**EIC Minutes 9/26/2017**

**3062 JHZ, 9:00-11:00AM**

**Present:**  John Bender (chair), Grace Huizinga (vice-chair), Josita Maouene , Anal Shah, Darren Walhof , Tom Willey, Joshua Sheffer, Kathleen VanderVeen (guest/for Jesse Bernal), Nabeeh Kandalaft, Marlene Kowalski-Brown, Ian Arnold, Abhi Ghosh,

|  |  |  |
| --- | --- | --- |
| **Topic**  | **Discussion** | **Action/Decision** |
| Google docs/minutes | Does everyone have access any problem with viewing?  Is the list complete? | Thank you Josita for the name table top tags. |
| Reminder, Subgroups set from last meeting: | **Teach-In Proposal Review and Process Review subgroup:**  Josh Scheffer (lead), Katie Barnhart, Dana Munk, Josita Maouene, Tom Willey, Marlene Kowalski-Braun     --access to proposals as they are submitted (Elizabeth)        --review of previous criteria (ask to Marlene for rubric, updated)**Homepage Design subgroup:**  Abhi Ghosh, Darren Walhof, Nabeeh Kandalaft, Elizabeth Doyle (consult, I&E)         --is this on the new, CMS4 platform?        --ask to Lisa S-H about transferring administrative access (from me)        --dig back up specifics about homepage needs, flesh out from meeting notes | 6 proposals have been submitted. Another e-mail should be sent to all faculty as a reminder (per John).Karen to provide a rubric (Marlene to investigate this). |
| **Announcements** | --Administrative/editorial access to the Bb site should have been enabled for all members of the EIC; please confirm--Fall visit by Jeff Rothstein (Sociology) on faculty participation in Teach-In proposal process.  *Statement here from Jeff*.--Rubric for review of the Faculty Handbook by EIC is being beta-tested by Inclusion and Equity over a select number of document (re: Kathleen VanderVeen); will be soon made available for use by EIC.--The Accessibility Advisory Council has stopped meeting, and its’ activities have been rolled into the Americans with Disabilities Act Council (ADA Council |  |
| **Old Business** | **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)**Clarify Intersection of Roles between EIC and related groups (I&E, FTLC, etc)****Discuss elements we would like to have on EIC homepage, to start with, including the general recommendations of ECS** | Handbook rubric is under revision, the final date is set for 2021.Recommend that EIC amend the rubric for the faculty handbook according to appropriate policy and procedure per Tom Butcher.   |
| **New Business** | **EIC Review of new Accessibility Report charges:**“Provide support to the Accessibility Task Force in its efforts towards:--Ensuring that all buildings are accessible (this may be beyond the legal requirement), and--Working with the University Parking Committee and stakeholders to ensure that adequate handicapped parking is available.”**\*\*Note, the Accessibility Task Force no longer exists, and we would be reporting directly to ECS instead.****Identify an EIC member to liaison with the American with Disabilities Act Council****Possible Items to take up from 2017 – 2018 Charges:** --remaining Accessibility Task Force recommendations (clarification from Felix?)       --action on charge #7 (XX) through specific request of downtown faculty for a Social Justice space**Current culture of equity and inclusion/national/local/colleges (Grace)** | **Charge #’s**#2--Kathleen VanderVeen addressed space issues, and enhanced communication component. --Discussion related to two-way communication between EIC and UAS accessibility task force.  Darren Walhof to attend the November 13, 2pm (315 Zumberg) meeting to represent EIC. #3 --Kathleen will investigate this charge further.--Further conversation with HR. Deb Butler (HR ex-officio) to meet with HR and Kathleen vanderVeen for further discussion.#4--Viewed YouTube: GVSU Accessibility on Campus. --Darren Walhof to discuss (with Ellen Shindel) the Design Thinking aspect in order to clarify this charge and report during Oct 10 meeting. No recommendation at this point.#5--Discussed possible ADA council membership for EIC to represent equity issues. --Possible periodic survey to identify fruition of projects. --Charge is for general awareness and structural change. --Joshua Sheffer will explore re-writing this charge. Draft by next meeting October 10.**Parking Issues:****--** University Parking Committee: meets every semester (including summer). Suggest a EIC member visit this community for communication and information purposes.  Kathleen VanderVeen will investigate this. --EIC will set up questions (related to equity of all areas) and a EIC member will attend the next meeting.-- Will set up google doc to establish a question list for this meeting. |
| **EIC Standing Charges, review outline** | --Advising UAS--Running Teach-In (and others, see below)--Faculty Diversity Awards nominations--Need to identify, and create a schedules (boiler plate, see below)--Faculty involvement in Student Recruitment and Retention--Liaison to I&E and Student Senate Diversity |  |

Grace Huizinga 9/26/2017i