

**Advisory Council Minutes  
College of Arts & Letters  
September 7, 2017  
321 Linton Hall**

**Present:**

Chris Long (DEAN); David Godden (PHL); Jose Badillo Carlos (Grad Rep); Saulo Gouveia (RCS); Karen Kangas-Preston (THR); Jon Keune (REL); Jon Frey (AAHD); Danielle DeVoss (WRAC); Suzanne Wagner (LingLang); Salah Hassan (ENG);

**Initial Business:**

Frey convened the meeting at 3:19pm  
The Agenda was approved unanimously.  
The April minutes were approved unanimously.

Suzanne Wagner was nominated and unanimously approved as Chair of CAC for 2017-18.

Karen Kangas-Preston self-nominated and was unanimously approved as secretary.

**Dean Long's Remarks:**

Hope is that CAC becomes more advisory to Dean with opportunities to have conversations about what is going on within the college.

Welcome back to CAL and '17-'18 year; new tenure system faculty were welcomed yesterday—a good start to first of three imperatives (recruiting and retaining World Class faculty).

- Critical diversity initiative: two senior level hires were completed last year; ENG hire continuing this year; junior level hiring begins this year.
- School of Language Sciences and Literary and Cultural Studies: in phase three of process; structuring done last year; details continue this year.
- Center for Interdisciplinarity: Michael O Rourke serving as interim director with discussions of what it will become across the CAL spectrum and within the University.
- Citizen Scholars: is in its second year.
- Undergraduate Excel Network: rolling out this year:
  - six career communities have been defined; students can choose a community and get information in that area;
  - designed to give the students vocabulary that they need to chart a path to a career;
  - infrastructure is backed up under Beth Judge's team to integrate experiential learning, career development, and alumni relations;
  - (question: is there grad student involvement? There is a grad network in place in some areas [ex: publishing/editing]; Excel Network could easily be imported into grad programs and initiatives in grad programs could be aligned with it).
- AAHD task force: is exploring and discovering what is considered leading edge in AAHD at other universities and how can we position MSU as the leaders in the discipline;

- task force did travels/visits this summer which led to symposium for the Department on what is going on in other places.

Transition in Dean's office and process of staff alignment with priorities for CAL: more info from Melissa later.

### **Discussion of Dean's Remarks:**

Restructuring of associate deans: with David Prestel and Sheila Contreras leaving Dean's office, looking at opportunities to change structure;

- Dean Long comes from a similar two associate dean background;
- now they are 100% Associate deans instead of split between Dean's office and another unit;
- staff support is aligned strategically;

Diversity and Inclusion removal from Associate Dean's titles: diversity and inclusion is in Sonia Fritzsche's portfolio;

- Inclusive Practices Committee will work with Long and Fritzsche closely;
- FEA Amy DeRogatis will focus efforts on search processes and will have required language for searches with a diversity statement and how work fits into CAL priorities of inclusion, equity, educational justice;
- Question: are bylaws changes needed to have a more robust chair of Inclusive Practices committee so Dean can work directly with them on that committee? Possibly.

Questions from April meeting:

Study abroad is also no longer in Associate Chair titles: Beth Judge's office still has that responsibility;

- Dean Long is co-chairing w/ Jeff Grabill a University level committee on Education Abroad; the committee is helping the University in thinking about Education Abroad from both budget and learning objective sides to not let budget drive decisions and how to increase undergraduate enrollment.

Excel network and expansion to grad students with graduate practicum program—how can PHDs be included?

- Current practicum program is geared to PhD and MA/MFAs;
- most grad programs at MSU are "right size" for now; but need to open career options;
- graduate practica—RAs w/ editors of journals; tech TA program—learning about teaching w/ technology; advising—grads advising some programs;
- showcasing a range of experiences for grads beyond just tenure positions;
- the idea of communities would also benefit grads similarly to UGs;

### **Council Business**

Sonia Fritzsche, Associate Dean gave a presentation of Criteria for Joint Appointments designed to help with success in RPT process;

- FEA Amy DeRogatis had an informational meeting with current joint appointment holders and got feedback to help inform document;

- Lyman Briggs/CAL existing agreement on joint appointments was also helpful for defining expectations since LB and CAL have different expectations for faculty;
- document presented is for internal CAL appointments and addresses the need for understanding role on campus;
- may require bylaw changes in RPT section to address this; (ex: Lyman Briggs does address joint appointments in bylaws);
- Question: is this the final document or do we need feedback from departments? Chairs have discussed already; Sonia is open to feedback from departments;
- Q: did the group Amy met with look over this? No—just the report she gave;
- Q: is it online yet? No, as it is not finalized yet; CAC members can share the version we got with departments/advisory committees for feedback; send Suzanne any feedback;
- Q: Should bylaws updates be for end of semester full faculty meeting? Ideally, so that new joint hires can have the info they need ASAP; Jon Frey will look at the bylaws to see where in the bylaws changes may need to happen and report next month;
- Q: How can MOU idea be conveyed to external reviewers—so they also understand the interdisciplinarity? maybe a copy of MOU to the external reviewers; something that explains the percentages or details of the appointment;

Melissa Staub presented on CAC updates, the University Faculty Awards procedure, & Linton Hall restructuring;

#### CAC Updates:

- A D2L site has been created to house past history of the CAC—agendas, minutes, etc; all CAC reps will be invited; CAC Chair will be administrator; reps will be course editors;
- Deanna Thomas or CAC members can add the documents monthly.
- Bylaws change from last spring were approved; updated bylaws are included on the D2L site; (note: only 64 people voted out of the 200+ eligible to vote).

#### Dean's office restructuring:

- administrative structure flow chart was presented; this document will be uploaded to the D2L site for reference.

#### Awards:

- The new University Awards online applications last spring did get some self-nominations; all current recommended nomination packets are due October 5
- Dean's office is planning to start a task force to look at process of deadlines for collecting info and getting more people nominated;
- Provost office didn't have call for nominations out until June; will be working w/ Provost office to get call for award earlier;
- Q: what about external awards? Will this committee work on that process as well? Melissa will look at that option;
- Q: do departments have awards committees to work on nominations year round? Some do, some do not.

Discussion of the role of CAC—tabled to October;

- Upcoming necessary discussion: conversation about how to make CAC most beneficial and how information transmits to our colleagues.
- Frey printed out the bylaws criteria for the function of CAC for our reference;
- Q: how are CAC reps nominated to this committee? It varies from department to department.
- Can we have this discussion as a committee before Dean Long joins us in October so we have concrete examples to share?; will set agenda to reflect that;

**Other:** please add both Kyle Whyte and David Godden from PHIL to D2L site since David is the sub; send agenda items for October to Suzanne.

DeVoss moved to adjourn. Frey seconded. Approved. The meeting was adjourned at 5:04 p.m.

Minutes submitted by Karen Kangas-Preston