**EIC Minutes 9/12/2017**

**3062 JHZ**

**Present:**   Katie Barnhart, John Bender (chair),  Terria Crank, Grace Huizinga (vice-chair), Josita Maouene , Anal Shah, Darren Walhof , Tom Willey, Jesse Bernal, (ex-officio), Karen Gipson (guest), Dana Munk (ex-officio), Joshua Sheffer, Lynn Blue (), Nabeeh Kandalaft

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| **Topic**  | **Discussion** | **Action/Decision** |
| BB and google docs  | Brief presentation of EIC Bb site; solicit comments to changes and new functionality | More resource/reference documents posted in Bb site:  Action-Team reports on Climate Study from I&E (Faculty, Staff, and Student reports); Teach-In archive;Grace has created a Google-Docs platform for us to review and finalize drafts of meeting minutesEnable administrative/editorial access to all EIC members on the Bb site |
| Teach-In updates | EIC member roles for advertising:  proposal submission, and student attendanceList of targeted contacts for direct communication from EIC (past presenters have already been contacted)Advertising efforts from Student Senate, and direct to targeted student organizations (also see above): tabling, social media, etc.; schedule sent from Student Senate | Teach-In Proposal Review subgroup established.* Responsibilities: initial screen of submitted proposals,  review the criteria and process for future changes, review feedback form, explore past rubric (Jesse)
* Members: Joshua, Katie, Dana, Tom, Josita, Marlene
* Marlene will provide most recent review rubric
* Joshua to report back to the committee
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| EIC Review and recommendation to ECS on Accessibility Report  | Appoint a member from EIC to function as a liaison to the Accessibility Advisory Council on 9/26/2017 (EIC next meeting).  | No recommendations to ECSJohn to communicate with Accessibility Advisory Council (Kathleen) to discuss liaison from EIC for ongoing communication and awareness. Identify communication with DSR as a regular item on the EIC agendaChick to discuss with Ben Rapin & Rhonda Lubberts (Institutional Marketing)  to assure DSR more accessible esp student services and academic advising. |
| EIC Homepage design and implementation | Discuss elements we would like to have on EIC homepage, including  general recommendations of ECS.            Include DSR in a visible manner on the EIC home page.Suggest GVSU consider making DSR more accessible from web platforms | A skeleton website homepage for EIC has been created for us by Dave VanPoortflietEIC homepage subgroup established.* Responsibilities:  work out details of the homepage postings, and implements these changes,  following Web Resources update,
* Members:  Anal, Darren, Nabeeh,
* Elizabeth Doyle (I & E intern) to assist/consult
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| **EIC Standing Charges, review outline** | * Faculty Diversity Awards nominations
* Faculty involvement in Student Recruitment and Retention
* Liaison to I&E and Student Senate Diversity
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| For Upcoming meetings: | * Review of the Faculty Handbook for Inclusion and Equity
* Rubric forthcoming from Kathleen VanderVeen
* Feedback from Ed Aboufadel
* FH review will then lead to College policy review(s)
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G. Huizinga 9/13/17