

CAL CAC MINUTES

September 3, 2020

3:15–5:00pm

Present: Alan Beretta (L&L), Ruth Nicole Brown (AAAS), Dànielle DeVoss (Chair/WRAC), Sarah Jackson (AAHD), Danny Mendez (RCS), Dionne O’Dell (THR), Sarah Potts (PhD Grad Rep, ENG), Imari Tetu (MA Grad Rep, WRAC), Sean Valles (PHL), Blake Williams (AAHD), Divya Victor (ENG), Laura Yares (REL)

For CAL: Sonja Fritzsche, Chris Long, Ellen Moll (IAH)

Secretary and minute-taker: DeVoss

1. Call to order: 3:16pm.
2. Approval of agenda (Valles moved, Mendez seconded).
3. Approval of April 2, 2020 CAC minutes. *(we have not received these from Wray, meeting note taker)*
4. Initial discussion and action items.
 - a. Reviewed the CAL bylaws CAC description and information.
 - b. Elected a 2020-2021 CAL CAC Chair (DeVoss).
 - c. Decided on minute-taking rotation for 2020–2021. *(Rotation list and minutes template on Teams.)*
 - d. Discussed best methods of CAC communication (hybrid approach: email for announcements and reminders; Teams for document sharing, agendas, and minutes)
5. Dean’s action items (Dean Long)
 - a. Welcome.
 - b. Discussion of proposal: “Name Change for Department of Linguistics & Germanic, Slavic, Asian and African Languages to the Department for Linguistics, Languages, and Cultures (LiLaC)” *(proposal posted on Teams)*
 1. Presentation of proposal (Yen-Hwei Lin)
 2. Discussion of proposal
 3. Voted to approve the proposal and the name change (all in favor, no opposed, no abstentions)
 4. Dean Long will bring the proposal forward to the Provost
 - c. Discussed DEI Initiatives in the College of Arts & Letters Associate Dean for DEI *(sample job descriptions posted on Teams)*
 1. Discussed 2019–2020 work: working group (Beretta, Mendez, Moll, Wray) focused on associate dean for DEI; looked at models, in agreement to move forward
 2. Mindful of not proliferating number of associate deans and admin overhead in CAL; at the same time, primary goal of equity, diversity, and inclusion

3. Associate Dean Fritzsche is currently doing DEI work; part of MSU group for associates deans of DEI; MSU currently searching for VP and Chief Diversity Officer
 4. Key focus this semester: for CAC to discuss how we want to potentially move forward in a strategic way (in wake of budget challenges, concerns about admin overhead, with new folks on CAC)
 5. Discussed how many units and departments have DEI committees? THR does (O'Dell); ENG does (Victor); WRAC is forming a subcommittee of its Department Advisory Committee (DeVoss); AAHD had ad hoc committee in past (Williams, Jackson)
 6. ACTION ITEM: prep to discuss the possible creation of an Associate Dean of DEI in CAL at our October meeting
 - Fritzsche: will gather and share all descriptions (from Council of Diversity Deans)
 - Long: will have general budget for position to share
 - review documents shared on Teams (includes two job descriptions from other AD DEI at MSU)
 - talk with colleagues
- d. Discussed adjusting expectations in a time of pandemic (continuing agenda item for CAC)
1. Victor: really helpful in helping think about adjusting expectations really early on; good messaging, front and center; good advice
 2. Dean Long: today at Dean's Council with Provost, asked tenure and promotion reform to be on agenda; good discussion with DEI at center; trying to model work around Cultivating Pathways of Intellectual Leadership—thinking more holistically about work we count and recognize as scholarship; work in Dean's Office and with Kyle Whyte (who has developed an engagement plan and is sharing it with chairs)
6. Discussion and action items.
- a. Reviewed CAL Conflict of Commitment policy (Fritzsche; available at <http://www.cal.msu.edu/faculty/faculty-human-resources/policies/conflict-commitment-policy>).
 1. Follows academic handbook policy with outside work for pay and dual appointment policy
 2. Built from lots of research, looking at schools that made allowances for FT faculty to teach a course elsewhere
 3. Need to fill out a work plan to pursue; Leann set up template, also reviewed by Academic HR (goes to chair or director in advance for review); chair makes recommendation to dean; dean makes recommendation to Academic HR; needs to be reviewed if subsequent course
 4. ACTION ITEM: Please share the CAL Conflict of Commitment policy in your units and with your colleagues: <http://www.cal.msu.edu/faculty/faculty-human-resources/policies/conflict-commitment-policy>; can direct questions to their department chair or to Associate Dean Fritzsche
 - b. Discussed Academic Specialist review draft (Fritzsche; *document available on Teams*)
 1. Working group last year; promotion process for AS has never existed in college (people go through, but never written down); challenge was no CAL-level criteria for people appointed, continuing, promoted to senior (does NOT apply to fixed-term AS, only continuing system)

2. Draft created through AS handbook to ensure CAL aligned with policies and procedures there
 3. ACTION ITEM: review doc, share with departments, have them look at, review, pass along questions (to Fritzsche to share with task force)
 4. October CAC meeting: task force members come to address feedback received between now and October meeting; will also share FT doc
- c. Discussed plan for September 24 meeting with the Provost (2:30-3:30pm)
1. Dean Long: offer Provost questions in advance
 2. Williams: include questions for president from January
 3. Action items include creating a survey, sending meeting info and the survey to CAL, compiling questions for CAC review, and sharing them with Dean Long to forward to the Provost
- d. Discussed finding a replacement for Deric McNish for fall semester for the University Committee on Faculty Tenure (meets Wednesdays, 3:30-5:00pm); action item includes sending message to CAL chairs to solicit volunteer
- e. Other items for discussion in FS 20:
1. Representation of Academic Specialists on CAC. (Dionne and Ellen; AS elected through process); AS outside of department
 2. Representation of UNTF faculty on CAL committees and subcommittees (raised by question posed to CAL CAC webform: Why aren't UNTF faculty represented on CAL committees and subcommittees in numbers more proportionate to their Representation of CAL labor?)
 3. Updates from Academic Governance reps (Dean Long, DeVoss); regular meetings start in mid-September

7. No new/other business.

Adjourned: 5:02pm.

Respectfully submitted, Dànielle Nicole DeVoss