**EIC Minutes 2/27/2018**

**303C DeVos**

**Present**: John Bender, Grace Huizinga, Christine Rener, Josita Maouene, Dev Butler, Katie Barnhart, Matt Schultz, Chicl Blue, Ian Arnold, Darren Walhof, Tom Wiley, Lisa Perhamus, Ed Adoufadel (ex-officio/Office of ProVost), Abhishek Ghosh, Anal Shah, Dana Munk, Nabeeh Kandalaft, Takeelia Garrett, Joshua Sheffer

**Guests**: Felix Ngassa (UAS Chair), Elizabeth Doyle(Inclusion & Equity),Natalie Trent

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| **Topic** | **Discussion** | **Action/Decision** |
| Announcements |  |  |
| Teach-In | Review proposal on Teach-in participant reviews from Nov 2017 (from John, Bb postings)  --incorporation of comments from Session Presenter  Discussed particular qualitative areas that need to be evaluated for Teach-in Session | -All EIC members review the qualitative data in terms of overviews, themes, and key points.  -Assignment for each EIC member in on the BB site  - **Due March 25 and share data at following EIC meeting** |
| “On-Boarding” presentation from Dev | -Gives new employees opportunity to do training videos, etc PRIOR to first day throughout first year and allows managers to oversee necessary tasks that need to be completed  -”Page-UP” system, located on-line/GVSU, system for organization for manager r/g new-hires and tasks that need to be completed (i.e. meetings, I9 form needs, completing,trainings, computer equipment,key request,  etc.)  -Can include links to equity and Inclusion  -Included a connection to I & E and strong encouragements to read and review I & E statements  -Part time faculty are not included  -Robust performance evaluation process  -Supervisor has the option to add own components | -Discuss with ProVost  Office, part-time faculty moving to “Page-UP” process  to make sure all have I & E exposure.  -Consider further discussion of performance evaluation component to possibly include I & E objectives. |
| Discuss Ombuds Memo, (on BB site) | 2014 Ombuds Memo to ECS, initial discussion  --potential role for Ombuds Network (see in Memo)  --current functioning of the Student Ombuds (Takeelia Garrett)  Discussion: A student Ombuds in available at GVSU. Per Takeelia Garrett, past history issues such as lack of confidentiality, role issues, has transformed  into present role that only requires to report harm to others or sexual assault otherwise total privacy.  Ed Aboufadel (ProVost office) verbalized focus to get  accreditation. There are previous notes related to Ombuds.  Anonymous reporting needs to be discussed. Navex Global is the site for reporting and has been in place for GVSU reporting.  There are some conflicting messages with the system.  Focus on priorities considering budgets and major emphasis of EIC.  Ombuds Network, Takeelia supports this idea for networking and bring faculty involved with this process. | -All EIC members to read Ombuds document for further discussion  -Why do we have a student Ombud position and a reporting system?  How does this compare and contrast with reporting structures such as bias incident reporting?  - Explore International website related to the Ombuds role. |
| Climate Study | Discussion questions | EIC members to review web site for details |

Submitted: Grace Huizinga