**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,

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| **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