The meeting was called to order at 3:10 p.m.

Approval of April 24, 2014 Minutes  The Minutes of April 24 were approved as amended.

New Program/Program Change Request Forms  Roy indicated that revisions to the New Program and Program Change Forms were needed. The College Curriculum Committee made some suggestions to improve the process. Some additional clarifying revisions were also offered by the Council of Deans. The Deans all agreed to the revisions.

New Program Request Form –

- (Page 1) – Change the three headers in the middle of the page to read: Reviewer, Review Date, and Signature/Date.
- (Page 1) – Remove Krista Hansen’s name and replace it with Catalog Editor.
- (Page 1) – For each signature line, include the word “Date” so that the signee notes the date that they signed.
- (Page 1) – Under the lines where the Provost and Chancellor signs, their title will be listed and “(following Committee approval)” will be changed to “(following Committee review).”
- (Page 1) – Presidents Council and Board of Regents will be switched.
- (Page 1) – Under “Copies,” Academic Advising and Career Center will be updated with “Student Success Center.”
- (Page 2) – A section for “Rationale” will be added following the Contact Person line.
- (Page 2) – Under Catalog Layout, the first sentence will read: “Please provide the new degree or program curriculum listing as it should appear in the next Catalog including cross-listings” (“including cross-listings” was added). Also, the following second sentence will be included: “Following the listing, supply course titles and cross-listings for each.”
- (Page 3) – Under Revised Courses, the sentence will now read, “Please provide the following information for any course(s) affected by the revisions including cross-listed courses” (“affected by the revisions including cross-listed courses” was added).
• (Page 3) – Between the Revised Courses section and Assessment Plan section, a new section will be added as indicated below:

**Impact of this Request** (both positive and negative):

- On specific courses within your department?
- On other departments or programs? (Please document conversations and those departments or programs.)

**Program Change Request Form** –

• The same changes indicated for Page 1 of the New Program Request Form will be applied to this document.

• (Page 2) – Under Summary of the Proposed Change, the text in parentheses, “(please attach a copy of the proposal and supporting documents showing Governing faculty approval)” will be removed.

• (Page 3) – Under Catalog Layout, the first sentence will read: “Please provide the revised curriculum as it should appear in the next Catalog including cross-listings (“including cross-listings” was added).

• The changes made on Page 3 of the New Program Request Form will be applied to Page 4 of this document.

**Michigan Transfer Agreement Update** ► Chris provided an update of the progress of the implementation of the Michigan Transfer Agreement on our campus. Chris indicated that there has been a series of faculty conversations at various venues regarding the implementation process. She indicated that there is a lot of confusion; however, probably the two-year institutions have a better handle on it than anyone. She is very appreciative that Lee Cruppenink’s involvement regarding the focus of MTA. She mentioned that those institutions who had previously implemented MACRAO are having a much easier time of implementing MTA but we were not one of them. Chris explained that she has been working with the General Education Curriculum Committee; however, there are three areas that are still providing obstacles from moving forward. Much discussion took place. She is concerned because we are getting behind in terms of the timeline in having our process in place by Fall 2014. She indicated that no provisos are allowed when it comes to MTA. Chris concluded that it may be possible that we won’t have any MTA students in the Fall but we are not certain of that and need to be ready. She said that she would keep the Deans apprised of the progress.

**Flexible Hours of Staff** ► Gerard indicated that the CAS proposal was discussed among EO’s regarding implementing flexible hours for staff during the summer months. For various reasons, the areas of Student Affairs and Business and Finance decided not to allow flexible hours during this time in their units. Gerard indicated that he agreed that CAS would be allowed to have flexible hours during spring and summer. Under this short-term provision, all offices would be covered by either staggered hours or covering of phones or offices by nearby offices. Appropriate signage will be placed on doors so that continued service would be provided from 8:00 a.m. to 5:00 p.m.

**Tenure** ► Gerard indicated that he wanted to discuss Tenure at some length but suggested that another meeting be scheduled to devote only to that topic. He announced that at that meeting, he would invite Jeff Frumkin and General Counsel representatives to the meeting as well. A document was disseminated to Deans entitled, “Promotion and Tenure Reminders for Deans,” providing some bullet points that are important to keep in the forefront when dealing with tenure track faculty in relation to promotion and tenure.
Gerard indicated that he wanted to emphasize two points:

- When tenure track faculty are hired, he prefers to give them specific timeline details regarding their tenure clock in their appointment letters. Even if they are given the guidelines for a particular college/school, he would like the specific dates mentioned in the letter.

- If there are any faculty who will not be going up for promotion and tenure in their sixth year, deans must seek the approval of the Provost well in advance of the faculty member’s sixth year, or as soon as possible. If someone will be going up in their seventh year, it will require the approval of both the Dean and Provost.

The remainder of the agenda items will be discussed at the next meeting scheduled for Thursday, June 12. The meeting was adjourned at 5:00 p.m.