**College of Agriculture and Natural Resources**

**College Advisory Council**

 **October 9th 2020, 3:30 PM**

**Virtual meeting**

Participants Rafael Auras, Melissa McKendree, Michael Wagner, Kelly Millenbah, Mojgan Nejad, Ryan Warner, Jade Mitchell, Laura Schmitt Olabisi, Les Bourquin, Lisa Tiemann (PSM), Marisol Quintanilla, Michelle Neff, Sarah Carroll, Trish Machemer

1. Call to Order Rafael Auras
2. Approval of agenda. Motion made by Melissa McKendree, second Mojgan Nejad, Motion approved.
3. Approval of the minutes of the last CANR Annual Meeting held on April 24, 2020. Motion made by Mojgan, second Laura Schmitt Olabisi, Motion approved.
4. Approval of the minutes of the last CAC meeting held on September 11, 2020. Motion by Michael Wagner, second by Melissa McKendree, Motion approved.
5. Check that everybody can access the Teams group. Rafael confirmed that everyone has access to the Teams group for CAC. He asked if everyone could send name of unit alternate by Monday Oct 12th, so they have access as well.
6. Early election for the departments.

Michael gave review of elections process and creation of procedures and timelines.

Melissa asked about incentives for serving. Kelly reported that had been done in past and people signed up, but they did not participate. Discussion of not financial incentives, but perhaps in review process.

Michael is working on a framework that is consistent with bylaws.

1. Accommodation to consider for RPT decisions. General discuss of how to proceed. Broader discussion about departments approaches. Creation of a team to move this work forward.

Should there be accommodations and a broader discussion. Discussion of how to move forward and include faculty opinion, and what departments have to consider.

Mojgan’s department discussed extension work and how those who do extension work and how they are evaluated. How are departments and college going to take this into account?

Michael talked about obstacles and challenges in completing research and evaluation. How do we pull forward things that should have happened in 2020, but they were not related to to COVID-19. How do we rethink assignments and evaluations? e.g. not using student evaluations in the spring 2020 in teacher evaluations.

Ryan asked what is the goal of this group? For example, to make alterations to the CANR form. Is it to modify the existing form and/or to include supplemental accounting forms for both annual and RPT?

Rafael, the notion to bring information/concerns forward, not that we would change the form.

Jade, this item is broader than RPT process, it also applies to annual reviews.

Kelly urged Rafael to reach back to Ron (Quentin) to see if there is additional info and clarify what he is looking for.

Not just ways to make accommodations but also recognize people who have done well in this new environment.

Allowing people to change the percentages in their appointment to reflect the changes required by COVID-19.

Laura suggested that we use Michaels methods at each department to elicit faculty input. Michael brought it up in faculty, and they are working on a template of full range of impacts and full range of contributions.

Melissa McKendree made a motion to create a committee to look at RPT and annual evaluations and the impacts of COVID-19. Seconded by Laura Schmitt Olabisi. Motion carried.

Laura, Jade, Trish, Rafael agreed to work on committee.

1. Community Norms. Update of the status of implementation at each department. Create a structure to report throughout the year FS20-SS21. (Action item)

We approved norms at CAC last year, they were sent to the Departments. CAC sent it to Ron. At that time some Departments already had community norms. Where are the Departments at this point? Do we know which departments are where? Les pointed the group to the latest CAC community norms in the Teams Group. Rafael will create a spreadsheet for each CAC member to update and indicate where their department is regarding implementing Community Norms.

1. Round table and general discussion.

What do faculty expect from the WorkLife Office, and possibility of them making a presentation?

Quentin suggested that SAC and CAC would work on this together. Alternatively, WLO could make separate presentations to SAC and CAC.

Rafael is going to invite them to next CAC meeting.

Melissa McKendree mentioned Rebecca Grumet- https://www.canr.msu.edu/people/dr\_rebecca\_grumet

1. Next meeting Nov 13
2. Adjourn. Motion to adjourn made by Melissa McKendree, seconded by Laura Schmitt Olabisi, motion carried.