which will be robust) will begin soon with the help of the CAC and the use of a questionnaire to be sent out. The Dean will ask the CAC to review the submitted materials and report back to him by the end of the Semester, possibly a May 15<sup>th</sup> deadline. Bill Hart-Davidson and Sonja Fritzsche have been asked to give the Dean a five-page statement about themselves with a March 15<sup>th</sup> deadline. In addition, Dean Long reported on Campus Solutions, which updates software such as the outdated Student Information System, bringing these systems into the 21<sup>st</sup> Century. He thanked Cara Cilano and UCUE for their work with this project.

Associate Dean Cara Cilano reported on Campus Solutions, addressing such issues as user experiences and staff use. She noted that systems remediations are occurring as the systems are also being used currently.

Dean Long added that these transitions are always difficult, and that patience is required from staff and administrators. He stated that Appreciative Inquiry Approach to Strategic Planning has been started.

Ruth Nicole Brown then reported on the Appreciative Inquiry Approach as a Team member. She stated that the Team is thinking expansively, addressing such topics as what works well and

paradigm shifting ideas. She added that all of their Zoom meetings are inclusive, for both small and large groups. Dean Long added that engagement plan will be reaching out to various groups, including the College.

Dean Long reported that he has had conversations with the Chairs about the Appreciative Inquiry process, turning more to this Fall Semester regarding modalities, in order to have unit level strategic thinking involved to better achieve a holistic approach.

Bump Halbritter asked Dean Long about the January 31<sup>st</sup> student return to the classroom, including the concern about what to do if students are reluctant to return, and how this potential situation might be handled.

Dean Long responded that as much support as possible will be provided, regarding the ability to provide class content both online and in person. He added that faculty may need to be flexible with their teaching modalities.

Associate Dean Cara Cilano reported that attempts will be made to minimize class disruptions.

Dean Long noted that the vaccine and booster mandate will be in effect, along with required masking of all individuals, with the hope of making things as safe as possible. Halbritter asked what would happen if the January 31<sup>st</sup> deadline is extended, and Dean Long replied that situation will be addressed, if needed.

Bump Halbritter replied that he does not see how a Hyflex situation can be avoided. He asked how faculty can be prepared for the complex situation of some students not returning to the classroom.

Dean Long replied that the College is prepared to help individuals navigate this situation, and that faculty needs to be flexible.

Ellen Moll reported that faculty do not want to teach in a situation that will not allow them to succeed, such as Hyflex.

Paul Kouta addressed issues regarding concerns with teaching in the studio, such as what happens if the faculty get sick. Dean Long responded that Departments are working on how to possibly cover faculty absence due to sickness.

Yore Kadem asked what is to be done if one has an attendance requirement for their class.

Dean Long replied that faculty have be clear in their class about expectations, as well as provide grace and generosity to students, without bending over backwards to do so.

Associate Dean Cilano reported that the same policies for drop/add are still in effect after the first week of the semester. She added that the Provost asked UCUE to re-think the credit/no credit policy. She also outlined the Grief Action Policy procedure, noting that we are doing the student any favors if faculty pass the student who should be failing the class. Providing an EASE report can help, she said.

6. Associate Dean Cara Cilano's discussion points regarding the CAL Bylaws.

She addressed the Bylaw 3.2.1.2.3, which is about the composition of the CAC, including participation by such members as Academic Specialists and Non-Tenure Stream Faculty, and

how they can be a better part of the Academic Governance process. Discussion ensued supporting the inclusion of the Associate Chairs point.

Bump Halbritter then asked how the College can bring this into compliance. Dean Long noted that the College is in compliance, but the concern is how to better put the process into operation, such as with the voting ballots (to make sure that these colleagues in question are included). Dean Long stated that somebody from these groups should be put on the CAC now. Discussion ensued regarding how the current CAC members were placed on the CAC.

Bump Halbritter suggested the creation of a Task Force to address these concerns, by helping to make suggestions to stakeholders, and that the appointment percentage issue may be a problem.

Dean Long summarized the conversation by saying that someone needs to be appointed from these underrepresented groups in the College. Discussion ensued.

Dean Long requests Associate Dean Cilano to work on gathering a list of colleagues that fit the Bylaws 3.2.1.2.3 description to nominate a colleague to sit on the CAC and to make sure that this “does not fall off the radar” for the future.

Dean Long went on record as supporting the expansion of voting right in the College to anyone having a full-time appointment.

Kate Birdsall reported as Co-Chair of the UNTF and Academic Specialists Task Force that she was willing to answer any questions regarding the memo that was sent. Bump Halbritter asked if there were any specific requests that she wanted the CAC to hear. She replied, outlining the various concerns, such as faculty titles, as well as rank and salary structures. She asks if this work should be continued, and what the next steps should be. Birdsall noted that the Task Force would 1) like to see longer appointments after promotion; 2) the option to negotiate appointment percentages; and 3) the work-load definition. She asked how is additional work factored into appointments?

Dean Long replied that many of these issues are being implemented, including the above discussed Bylaws issues. He said that he is committed to moving these issues forward. Dean Long stated that CAL would like to be at the forefront of the University with some of these actions, including the question of professional Titles for individuals and work percentage appointments. Discussion ensued.

Dean Long addressed the problem surrounding work-load definitions. He also discussed the Titles questions. He proposed forming a group of a variety of individuals to discuss these complex issues.

Bump Halbritter reported on the circulation of voting rights and how this issue should be discussed through the Departments.

Ruth Nicole Brown expressed her appreciation to Kate Birdsall for the work being done.

Dean Long made the recommendation that the CAC should further discuss the workload and voting questions to be placed on the All-College Meeting agenda.

Bump Halbritter thanks the Task Force for their work.

Meeting adjourned at 5:02 p.m.