**College of Agriculture and Natural Resources**

**College Advisory Council** meeting minutes

**February 9, 2024**

**3:30 – 5:00 PM**

**Attendance**:  Ajit Srivastava (BAE), Jason Rowntree (ANS), Euihark Lee (SoP), Satish Joshi (AFRE), Scott Loveridge (Assist. Dean), Haddish Melakeberhan (HORT) Runsheng Yin (FOR), Alonda Johnson (grad),  Jennifer Fenton (FSHN), Mohamed El-Gafy (SPDC), Emily Holm(PSM), Grace Whipple (UG rep), Henry Chung (ENT),  Matt Raven (Chair CSUS), Gerald Urquhart (FW), Rose Stwart (SAC),  Jennifer Weichel (Extn), Henry Chung (ENT), Kelly Millenbah (Dean, not in town)

**Guests**: Antomia “Mia” Farrell (Associate Dean DEI), Laura Bix (Deans office), Opal Bartzis (Study Abroad), Bosh-Hannah, Scott Winterstein (TAPC)

1. Call to Order – Matt Raven, Chair. (Action item)

The meeting was called to order at 3:32 pm.

1. Introductions (Information item)

Introductions of all attendees followed the schedule and Erin Bosh-Hannah and Scott Winterstein at the point of agenda item 10 discussion.

1. Approval of agenda. (Action item)

Agenda was approved unanimously

1. Approval of minutes for previous meeting – January 12, 2024 Meeting. Please review prior to this meeting [CAC\_Minutes of meeting\_1-12-2024(draft).docx](https://michiganstate.sharepoint.com/:w:/r/sites/CollegeAdvisoryCouncil617/Shared%20Documents/General/CAC%20Fall%202023%20-%20Spring%202024/CAC_Minutes%20of%20meeting_1-12-2024(draft).docx?d=wb9a33901ab5747be900ddf1b41eb991a&csf=1&web=1&e=TgdpKf) (Action item)

Minutes of January 12 were approved unanimously.

1. Executive Director Education Abroad, Opal Bartzis – Study Away (Information item)

Dr. Bartzis (Study Abroad, SA) provided extensive explanations about how the office SA was established, designed and operates. Specifically, how the office interacts with colleges in developing standards associated with costs, registration, health, safety, security, insurance, ADR Reporting for basic and comprehensive packages. Comprehensive packages include workshops, advising, cobranding etc.. Dr. Bratzis fielded many questions related to service, cost recovery, revenue sharing, and what the college responsibilities are.

1. Associate Dean and Director, Office of DEI – Antomia “Mia” Farrell – (Information item)

Dr. Farrell introduced the functions of her office with a great deal of emphasis that her office is here to support the CANR community. Dr. Farrell indicated that listening and a climate survey to identify what the issues are is underway in order to proceed on developing MSU’s global footprint. Dr. Farrell answered questions relative to the office and the DEI Committee functions and activities and promised to take actions that will improve the office’s activities and responsibilities that reflect her values.

Old business

1. Annual Meeting Sub-Committee Report (Action item)
   1. Need for a new date

The team discussed the potential meeting dates between April 19 and May 3rd. Dr. Urquhart developed a quick survey and April 19 was the preferred date.

1. CANR Elections (Information item)

Dr. El-Gafy stated that nominations have been sent out and Feb 23rd is the last date for nominations. He will be sending reminders indue course.

1. Service Percentages Sub-Committee Report (Information item)

Dr. Raven (Chair) indicated that Dean Millenbah (who is out of town) would like to be present when the service issues are discussed. The group agreed and Dr. Raven asked Dr. Melakeberhan (member of the sub-committee) to brief information the members of the sub-committee’s activities, which he briefly stated how the committee was charged, how it collected the information, and developed recommendations to be discussed at the next meeting. Members are encouraged to review all of the materials on Teams and come prepared for discussion.

1. RPT Voting Method Sub-Committee (Information item)

Dr. Holms outlined the sub-committee’s work on RPT voting methods, the list of questions the committee has prepared to ask faculty and chairs, and the group gave some feedbacks. This was followed by an active discussion led by Drs. Fenton, Bosh-Hannah and Winterstein on TAPC and SPLS (Student Perception Learning Survey) activities, and Dr. Bix providing details on systems overview and working structures. These included the need for presence of graduate and undergraduate students in the committees, that university limits the total number of questions to 20, the quality of the answers, that faculty controls access to the answers and how this complicates objective evaluations by chairs. The chair is to take this matter under old business to the next meeting.

New Business

1. Any new business?

No new agenda.

Next meeting is CANR CAC Meeting, March 8, 2024 at 3:30 PM

Adjourn.  Meeting was adjorned at 5:06 p.m.