University Committee on Faculty Affairs

MINUTES

Tuesday, January 17, 2012


Ex Officio: Terry Curry, David Byelich.

Others: John Revitte, Donna Zischke.

Call to Order: Professor Anderson called the meeting to order at 1:00 p.m.

Approval of Agenda: Dr. Olson made a motion to approve the agenda as presented, seconded by Dr. Aben. The motion carried.

Approval of Minutes: Dr. Aben made a motion to approve the December 6, 2011 Minutes seconded by Dr. Olson. Professor Curry noted that under Announcements, his point a. was incorrect. It should say that Professor Robert Caldwell will be proposed as the new Faculty Grievance Official Ombudsman at the December 9 Board of Trustees meeting. The Minutes were approved as corrected.

Dr. Anderson welcomed returning members (absent fall semester due to teaching conflict and/or co-sharing their college representative position):

a. Jeremy Harrison, MSU College of Law;

b. Ross Emmett will be representing James Madison;

c. Fred Rodammer, College of Business (Heidi Bulich served fall semester);

d. Meredith Gore isn’t attending today, but she will be representing the College of Agriculture (Carole Gibbs served fall semester); and,

e. There will be a new College of Engineering representative for the spring semester.

New Business:

a. FGO Search Report – Dr. Fred Rodammer He recognized and thanked the other members of the FGO Search Committee: Bill Anderson, Karl Olson, Gwen Wyatt, Aklilu Zeleke, Terry Curry and Donna Zischke. He reviewed his recommendation memo written to Dr. Anderson, UCFA chair. The FGO Search Committee recommended Dr. Sheila Teahan and Dr. Donald Conlon to be considered for the position. Dr. Rodammer made a motion that UCFA endorse the FGO Search Committee’s recommendations, seconded by Dr. Olson. The motion carried. Dr. Anderson will write a letter to the Provost with this recommendation.
New Business, continued  
b. Report of the Ad Hoc Taskforce on Assessment Policy – Byron Brown will attend the February 14 UCFA meeting and address the issues involved with this policy.

Old Business:  
a. Guidelines on Authorship Policy – Dr. Olson reported that the subcommittee went to their respective college advisory committees to obtain more points of view. At this time, the Personnel Policy Subcommittee recommends that this policy be returned to the Office of Research Integrity for further development. Dr. Olson made this recommendation a motion and Dr. Donohue seconded the motion. The motion carried.

Announcements  
1. William Anderson  
a. The upcoming UCFA agenda for the spring semester is daunting.  
   i. Acceptable Use policy  
   ii. Assessment policy  
   iii. Budget Appropriation Request  
   iv. Campus Master Plan  
   v. Conflict of Interest policy  
   vi. Campus Energy Plan  
   vii. Enrollment Reports  
   viii. Faculty Raise Request  
   ix. Update on Long-Term Care  
   x. Health Care Plan  
   xi. Deliberation over the University Research Organization

2. Terry Curry  
a. He thanked the FGO Search Committee for their time and effort.  
b. There is a search committee now working on finding a replacement for Brent Bowditch, Assistant Vice President for Human Resources. Dr. John Powell and Dr. James Dulebohn are part of that committee.  
c. Professor Curry reminded UCFA members that the 2012 Awards Convocation will be Tuesday, February 14, 3:30-4:30 pm in the Pasant Theatre in Wharton Center.

3. John Revitte  
a. He distributed copies of the Faculty Grievance Policy Summary (front side only) and A User’s Manual for The Faculty Grievance Policy. These are on the FGO web page. The backside of the Faculty Grievance Policy Summary is the Mission Statement.  
b. John gave the Annual FGO Report informally comparing last year statistics to now. The formal report will be available shortly.
Announcements
4. David Byelich
   a. Gov. Snyder will be making the *State of the State* address on January 18.
   b. David went through a 6-document packet briefly reviewing it for UCFA.

Subcommittee Reports:
   **Budget:** Dr. Aben reported that they have met briefly and will begin reviewing the six
   documents Mr. Byelich put forth today.
   **Personnel Policy:** Dr. Olson reported the subcommittee has been working on the
   Authorship policy and Acceptable Use policy.
   **Ad Hoc Committee – Conflict of Interest** policy will be reviewed at the January 31
   meeting. Dr. May has been requested to submit a copy of the updated Conflict of Interest
   policy as well as a copy of the Health Service Guidelines being changed affecting the
   Conflict of Interest policy.

Provost Wilcox joined the UCFA meeting at this point (2:15 pm) and spoke for the
remainder of the meeting. We appreciated the opportunity to have him meet with us.

Other Questions: No Other Questions were noted.

Dr. Donohue made a motion to adjourn at 3:00 pm seconded by Professor Helton. The
motion carried.

Adjournment: UCFA adjourned to subcommittees at 3:00 p.m.

Respectfully submitted,
Elva Boyles
Recording Secretary