Below are the agreed upon agenda items for the AAC during the 2013-14 academic year. Project leads are not to bear the brunt of the entire project, but rather are in charge of the delegation of tasks, bi-weekly presentation of progress to the AAC, as well as, ensuring that all deadlines are met.

Agenda Items:

1. **Journal of Visualized Experiments (JoVE) seminar**
   a. Project Lead: Alex Gutierrez

2. **Graduate School Guide to Best Practices document**
   a. Project Lead: Phil Saccone

3. **Lunch with the Deans**
   a. Project Lead: Julian Bahr

4. **Forum on Women’s Issues**
   a. Project Lead: Erin Sullivan

5. **Expansion of non-discrimination policy**
   a. Project Lead: Chris Tom

6. **Course Evaluation Bank**
   a. Project Lead: Ram Balachandran

7. **Google Suite Accessibility**
   a. Project Lead: Brooke Horton

Outlined below are the individual project agendas and deadlines as written by the project leads. As well as how the relate to the mission of AAC which is:

*The Academic Affairs Committee shall address academic & programmatic needs of the Student body to the Rackham Administration. These issues shall include, but are not limited to, financial aid, fellowships, grants, awards, summer funding, and academic policies.*
**JoVE Seminar**

1. **Goal of the project as it relates to the charge of the AAC:**

   Determine interest of student body and arrange for a seminar to be held if deemed appropriate.

2. **Plan of action and deadlines for each item:**

   10/14 – Decide on method of polling students for interest in JoVE seminar
   10/21 – Send out survey
   10/28 – Decide if a seminar should be held and potentially hand off the task of hosting the seminar to a specific department

3. **Advertising (when & where):**

   10/21 via email

4. **Team and specific duties:**

   Alexander – make necessary communications to ensure execution of plan of action (probably will include Julian if including survey in the newsletter)
   (Julian) – see above
   Ram – forward any additional communications from Val Buntrock (JoVE contact) if necessary

**Graduate Student Guide to Best Practices Document**

1. **Goal of the project as it relates to the charge of the AAC:**

   This document will clearly define the best practices for establishing and maintaining healthy faculty-student relationships with a particular emphasis on “progress toward degree”.

2. **Plan of action and deadlines for each item:**

   The plan of action is subject to change based on a) feedback from the Rackham Executive Board b) the fate of GSBOR

   The preliminary plan of action is to create a BP guide that focuses and expands on the following “rights” in the original GSBOR: Section 3, -5,6,7,8,11,12, and 15.
It will also include all of the student responsibilities that were outlined and updated in the latest version of the GSBOR. The IDPs that are already part of the Biomedical Sciences PhD programs will also be considered for inclusion.

1) Other BP guides will be reviewed.
2) An attempt will be made to draw a correlation between vital graduate school statistics (attrition, matriculation, average time to degree, and general student satisfaction) at comparable tier 1 public research universities and the existence of a comparable document.

3. Advertising (when & where):

None

4. Team and specific duties:

The entire committee.
Thorough review of comparable documents at other universities. (First week in November)
Reiterate and expand on the previously mentioned. Produce working document (Second week in November).
Approval by the end of November.

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**Lunch with the Deans**

1. **Goal of the project as it relates to the charge of the AAC:**

   a. To facilitate conversation and understanding between graduate students and deans and associate deans from the Rackham graduate school. This should be an opportunity for students to ask questions and offer suggestions as much as it is an opportunity for the deans to describe the vision of the graduate school and solicit input on their academic policies.

2. **Plan of action and deadlines for each item:**

   a. Central campus lunch will be October 29\textsuperscript{th} from 12-1pm, North campus will be the 31\textsuperscript{st} from 12-1pm.
   b. Availability of Deans was handled first by Chris Tom on September 24\textsuperscript{th}
   c. Rooms need to be booked next, Julian and AAC looked into North Campus and Central campus locations. The East Room of Pierpont Commons was booked by Phil for no charge
The ideal central campus location of the Rackham building auditorium was unavailable so alternatives will be booked by 10/4 or 10/7 by Phil with AAC input.

d. Food will next be decided, limited by location of room. Julian and AAC will research and decide on options. Chris Tom will use his experience with this to estimate amount of food necessary to order and either he or someone with shortcode powers will order it.

e. Exact format and questions will be solicited from the AAC committee by email and in person by Julian and Chris by 10/14.

f. Final format, questions, relevant details will be sent to the deans before 10/21. Reminder will be sent to their secretaries a day before each event.

g. 1-3 days before each event catering and room reservation will be reconfirmed by Julian.

3. Advertising (when & where):

a. Newsletter around 10/20 will include advertisement for event. Julian will do this.

b. Brooke will do a Facebook post for the event a few days later.

c. RSG may decide to direct email people perhaps before the 20th.

4. Team and specific duties:

a. Julian for room and food research, newsletter ad, confirming room and food a few days before event, soliciting advice on format and questions for the event. Perhaps another one-question survey asking students what they want to bring up with their deans.

b. Phil for room bookings and if necessary paying for food.

c. Chris for deciding food options and if possible ordering food, also confirming with the deans a few days before event.

d. Brooke will create the Facebook ads.

e. AAC for input on format and questions for the deans.

Forum on Women’s Issues

1. Goal of the project as it relates to the charge of the AAC:

The AAC is charged with addressing the academic and programmatic needs of Rackham graduate students. Women's issues at the university, in the form of academic and university policies, affect the quality of graduate student life and therefore is of significant importance. The forum will provide resources and
points of contact to graduate students concerned with or in need of clarification on university and academic policies as they relate to women's issues.

2. Plan of action and deadlines for each item:
   a. Identify and approach appropriate speakers/discussion leaders – continuous but start ASAP with Eileen Pollack
   b. Select date for the event and find room – by Oct 18th
   c. Approach potential co-sponsors – by Oct 23rd
   d. Decide on forum structure – by Oct 29th
   e. Create sheets with resources and points of contact around campus for attendees – before event
   f. Order food – before event

3. Advertising (when & where):
   a. Flyer
   b. Emails
   c. Facebook

4. Team and specific duties:
   TBD

Board Resolution to Expand the Non-Discrimination Policy of the University

1. Goal of the project as it relates to the charge of the AAC:

   Author and present a Board Resolution to include the words “sexual expression” into section 201.35 of the University of Michigan Standard Practice Guide (Non-Discrimination Policy). This administrative policy change is intended to protect various forms of sexual expression from harassment and discrimination. Sexual expression is currently an unprotected attribute.

2. Plan of action and deadlines for each item:
   a. Review and update language of proposed Board Resolution
   b. Discuss the proposed Board Resolution with expert on stigmatized sexualities (Prof. Terri Conley, 10/3), receive feedback and make changes
   c. Bring to AAC (10/15) for discussion and approval
   d. Bring to Board (10/16 or 10/23) for first reads
e. Bring to Board for second reads and open hearing or return for first reads  
f. Pass or fail Resolution for the end of the summer

3. **Advertising (when & where):**

Notice will go out to the student body for Hearing at Second Reads two weeks (?) prior to

4. **Team and specific duties:**

Chris Tom

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**Course Evaluation Bank**

1. **Goal of the project as it relates to the charge of the AAC:**
   a. TBD

2. **Plan of action and deadlines for each item:**
   a. TBD

3. **Advertising (when & where):**
   a. TBD

4. **Team and specific duties:**
   a. TBD

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**Google Suite Accessibility**

1. **Goal of the project as it relates to the charge of the AAC:**
   a. The current Google suite used by the University is not compatible with current software for the visually impaired. We will work to resolve this issue so that all students can fully participate in all aspects of education at the University of Michigan.
2. **Plan of action and deadlines for each item:**
   a. Meet with Laura Patterson, the Chief Information Officer, about what RSG can do to best assist this population. The agenda will shape from this meeting.

3. **Advertising (when & where):**
   a. TBD

4. **Team and specific duties:**
   a. Phil- Schedule with Laura Patterson to come speak to the board.