

Grand Valley State University

Executive Committee of the Senate

Minutes of September 14, 2007

Present: David Bair, John Bender, Yatin Bhagwat, Katie Cross (Student), Gayle Davis (ex officio), Rob Franciosi (Chair), Joe Godwin (ex officio), Robert Hendersen, Jon Jellema (ex officio), Paul Leidig, Nancy Levenburg, Kristine Mullendore (Vice Chair), Ellen Schendel, Steve Schlicker, Robert Schoofs, John Stevenson, Kathleen Underwood, Roy Winegar

Guests: Ed Aboufadel, Jodee Hunt, Kathleen VanderVeen, Linda Yuhas

Agenda Items	Discussion	Action / Decisions
1. Approval of Agenda	The agenda of September 14, 2007 was reviewed	The agenda of September 14, 2007 was approved
2. Approval of Minutes	The Minutes of April 20, 2007 were reviewed.	The minutes of April 20, 2007 were approved.
3. Report of Chair	<p>a) The Chair informed ECS that he will be adjourning the meeting a little early so that the Task Force on planning the Academic Integrity Fora can meet after the meeting.</p> <p>b) The Chair reported that he expects to have a draft of the ECS/UAS Strategic Goals ready for review and discussion at the next ECS meeting.</p> <p>c) Among the other topics that he ECS will address this semester is how to appropriately incorporate faculty with adjunct or affiliate status into faculty governance.</p> <p>d) The Chair reported that the search for the Vice President for Inclusion and Equity is progressing smoothly. Candidates are expected to be on campus in mid-October.</p> <p>e) The Chair reported that he and Vice-Chair Mullendore will represent faculty governance on the Strategic Positioning 2010 Committee along with other faculty representatives. Further details will be reported as they are available. The first meeting will be held on September 19.</p> <p>f) The Chair reported that he will attend the first meeting of Faculty Personnel Policies Committee (FPPC) along with university counsel Tom Butcher when they discuss tenure standards.</p> <p>g) The Chair extended his thanks to all ECS members who sent him comments regarding the charges to the standing committees. He noted that the FTLCAC charge has not been finalized but expects the charge to include issues of faculty mentoring and student</p>	

	course evaluation.	
4. Report of Provost	<p>a) Provost Davis reported that the Strategic Positioning 2010 Committee will not be starting their work from scratch, but rather will build upon the work already completed by the Strategic Planning Task Force and making adjustments from there.</p> <p>b) Provost Davis reported that there is no additional news on the State Budget other than the House of Representatives is expected to work on the budget through the weekend.</p> <p>c) Provost Davis reported that the start up for the 2007-08 academic year has gone very well and noted that among the many start-up meetings that have occurred over the past few weeks was the first public meeting of the LGBT which was well attended.</p> <p>d) Provost Davis reported that the "years-to-graduation" rates of other universities are being looked at to identify how GVSU compares with respect to the number of students who are taking more than 4 years to graduate and what role curriculum requirements and course availability play in this.</p> <p>e) Provost Davis reported that she, Chair Franciosi, and Dean Wenner met to discuss implementing the Center for Scholarship and Excellence, which structure will be similar to the Faculty Teaching and Learning Center. CSSM funds have been set aside to run the program and an internal search will be conducted to determine who will be charged with getting the Center started.</p> <p>A question was raised from the floor on when, and why, the criteria on the application form for the university wide Outstanding Teacher Award were changed. Chair Franciosi will contact the director of the FTLC, as the FTLC oversees the administration of this Outstanding Teacher Award, and investigate what happened, as no changes in the Faculty Handbook for this award have been brought to ECS or UAS for adoption.</p>	
5. Report of Student Senate President	<p>a) Student Senator Katie Cross, Vice President for Educational Affairs, reported that she will be attending the Faculty Senate meetings on behalf of Student Senate President Foster.</p> <p>b) Student Senator Cross reported that a 9/11 memorial was set up in the Arboretum and the Student Senate Office has received numerous letters of gratitude and appreciation of the memorial.</p> <p>c) Other initiatives the Student Senate is working on include the "Battle of the Valleys", the President's Ball, and further development of the Student Diversity Network. Students are being surveyed to help determine their needs regarding facilities and academics. Further information will follow.</p>	

6. New Business

a) DSS Language for Handbook and Syllabus Language

Kathleen VanderVeen presented an overview of the Disability Support Services statement distributed to the university community earlier via email. This classroom evacuation processes document was developed as a result of a review of GVSU processes after the recent tragic events that occurred at Virginia Tech and during Hurricane Katrina. Ms. VanderVeen emphasized that this classroom evacuation plan is separate from the university crisis communication plan. In response to questioning she indicated that University Counsel was involved in the creation of the plans. Ms. VanderVeen also indicated that training on these processes is available to any interested person with questions either about the plan or how to implement it.

After discussion, the ECS endorsed the need for a classroom evacuation planning document, and requests that a separate sheet be developed by DSS to be available for distribution to the university community in such ways as posting on class BlackBoard web sites to increase access to the information for both faculty and students.

After discussion, ECS endorsed the need for classroom evacuation planning. A request was made to explore developing a separate document for DSS procedures that could be used by faculty in such ways as posting on class BlackBoard sites to increase access to the information for both faculty and students.

b) Inclusion Advocates Proposal

Updated material containing the most recent version of the proposal outlining the role of using Inclusion Advocates, formerly referred to as Diversity Advocates, on hiring committees was distributed by Linda Yuhas. She reported that this document was revised to make it more inclusive and broader than the proposed policy that was previously distributed and that there may be more revisions as the policy is developed. She further reported that there it is the intent to hold informational meetings for Inclusion Advocates on September 21 and October 5, with more extensive formal training planned to begin some time in November.

After discussion, it was decided that at the next ECS meeting a motion would be developed for UAS affirmation of the use of Inclusion Advocates, noting the importance of including the new Vice President for Equity and Inclusion in the creation and implementation of this policy.

After discussion, it was decided that at the next ECS meeting a motion would be developed for UAS affirmation, of the use of Inclusion Advocates, while noting the importance of the need to include the new Vice President for Equity and Inclusion in the creation and implementation of this policy.

c) CLAS Textbook Policy

Material was distributed created by the 2006-7 CLAS Faculty Council regarding the issues implicated in GVSU Faculty

After discussion, it was decided that this issue would be added to the Academic Policies and Standards

	<p>assignment of self-authored textbooks to their students. Ed Aboutafadel and Jodee Hunt, members of the Council, were present to answer questions.</p> <p>After discussion, it was decided that this issue would be added to the Academic Policies and Standards Committee (APSC) charge, and it was recommended to the CLAS Faculty council that before they do any further work they should seek the input of University Counsel.</p> <p><u>Privacy Questions and Banner</u> The Chair and vice Chair advised ECS that faculty members have contacted them with questions concerning the meaning and scope of restrictions addressed in the recent email communications regarding the Banner System and privacy concerns implicated by such faculty actions as the posting of student's grades on faculty doors and other questions regarding the meaning of FERPA regulations.</p> <p>Further discussion will be held on this topic. ECS members were asked to solicit questions from faculty on the recent email communication concerning GVSU policy on posting student grades and to advise the Chair and Vice Chair of these questions and issues, so that they may seek responses from University Counsel.</p> <p>d) <u>Governance Survey</u> – no discussion</p>	<p>Committee (APSC) charge, and it was recommended to CLAS Faculty Council that before they do any further work they should seek the input of University Counsel.</p> <p>Further discussion will be held on this topic. ECS members were asked to solicit questions from faculty on the recent email communication concerning GVSU policy on posting student grades and to advise the Chair and Vice Chair of these questions and issues, so that they may seek responses from University Counsel.</p>
Adjournment	The meeting adjourned at 4:54pm	

Grand Valley State University

Executive Committee of the Senate

Minutes of September 21, 2007

Present: David Bair, John Bender, Yatin Bhagwat, Gayle Davis (ex officio), Roger Ferguson (for Paul Leidig), Frank Foster (Student), Rob Franciosi (Chair), Joe Godwin (ex officio), Jon Jellema (ex officio), Robert Hendersen, Nancy Levenburg, Jean Martin, Kristine Mullendore (Vice Chair), Ellen Schendel, Steve Schlicker, Robert Schoofs, John Stevenson, Kathleen Underwood, Jereon Wagendorp, Roy Winegar

The meeting was called to order at 3:07 PM.

Agenda Items	Discussion	Action / Decisions
1. Approval of Agenda	The agenda of September 21, 2007 was reviewed.	The agenda of September 21, 2007 was approved.
2. Approval of Minutes	The Minutes of September 14, 2007 were reviewed.	The minutes of September 14, 2007 were approved.
3. Report of Chair	<p>a) The Chair announced that he has received many comments and questions concerning the Workload Report that was a summary of the impressions of the Task Force members who reviewed faculty workload plans over the summer. This is the report that was distributed at an earlier meeting. He noted that these questions were particularly coming from CLAS faculty members. He emphasized that the Task Force report should not be considered an addition to the policy that was developed by FPPC and adopted last year. It is a summary of the of areas that still need to be addressed as identified by the members of that Task Force Committee from their review of the plans. The Chair stated that this report was also discussed at the Deans Council. Provost Davis noted that the workload plans were reviewed to identify general trends or concerns across the university under the new policy, while also allowing for flexibility in planning workload within and between disciplines.</p> <p>b) The Chair reported that after following up on the question raised at the last ECS meeting as to whether the criteria for eligibility for the Outstanding Teacher award had been changed that it was determined that the criteria had not been changed. The Chair has sent a memo to the Provost's Office stating that the criteria was not altered and the Provost forwarded that memo on to the Deans clarifying, which clarifies that under the criteria for the Outstanding Teacher Award both tenured and tenure-track status faculty are eligible. Any proposal to change to the criteria would have to be</p>	

- submitted through governance processes for approval. Deans have been asked to disseminate this information to their units.
- c) The Chair reported that the FTLCAC has a newly elected faculty chair. He further reported that he will meet with the FTLC director to discuss the FTLCAC committees' role as a standing committee of the senate, and identify the committee's charge for 2007-08.
- d) The Chair reported that faculty members have voiced concerns to him that they do not have a greater voice in the decisions in technology areas that are advised on by the Academic Computing Advisory Committee, currently chaired by Sue Korzinek. This issue will be looked into further and that inquiry may include updating the Asynchronous Teaching Technology Task Force Report of 2004.
- e) The Chair reported that the members of "Strategic Positioning 2010 Committee" met on Wednesday, September 19. He distributed some of the materials presented at that meeting, which present an overview of the goals of the "University of the Future". The charge to the 2010 Committee is to refresh the university's strategic plan, and goals, approved by the Board of Trustees to support the university's mission over the next 3 years. Vice President Pat Oldt intends to use organizational groups of the stakeholders represented on the committee as focus groups to develop initiatives using SWOT analyses and 2010 Committee members were asked assist in obtaining input from their respective constituencies.
- f) A concern was raised in discussion about students entering the classrooms after-hours and disassembling the equipment to play computer games, which then disrupts instruction in the classes that meet after that occurs.
- g) At the last ECS meeting on September 14 the Chair was charged with drafting a motion supporting the use of Inclusion Advocates on search committees for the 2007-8 academic year to be considered by UAS at its October 5 meeting. A draft motion was submitted to ECS for consideration. After discussion and revision, it was moved and seconded to send the following motion to UAS for their consideration recommending its adoption:
The University Academic Senate appreciates the University's efforts to revise its policies to support and improve diversity in its hiring and other personnel processes. To this end, the University Academic Senate endorses the training of Inclusion Advocates to participate in the recruitment and hiring of new regular faculty during the 2007-08 academic year.

MOTION: The Executive Committee of the Senate forwards the following motion to the University Academic Senate for their action recommending adoption: *The University Academic Senate appreciates the University's efforts to revise its policies to support and improve diversity in its hiring and other personnel processes. To this end, the University Academic Senate endorses the training of Inclusion Advocates to participate in the recruitment and hiring of new regular faculty during the 2007-08 academic year.*

		<p>Approved: Unanimously.</p>	
<p>4. Report of Provost</p>	<p>a) Provost Davis reported that some restructuring is intended for the Administration. When Vice President for Planning, Patricia Oldt leaves her position, planning will be moved to the Provost's Office. When that occurs, the Provost will initially be responsible for the planning function and will also replace her as co-chair of the Strategic Positioning 2010 Committee. Dr. Julie Guevara, who is overseeing the NCA Self Study process, will be put in charge of planning when that report is done, so the additional responsibility will be handled by reallocating the present resources of the Provost Office. Provost Davis also reported that Dr. Jean Nagelkerk is serving as Vice Provost for Health after serving in an interim capacity in that position.</p> <p>b) Provost Davis reported that no further news has been received on the state budget.</p>		
<p>5. Report of Student Senate President</p>	<p>a) The Student Senate President Frank Foster reported that the start of the school year went smoothly. He further reported that the Student Senate had a retreat over the summer and set the following goals for 2007-08:</p> <ol style="list-style-type: none"> 1. Implementing an endowed "legacy" scholarship of thirty thousand dollars. 2. Establishing thirty thousand dollars as the fund raising goal for the fall "Battle of the Valleys". 3. Increasing partnerships with the Alumni and Alumni Association. 4. Creating and supporting a website devoted to off-campus student issues such as housing <p>b) Student Senate President Foster expressed appreciation for the addition of a new bus route to the schedule.</p> <p>c) Student Senate President Foster further announced that the Student Senate is hoping to develop an educational program for students concerning the recent incidents in Jena, Louisiana.</p> <p>d) Student Senate President Foster reported that a class to develop leadership skills designed for student senators has been created - PLS 499 - and is being taught by Vice President Matt McLogan.</p>		
<p>6. New Business</p>	<p>a) Chair Franciosi asked ECS members to start thinking about ways in which faculty governance could appropriately include non-tenure track faculty. He suggested that perhaps mechanism could be developed such as an online survey to get their feedback and input. During discussion that followed a suggestion was made to contact College Deans and Unit Heads to determine how affiliates, adjuncts, and visitors are currently recognized and supported. It was decided that this issue will be more fully addressed at a future</p>		

	<p>meeting.</p> <p>b) Discussion was held on privacy concerns and the Banner System. Senators were reminded that they are being asked to solicit faculty input in identifying questions for the University Counsel's Office.</p> <p>c) At the end of the 2006-7 academic year ECS was approached by the NCS Self Study group to consider whether ECS would be interested in surveying faculty about faculty governance. Concerns were raised about exactly what the purpose of the study would be, how the study would be constructed and administered, and how the data gathered would be interpreted and by whom. A decision was made to defer engaging in this survey until these questions and concerns could be addressed.</p> <p>d) A brief discussion was held on the UAS/ECS Strategic Goals as revised by the Chair that were distributed earlier. The Chair and Vice-chair were charged to continue to work on revising them and to bring them back to ECS for further discussion.</p>	
Adjournment	The meeting adjourned at 4:59	