# COLLEGE ADVISORY COUNCIL
## Meeting Minutes

**Date:** 9/11/15  
**Location:** 191 Com Arts, Deeb Conference Room  
**Chair:** Eric Hunter  
**Secretary:** Julie Fusi

**Present:** Bergan, Dan (COM); Besley, John (COM); Carpenter, Serena (JRN); David, Prabu (Dean’s Office); Dilley, Laura (CSD); Fusi, Julie (Dean’s Office); Hoffman, Ann (Dean’s Office); Hunter, Eric (CSD); Koning, Kendall (Grad. Rep); Kononova, Anastasia (AD+PR); Lacy, Steve (JRN); New, Jennifer (Academic Advising); O’Donnell, Casey (MI); Rifon, Nora (AD+PR); Salisbury, Mercedes (Undergrad. Rep); Sherry, John (Dean’s Office); Wittenbaum, Gwen (COM); Zeldes, Geri (JRN)

## Minutes

<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approval of Agenda</strong></td>
<td>Casey O’Donnell moved to approve the agenda for September 11, 2015. Serena Carpenter seconded. Agenda approved.</td>
</tr>
<tr>
<td><strong>Approval of minutes from August 21, 2015</strong></td>
<td>Casey O’Donnell moved to approve minutes from August 21, 2015. Dan Bergan seconded. Minutes approved.</td>
</tr>
<tr>
<td><strong>University Council Faculty Affairs Updates</strong></td>
<td>John Besley, college representative for faculty affairs (budget/personnel) issues, joined today’s CAC meeting to discover CAC’s priorities and requests of the UCFA committee for this year. UCFA is currently discussing family policies as well as the funds allocated to college for teaching. Faculty should note that students in the classrooms are not formally considered in allocations of budgets. The college generates money through off campus credit (college currently takes none of this. All off-campus credits funds go back to department) or IDCs. Tuition increases go to the University for maintaining campus. UCFA could push to examine this policy as well as work-life balance policy. Department Chairs and College Deans will be reviewing college budget at next meeting, and CAC will revisit this topic after the college budget has been reviewed.</td>
</tr>
</tbody>
</table>
| **Dean’s Office Updates** | P. David  
Online MA program: Increased revenues to college will have to come through online MA program.  
Faculty recruitment: 15 tenure track lines, potential for 6-8 professors of practice, pending successful curriculum updates to Media Sandbox.  
Sandbox courses: Working on introductory courses for Media Sandbox. College credit policy currently states that at least 60 credits should be from outside the college. This constraint inhibits our introductory course changes to Sandbox curriculum. Issue will be further discussed with faculty.  
Newsbox: We have money and final approval to build the Newsbox. Demo crews will begin after spring commencement ceremony.  
Campaign: $50.5 million development goal for the college.  |
| **A. Hoffman** | Work and Internship Survey: This went out to all students on 9/8/15. Survey collects data for the past year (Fall 14, Spring 15, Summer 15). Each student will have a unique link emailed to them- it cannot be shared or forwarded to others. We really need help promoting this and having students fill it out so we can have meaningful data about experiential learning in our college. The survey is mobile responsive. This survey will be open until the end of September. |
Career Outcomes Data – Destination Survey: Data is in for the Destination Survey 2014. College Knowledge rate: 72%; Outcomes Rate: 96% (were working or in grad school). Top States for ComArtSci Employment: MI, IL, NY, TX, CA. Self-Reported Average Salary: $37,116.

Career Interaction Data (AY 14-15): The ComArtSci Career Center had the highest number of advising appointments across the network and served over 1000 students. ComArtSci Students make up 13% of all career advising appointments at MSU.

Events: We are supporting approximately 50 workshops and events for fall semester across the network (and that number continues to grow weekly). Some highlights for our students:
- Arts Intern Summit (9/18)- for students interested in careers in Arts Administration, trip will go to Detroit and meet with industry professionals.
- MSUFCU Dining Etiquette
- Career Gallery (9/30-10/1)
- Prep session- 9/24
- IT Mix and Mingle (9/30)
- Company Visits- IT AutoOwners (10/16, Accident Fund 11/11)
- Mid-Michigan Creative Alliance Studio Crawl (10/22)
- AdCon (November TBD)
- ADV 402 Chicago Field Experience (January)
- Retail Connect (January)

Other Career Center Engagement: Working with all student organizations to develop student leadership advisory board to assist college with projects and better collaborate to meet the needs of students and increase engagement with our services and events.

Early Outreach Efforts: Sent information to all incoming freshman in collaboration with advising about resources and getting connected to ComArtSci. Followed up with parent newsletter. Developed “student success” handouts for students switching in to college to help them get up to speed.

Grievance Policy: In the Spring Semester of 2015, Academic Governance approved a Grief Absence Policy (see http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrative-rulings-all-university-policies-and-selected-ordinances/grief-absence-policy). At that time, it was recommended that an online system be created that would facilitate the process and include the student’s request, authorization of the request, notification of the faculty, and verification. Consistent with previous high quality systems developed by the RO, the new Grief Absence Request Form is now in production.

For Instructors and Administrators:

Students seeking a grief absence should be directed to the Grief Absence Request Form found on the RO home page (https://reg.msu.edu/) under ‘Student Services – Grief Absence Request Form’ OR to StuInfo (https://stuinfo.msu.edu/) under ‘Academics - Enrollment Information and Services – Grief Absence Request Form.’ Per policy, graduate students who should see their major professor and notify course instructors are directed to do so when they access the form.

Students will be asked to supply information on the nature of the loss, the date they became aware, and the expected period of absence. Once completed, the information is routed to the Assoc. Dean of the student’s college and must be received prior to the student leaving campus. The student will receive a confidential message confirming the submission and reminding them that supporting documentation must be provided and who to send it to. In addition, the appropriate dean’s office will be notified that a request has been submitted. Once the appropriate administrator has either approved or denied the request, the student will again receive a confidential message notifying them of the
decision of the dean’s office. If approved, instructors will be notified by the appropriate dean’s office of the period of absence. Instructors are expected to arrange for students to make up the missed work.

Textbooks and Materials: Just a reminder, all instructors are responsible for entering textbook and supplemental material information on the Schedule of Courses. This is required by the Higher Education Opportunity Act of 2008. As of August only 57% of the classes for fall 2015 had this information.

Emergency Preparedness: Instructors should spend time getting familiar with their classrooms. Notice the new postings in CCAS Rooms which contains emergency information. Please go over this with students in the first week of class. CAC representatives expressed interest in further training for faculty.

Add for Students: Reminder that as of Thursday (Sept.10) we entered the late add period for students. The Academic and Student Affairs Office will not add students to your classes after Wednesday without consulting with. For classes inside CCAS, students are asked to email the advisor associated with the subject code for the class their request, where it will be vetted. The Advisor will only contact you if it is warranted. Every college handles these differently, so this is only the procedure for courses inside the college.

FERPA, FIRE Safety, and Sexual Harassment/Assault Training: Online training notifications have been emailed to faculty and staff. Please complete this ASAP.

Enhancing Academic Success Early (EASE): This is the new early warning system for students struggling in classes. The link for instructors to get to the form is in the Instructor System. It sends a prompt to the student’s advisor so that the advisor has the ability to follow up on the concern. While there will be 2x a semester that prompt instructors in to leave information, you can actually use it at any time.

Quantitative Literacy: In November, the Chairs/Director and Dean’s group in the college will be meeting with a team from the Math Department that is proposing alterations to the math graduation requirement for undergraduate students. It is a shift from College algebra + 1 to Quantitative Literacy. They are testing out classes this year and we have some students enrolled in them.

Minds (Wide) Open: Event begins on Monday September 14. 85 Chinese students and faculty will be in participating in team competitions in the building. If you have noticed the red doors in the building, they mark the rooms where teams will be collaborating during the week. Some of the events will be open observations. If you have questions or want to get involved, contact Henry Brimmer.

J. Sherry
RCR training- all first year grad students received the first 2.5 of 5 required hours at orientation, if they attended. 3 hours required for each year after 1st year. Anyone without full RCR training cannot work on NSF or NIH grants. Kami will be holding series of additional monthly meetings to earn hours. Students can self-load information into engineering tracking system, but there is no verification for this. John will talk to instructors about which courses they teach that will count for RCR hours. Kami will email out RCR schedule to faculty.

Organizational Communication mini conference will be hosted at MSU this year. The conference will bring about 150 grad students to campus in October.

Grad student research café will be held monthly, starting next month. Schedule to be released soon. Encourage students to attend colloquia series.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>We now have instructors for all classes for the online MA program, and they are working on syllabi and forms. Information will go first to departments, then CAC, then to UCC and university academic governance.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>University Council Committee Replacement</strong></td>
<td>Need replacement for University Council committee on curriculum. Can be fixed term employed for more than 3 years, a continuing specialist, or anyone in the tenure stream. Need someone in place by 10/1. Meetings are Thursdays at 1:30. Any person nominated will have to be voted on via email. Nora Rifon volunteered. College will wait to see if journalism can find a replacement, but if not, we’ll vote to approve Nora as replacement. Also have another issue of unfilled university committee appointments. Dean’s office will continue researching university committee appointment vacancies to determine where there are gaps.</td>
</tr>
<tr>
<td><strong>FEA Updates</strong></td>
<td>Searches are well under way. COM just finished phone interviews and working on proposed short list. ADPR also finished with phone interviews, working on finalizing short list. John working with Terry Curry and HR to clarify RPT issues and questions.</td>
</tr>
<tr>
<td><strong>Undergrad CAC Subcommittee</strong></td>
<td>Animation, Comics and Story Telling Minor Proposed. Journalism working on assessment plan. Minor would involves several new courses, along with JRN 338 and CAS 207, but all ‘new courses’ have previously been taught as special topics. No issues regarding expansion of resources. Would be available to any student at the university. Journalism minor proposal received unanimous support from CAC Undergraduate Subcommittee. Casey O’Donnell moved to approve minor, Dan Bergan seconded. No changes or abstentions. Motion passed.</td>
</tr>
<tr>
<td><strong>Grad CAC Subcommittee</strong></td>
<td>Journalism wants to increase the size and diversity of the applicant pool for the linked BA/MA program, giving strong MSU students better access to graduate education. At the same time, the adjustments will provide better criteria for judging internal applicants. Journalism has proposed changes to the catalog copy regarding admission criteria for their linked MA/BA program. The changes they would like to change are as follows: Eliminate GRE requirement, Lower GPA requirement from 3.5 to 3.0, Increase recommendation letter requirement from two letters to two evaluation forms filled out by department and one external letter, The requirement of 86 courses, including a set of specified courses, will remain unchanged. Reason for changes include desire to use best practices in field for evaluating potential graduate students; GRE is a poor predictor of graduate performance, particularly in Journalism; Faculty are best able to judge students from in class experiences; Expand diversity in the applicant pool; GRE has become cost prohibitive; There is no GPA requirement for other MA applicants; Alignment with recent curriculum changes Nora Rifon moved to approve linked program. Gwen Wittenbaum seconded. No changes or abstentions. Motion passed.</td>
</tr>
<tr>
<td><strong>Bylaws CAC Subcommittee</strong></td>
<td>Bylaws committee currently examining how we deal with changes to CRPTC guidelines, as well as inclusion in CAC for fixed term faculty, and official voting rights for staff. Hoping to address voting rights and CAC membership in the Spring. Plan to address CRPTC guideline changes this fall. Currently looking at what other colleges do for RPT guidelines. Drafted changes for our bylaws to indicate how to change CRPTC guidelines. Will propose changes and take to faculty in October. No changes will affect faculty going through RPT process currently. CAC must vote on the proposed changes by 9/25, and information would need to go out to faculty by 10/2, in order to discuss at All College Faculty &amp; Staff meeting on 10/9.</td>
</tr>
<tr>
<td><strong>Roundtable</strong></td>
<td>M. Salisbury: Graduating this year (done in 3 years). G. Wittenbaum: Worked with Satish Udpa to fund and support MA COM program students. Students will survey administrative staff on campus and will design/implement intervention strategies. Business and Bagels talk next week.</td>
</tr>
</tbody>
</table>
J. New: Advisors saw 584 students over past week and a half at express advising. American Semester Program brings students to MSU for study abroad. Have 48 international exchange students taking classes in our college this year.

A. Kononova: Minds (Wide) Open happening next week. Lost another faculty member but have hired a new fixed term faculty person as replacement.

N. Rifon: AD+PR Undergraduate changes being discussed.

L. Dilley: CSD welcomes Dimitar Deliyski as chair and university foundation professor. Dimitar specializes in high speed imaging of vocal folds.

S. Carpenter: Journalism is interviewing faculty candidates over next two weeks.

C. O’Donnell: Media & Information open searches look good so far.

A. Hoffman: Read notices from grad staff carefully. Asking preferences for rooms for work copy.

G. Zeldes: Maven Hour today in CAS 182. 3 recent grads will present their most recent work.

| Adjournment       | Eric Hunter moved to adjourn, Gwen Wittenbaum seconded. Motion passed. Meeting adjourned at 10:28 a.m. |