Padnos College of Engineering & Computing Winter 2017 Committee Reports
Presented at Fall 2017 Start-up Meeting

COLLEGE COMMITTEE REPORTS

PCEC Assessment Committee – Per J. Engelsma, committee did not meet, nothing to report.

PCEC Curriculum Committee – Submitted by Andrew Kalafut

During the Winter 2017 semester, the PCEC curriculum committee reviewed 9 distinct curriculum proposals (some were reviewed multiple times due to amendments). These included the new program proposal for the Information Technology major, program change requests for Computer Science and Interdisciplinary Engineering, and six new or changed courses.

PCEC Facilities & Computing Committee – Per Nick Baine, committee did not meet, nothing to report.

PCEC Personnel Committee –

Committee met and appropriate actions were taken. Actions and outcomes were released where appropriate.

PCEC Professional Development Committee – (To be) Submitted by Heidi Jiao

The PCEC Professional Development Committee organized a meeting for the new tenure-track faculty in winter 2017. In this meeting, personnel action, scholarship, and service were discussed.

PCEC Student Affairs Advising Committee – Submitted by Jonathan Leidig

Committee did not meet, nothing to report.

UNIVERSITY COMMITTEE REPORTS

ACADEMIC POLICIES & STANDARDS – Submitted by Jamal Alsabbagh

The ECS charges that APSC handled during winter 2017 were:

1. The 58 Credit Rule pertaining to transfer credits.
2. Syllabus content and section 3.03 of the Faculty Handbook.
3. Grading policies.
4. Attendance policies.
5. Accessibility of video material.
6. Credit by Exam.
7. Emergency closure during finals week.
8. Transfer credit policies.

ACADEMIC TECHNOLOGY ADVISORY COMMITTEE (*previously ACADEMIC COMPUTING ADVISORY COMMITTEE)*—

Appointment of David Lange - See attachment "A" for synopsis.

AFFILIATE FACULTY ADVISORY COMMITTEE - Submitted by Rodd Lowell

Please see attachment "B" for this report.

ACADEMIC SENATE (& Executive Committee of the Senate) – Submitted by Jonathan Leidig

The committee met one to two times per month to discuss faculty governance issues and review proposals. Many of the proposals this semester were to update language in the faculty handbook, for example, to better describe library personnel and ABD hires. UAS meeting minutes and year-end reports are available at: https://www.gvsu.edu/facultygov/year-end-reports-157.htm

CAMPUS LIFE COMMITTEE – Submitted by Lindsay Corneal

The Campus Life Committee was composed of students, faculty, and staff. This committee met approximately twice per semester. The Campus Life Committee is an advising body to the Vice Provost/Dean of Students regarding strategic planning of: co-curricular learning opportunities (i.e., education, social, recreation, etc.) to actively engage students in the life of the university; support services to assist students to be successful in their academic and personal lives; and management of various environments at the university (e.g. living centers, apartments, dining areas, Kirkhof Center, Recreation Center, etc.). Committee meetings also addressed items such as inclusion, race issues, and resources available to students.

CAMPUS SUSTAINABILITY COMMITTEE – Submitted by Lindsay Corneal

The GVSU report for Association for the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking, Assessment & Rating System (STARS) highlighted items such as: 250 sustainability related courses, the Community Engagement Showcase, interior lighting projects, the stadium switching to the grid, electronic ticketing for the President's Ball, Bike Friendly Certification, and recycling at the Surplus Store.
The sustainability Office completed the 2nd GVSU Collective Sustainability Impact Report which reported an overall collective impact of ~ $250MM in 2015. Energy Education is an ongoing area of discussion to improve energy literacy across campus.

FACULTY FACILITIES & PLANNING COMMITTEE - PCEC REP – Submitted by Jonathan Engelsma

The Faculty Facilities Planning Advisory Committee (FFPAC) met the first Friday morning each month during the Winter 2017 semester. Specific areas the committee focused on during the 2016-2017 academic year included campus safety and security, campus accessibility, issues in current teaching spaces and long-term facilities planning. More details on specific recommendations from the committee are documented in the committee's year-end report. PCEC faculty are reminded that issues or feedback on classrooms and teaching spaces may be reported to the committee via: http://www.gvsu.edu/facultygov/ffpac-classroom-issues-145.htm.

FACULTY GRIEVANCE COMMITTEE – Submitted by Joe Hornik

Nothing to report.

FACULTY PERSONNEL POLICY COMMITTEE ACTIVITY REPORT - Submitted by Zachary Kurmas

* Investigated accountability practices for re-assigned time and significant focus activities. We found that although procedures were in place for documenting and accounting for release time, they weren't consistently followed across the university.
* Investigated concerns about faculty receiving teaching schedules too close to the beginning of classes. We recommended that all faculty receive a tentative schedule by 30 January.
* Considered a proposal to allow electronic/remote voting in personnel actions. We recommended that attendance at personnel meeting and voting be done in person.
* Reviewed "emergency" overload procedures and recommended that, in the event a faculty member is required to teach an "overload" course, that the faculty be given a choice of monetary compensation, or a reduced teaching load in a future semester.
* Reviewed the faculty handbook language regarding service and made recommendations for improvement and consistency across the university.
* Recommended that faculty hired with the expectation of a Ph.D. in hand, but who arrive A.B.D. be given 18 months to complete their dissertation. (Note: This does not apply to faculty who hired without an expectation that the Ph.D. will be completed before classes begin.)
* Reviewed the definitions and use of "clinical faculty" and "clinical affiliate faculty". (Colleges were using the term in different ways.) We recommended that the term "Affiliate Faculty (Clinical)" be used for employees of GVSU who have both teaching and other (e.g., research, or supervisory) duties. To avoid confusion, those who are not employees of GVSU should be given a title similar to "Practicum Supervisor".

FACULTY RESEARCH & DEVELOPMENT COMMITTEE – Submitted by Greg Wolffe

This committee met monthly during the Winter 2017 semester. Winter semester responsibilities typically revolve around administering the various flavors of R&D grants. As part of the Spring funding cycle, we reviewed, ranked and discussed 19 proposals for Faculty Catalyst grants and 1 proposal seeking a Collaborative grant. A total of 13 Catalyst grants were approved, with a total of $40000 in allocated funding.

In its advisory capacity to the Center for Scholarly and Creative Excellence, the R&D committee also met to consider the following:
Item: update the FAQ section of the CSCE webpage. We often receive "repeat" questions, and requests for further clarification of grant criteria. Ultimately, our goal is to encourage more grant submissions, and to make more explicit the guidelines we use in evaluating proposals.
Item: do a better job of publicizing grants to faculty. This refers not just to internal funding opportunities, but also to acknowledging and celebrating the achievements of our successful applicants. The proposed changes/additions to the CSCE webpage should be in place for the Fall grant funding cycle.

FACULTY SALARY & BUDGET COMMITTEE - Submitted by Zachary Kurmas

As usual, FSBC spent most of its time this year reviewing new proposals and discussing the trends in health care spending. We also began the task performing a resource analysis of all units. Details are in the FSBC newsletter: https://www.gvsu.edu/cms4/asset/D2B7D0BC-B427-FDC6-CD72F3DBCF4B904C/2016_2017_fsbc_newsletter.pdf.

GENERAL EDUCATION SUBCOMMITTEE OF THE UNIVERSITY CURRICULUM COMMITTEE - PCEC

Representation - Submitted by Huihui Qi
This is the link for General Education Committee 2016-2017 End of Year Report.
https://www.gvsu.edu/cms4/asset/E318FAA6-9691-29E8-AF089DA7E65B9CC3/eoy_report_rev.pdf.

GRADUATE COUNCIL – Submitted by Shabbir Choudhuri (full report is attachment "C")

I represent the college in Graduate Council and performing chair duties for Graduate Council Policy Subcommittee (GCPC). GC has meeting every Friday from 9:00 – 11:00. I am attaching the annual report for your review. However, some the policy proposals that were approved and signed by the provost are mentioned below:

1. Update to the Graduate Council Bylaws
2. Update to the Graduate Admission Policy
3. Award of a Graduate Degree
4. Student Initiated Combined Degree Program

A few other policies that were developed during the academic year are in pipeline for approval. For full report, see attachment "C".

INTERNATIONAL EDUCATION COMMITTEE – Submitted by Vijay Bhuse (F16) & Hans Dulimarta (W17)

(Fall 2016) We had 3 or 4 meetings each lasting 2 hours. We approved syllabus and travel plans for overseas trips. We discussed difficulties in travel to riskier countries. I substituted for Hans Dulimarta (sabbatical).

(Winter 2017) the committee held three meetings: Feb. 13, approved Prospecti HTM268 Adventure Tourism (Costa Rica), HTM 368 Geo Tourism; Mar 20, Provided feedback for improvement to two prospecti (ENG231 Early African American Literature and ENG334 Multicultural Children's Literature); Apr 10, Approved revised prospecti (ENG231 and ENG334)

LIBRARY PERSONNEL COMMITTEE – Submitted by Guenter Tusch

The committee met once on Tues. 14 March, 2017. There is nothing to report.

NEWSPAPER ADVISORY BOARD – Replaced with **Student Media Advisory Board** – Submitted by Vijay Bhuse (substitute for Greg Schymik due to class conflict). (Spring 2017) We had 3 or 4 meetings each lasting around 2 hours. We passed budget and spending. Hired student employees to work for a newspaper, TV station and radio station.

ONLINE EDUCATION COUNCIL –Submitted by Robert Adams

During the 2016-17 academic year the Online Education Council (OEC) fulfilled its regular responsibilities as outlined in the faculty handbook. As of April 13 OEC reviewed…

Course changes	48
New courses	13
New program proposals	2
Total proposals	63

OEC also responded to all of the charges from ECS/UAS.

Charge 1: Make recommendations for peer review of hybrid and online courses.

OEC submitted this report to ECS/UAS in September, 2016.

Charge 2: In light of the fact that the initial tasks for the OEC have largely been completed and in the interest of streamlining our committee structure, please consider re-combining OEC with UCC.

Charge 3: If on the other hand OEC will continue its role as a Standing Committee of the Senate, please provide a list of relevant tasks.

OEC submitted this report to ECS/UAS in February 2017.

OUTSTANDING SERVICE AWARD COMMITTEE – Submitted by Jagadeesh Nandigam

The Outstanding Service Award Committee conducted its meetings (over emails) in December 2016 to consider the nominees for the Outstanding University Service Award and the Outstanding Community Service Award. The committee had reviewed the portfolios of five applicants – three applicants for the University Service Award and two applicants for the Community Service Award. The committee recommended Donald Mitchell from the Leadership and Learning, College of Education for the Outstanding University Service Award and Charlene Beckmann from the Department of Mathematics for the Outstanding Community Service Award. Lindy Scripps-Hoekstra of the University Libraries served as the committee chair.

PEW FACULTY TEACHING AND LEARNING CENTER COMMITTEE REPORT – Submitted by Mostafa El-Said

See attachment "D" for this report.

RCR (Responsible Conduct of Research) Advisory Board – Submitted by Blake Ashby

We updated the Responsible Conduct of Research Strategic Plan. We also coordinated with the Graduate School and the HRRC on their implementation of RCR training policies including online modules offered through Epigeum.

UNIVERSITY ASSESSMENT COMMITTEE – Submitted by Greg Schymik

See attachment "E" for the committee charge and final report.

UNIVERSITY CURRICULUM COMMITTEE – Submitted by Robert Adams

See attachment "F" for the committee report for 2016-2017.

UNIVERSITY CONDUCT COMMITTEE *(previously called University Judiciary Committee)* – Submitted by Hans Dulimarta

This committee did not meet, nothing to report.

UNIVERSITY LIBRARY ADVISORY COMMITTEE - PCEC REPRESENTATION – Submitted by Jonathan Leidig

This committee met twice a semester to advise the (interim) dean on the focus needed by GVSU from the library and also to bring information back to the college as needed. The committee received updates from library staff on a variety of topics including library self-assessment, data management plans, accessibility, Ebooks, open resources, library software, etc.

UNIVERSITY UNDERGRADUATE RESEARCH COUNCIL – Submitted by Jie Du

The main task for the Undergraduate Research Council (URC) committee has been the Student Summer Scholars Program (S3) and Modified Student Summer Scholars (MS3). The URC committee review the proposals and give recommendations on which to fund. Prior to the review, a rubric normalization meeting was conducted when four full S3s and two MS3 from last year were reviewed by all the committee members using the rubric. The URC committee received 42 proposals (33 S3 and 9 MS3) for the year of 2017. The URC committee members reviewed, ranked, and discussed all the proposals. A total of 27 grants (21 S3 and 6 MS3) were approved, with a total of $162,975 in funding.

WRITING SKILLS COMMITTEE – Submitted by Lindsay Corneal

During the 2016-2017 academic year, the UWSC reviewed video tutorials prepared by the Writing Center to help faculty prepare SWS courses. The committee also reviewed the Student Learning Outcomes in SWS courses and prepared an assessment report. The UWSC reviewed the assessments completed by the faculty that taught SWS courses and provided feedback to each faculty member. The SWS Waiver Policy was also reviewed. All syllabi for new SWS courses were reviewed by the UWSC.

Academic Technology Advisory Committee Minutes

April 11, 2017

Present: Lynn Blue, Bonnie Bowen, Jeffrey Daniels, Kyle Felker, Sam Krepel, Kathy Gulembo, Mary
             Karpen, Sue Korzinek, Danielle Lake, Sean Lancaster, David Lange, Vinicius Lima, Kingshuk
             Mujumdar, Sherril Soman, Julia VanderMolen

1. Departmental Internal Projects follow-up – At the February meeting members were asked to talk to
    their departments and bring any huge computer projects to IT's attention. Right now there is an 8-
    10 month wait with IT. No other projects were brought up at the meeting.

2. Student print limit – Sue has been gathering stats on student printing. All of the library printers have
    release stations where IDs are need to be scanned to release the print job. In these labs, 93% of the
    print jobs are 20 pages or less and 80% of the students print 500 or less pages a semester. A policy
    has been written to limit students to print jobs of 20 print pages in labs with release stations. If they
    need to print more than 20 pages, they will have to send multiple jobs to the printer. Student would
    be limited to 500 printed pages a semester and would see the pages remaining after they swipe
    their ID. The policy will be presented to Student Senate. If it's approved it will be begin F17 and IT
    will work on marketing the new policy.

    This cannot be enforced in the classroom labs because they do not have release stations so students
    could go there and print large jobs. The open time in the classroom labs is limited and that may stop
    policy abusers from using the printers there.

3. Win10 in labs/classrooms and offices – It will be on all new machines and installed in the labs this
    summer. Some existing machines running Windows 8 can be upgraded.

4. Security videos for students are being produced – first one is posted at
    http://youtu.be/85gF4REHj04

5. Ongoing security training requests – There has been a request for funding to do this annually, but
    staff wouldn't be required to do all 15 modules. If you have specific questions, IT will schedule a
    time to talk with your group.

6. Departmental server update – The committee was asked to look for computers that are being used
    as individual servers in their departments. The idea being that Carl Stebel/Big Data may be able to
    take the over the responsibility and maintenance. For the ones that don't quality as Big Data, IT may
    be able to take, but it will take time due to resources. This will be ongoing.

7. Qualtrics update - All users have been merged to a central license and we are up to 1214 users. IT
    also has 50 licenses for Nvivo and 41 have been claimed. Any questions regarding these licenses
    should be directed to IT.

8. Records retention plan – The official policy is being updated regarding how long the faculty need to keep records and student data. This data should be stored on a secure site and faculty should get rid of it when it's no longer needed.

9. Knowledge market + IT – IT is trying to get involved in the Knowledge Market in the Library to help with student IT support. IT student assistants will help with non-CIS class questions.

10. VPN - bookmarks on schedule to be removed before F17.

11. Display Name update – Is now available with Banner 9 which allow rules to be written behind the scene to display a 'preferred name' instead of the legal name. It is being tested and expected to go live on some screens in Jan 2018. There will be an approval process for names to make sure no inappropriate names or numbers are displayed. Student names will be approved by Records and faculty & staff names will go through Human Resources.

12. Provost technology upgrades – There has always been some IT money available for computer upgrades. The Provost has agreed to provide additional funding for upgrades. 17. The deans are to submit their requests.

13. Student Representative – Paul is graduating in April and has suggested that Samantha (Sam) Krepel replace him as the student representative since she is also taking over as supervisor of the Technology Showcase. The committee voted and it was approved.

Fall 2017 meetings will be scheduled Summer 2017.

AFAC 2016-2017 Report to ECS / UAS

In the first year of the Affiliate Faculty Advisory Committee, much was accomplished. The committee is comprised of Affiliate and Tenure track faculty with an ex officio member from the provost office.

I would like to reflect on the discussion and progress of the committee in the context of the purpose set forth for the committee by UAS:

"The role of this Advisory Council is to represent the needs and perspectives of all University Affiliate Faculty and to provide recommendations to University bodies on matters which may impact Affiliate faculty responsibilities, with the goal of providing an optimal teaching and learning environment as well as increased advocacy, visibility, retention, and development for all Affiliate faculty.

To Serve as a liaison between the GVSU academic community and University Affiliate faculty, and inform and advise UAS on factors that affect teaching and learning as well as advise on university wide policies and procedure in regard to Affiliate faculty role, work load etc.

The Council will clarify the roles of and/or expectations for Affiliate faculty while increasing Affiliate faculty visibility at GVSU and maintaining a collaborative relationship with Regular faculty."

The AFAC first reflected and read carefully all university-wide GVSU manuals/handbooks and provost guidelines that pertain to Affiliate faculty. Next, we gathered any existing documents from each of the colleges that described yearly merit review and/or contract review.   We also shared some of the struggles and best practices of these procedures and processes in our colleges/units.

One of the main issues we quickly identified was the relatively undefined nature of an Affiliate. Since we fill such a wide variety of roles across the university it was not easy to come up with a definition. We also celebrate the diversity of the position while at the same time see a need in alignment of the yearly merit and contract renewal processes.

The committee has worked diligently to arrive at a definition/description of an Affiliate capturing the spirit and diversity of the role. This definition expands the current university-wide description of affiliate and will help steer the committee in the future. (Please see attached.)

One of our priorities is maintaining and building the relationship between tenure track faculty and affiliate faculty. Clarifying the affiliate position will demonstrate the differences between the affiliate positions and the tenure track positions.

The future work of this committee will focus on developing recommendations aimed at aligning the year end merit evaluation and contract renewal processes across the university.

It has been an honor to chair this committee. This committee is a group of hard-working and passionate individuals who truly have the best interest of GVSU's students and colleagues at its core.

Respectfully submitted,
Natalie Armstrong

GRAND VALLEY STATE UNIVERSITY

**MEMORANDUM**

TO: Karen Gipson, Chair, ECS/UAS

FROM: Andrea Bostrom, Chair, Graduate Council

SUBJECT: Graduate Council Year-End Report

DATE: April 13, 2017

CC: Jeff Potteiger, Graduate School
       Frederick Antczak, CLAS
       Annie Belanger, University Libraries
       George Grant, CCPS
       Anne Hiskes, BCOIS
       Barry Kanpol, COE
       Diana Lawson, SCB
       Cynthia McCurren, KCON
       Roy Olsson, CHP
       Paul Plotkowski, PCEC
       Eileen Sullivan, Dean of Students

Graduate Council Faculty and Administrative Members: D. Balfour (CCPS, Vice-Chair of Graduate Council W17), B. Bettinghaus (SCB F16), A. Booth (CHP F16, Chair of Graduate Council and Policy Subcommittee F16), A. Bostrom (KCON, Vice-Chair of Graduate Council F16, Chair W17), A. Campbell (CLAS), D. Cannon (SCB W17), S. Choudhuri (PCE, Chair of Graduate Council Policy Subcommittee, W17), B. Cole (ex-officio). D. Eick (BCOIS), I. Fountain (administrative), M. Harris (COE), L. Huang (CCPS), T. James-Heer (ex-officio), S. King (BCOIS W17), S. Lipnicki (ex-officio), M. Luttenton (ex-officio), B. Harvey (UL), E. Martin (UL), D. Mitchell (COE). K. Ozga (CHP), J. Palm (administrative), J. Potteiger (ex-officio), P. Ratliff-Miller (SCB W17), G. Schymik (PCE), S. Soman (ex-officio), W. Sun (SCB F16), M. Staves (CLAS, Chair of Graduate Council Curriculum Subcommittee), J. Toot (BCOIS F16), M. VanderKooi (KCON), J. Vogelzang (CHP W17).

Graduate Council Student Members: T. Boyd, C. Dolan, D. Dunneback

Ex-Officio Students Attending: F. Lawrence (President, GSA), J. Lawton (Administrative Officer, GSA)

The Graduate Council (GC) convened on September 2, 2016 and met monthly through April 28, 2017. Because the GC addresses policy issues and reviews graduate curriculum proposals,

members of the GC also serve on either the Graduate Council Curriculum Subcommittee (GC-CC, Mark Staves, Chairperson) or the Graduate Council Policy Subcommittee (GC-PC, Andy Booth, Chairperson in F16; S Choudhuri in W17). With each college sending two faculty members to GC, each college is represented on both subcommittees. The GC-CC and GC-PC generally met twice each month in addition to regular GC meetings. The GC-CC reviewed 6 new program proposals, 6 program changes, and 29 new courses or course change proposals (prior to sending all courses to UCC mid-academic year. In addition, GC-CC worked on the procedures for program review that will become the primary focus of the subcommittee in the future. The GC-PC proposed/revised several policies specifically resulting in policy changes for international student admission, clarifying and consolidating graduate admission policies overall, and clarifying culminating experiences for graduate programs. The policy subcommittee offered suggestions for program review and spent considerable time researching standards and soliciting comments related to all policy considerations.

The GC received a memo from the ECS that set a general agenda for the 2016-2017 academic year. More specifically, the GC was charged with several tasks in that memo. Below is a summary of the efforts of the GC related to each of these charges.

1. Committee responsibilities

Review committee responsibilities in the Faculty Handbook and make recommendations to improve the committee's effectiveness. Give special consideration to the curricular review process and the need for systematic program reviews.

The main focus of the review of the responsibilities of Graduate Council focused on the work of the curriculum subcommittee. The bylaws for GC in the Faculty Handbook have always included an expectation that graduate programs would be reviewed in Graduate Council. However, prior to this academic year the main focus of GC has been on review of specific courses (new and revised) and new programs as opposed to review of program quality. Through many discussions in both subcommittees, the executive committee, and the full Graduate Council, the bylaws were clarified and changed. They were submitted to ECS on March 17 and forwarded to UAS for final approval on March 31, 2017. As a result, all new graduate courses and course changes will go directly to UCC; all new programs, program changes, and certificates will be reviewed first by GC-CC and forwarded to UCC.

Several meetings have occurred between GC and chairs or representatives of other committees or administrative liaisons related to facilitating these changes and other university requirements. One of these meetings with the University Accreditation liaison and the UAC chair discussed how these curriculum subcommittee changes could facilitate overall university assessment activities. This meeting also led to GC discussions to identify universal graduate program outcomes, which have also been submitted to UAC and UAS in March 2017. These outcomes are:

1.   Recognize the ethical conduct of research, scholarship and/or professional practice;
2.   Synthesize information and apply research, scholarship, and/or professional practice standards in their field of study;

3.   Demonstrate effective communication in their field of study.

2. Graduate programming

Please continue to propose policy and procedural revisions to the language in the Faculty Handbook to promote high quality, uniformity, and consistency among graduate programs within the university. In particular,
   a. Make recommendations for a mechanism for review of graduate program policies to ensure consistency with university policies.

The Graduate Council, along with the Graduate School reviews six Graduate program policy manuals yearly to ensure consistency with University Policy. The collaboration of Graduate Council and the Graduate School will continue to address graduate program policy yearly and suggest changes to specific graduate programs as identified in this review.   Program policies reviewed this year were from Biostatistics, Biomedical Sciences, Computer Information Systems, Occupational Therapy, and School Psychology.

The GC has reviewed and made changes to the Award of the Graduate Degree policy and submitted these to ECS and UAS in March 2017.

   b. Make recommendations to ensure that 580/680 courses are taught at a graduate level.

The GC has not specifically addressed this charge at this point. To the degree that these courses are identified in new or revised programs, they will be addressed in the new GC-CC program review procedures.

The policy subcommittee did review the overall course numbering scheme for graduate programs and determined that the current numbering procedures/policies are working as intended.

   c. Define the role and responsibility of Graduate Program Directors (referenced in 2.04.H.1.b but never defined).

The GC has had preliminary discussions and has reviewed the definition of Program Directors in some programs.

In addition to the above-mentioned items, the GC has reviewed a number of other issues that have arisen during discussion. These include:
   - Ensuring quality thesis and dissertations
   - New graduate program in Interdisciplinary studies
   - Student initiated combined degree programs
   - University resources needed to help graduate students with communication (written and oral)

3. Graduate admissions

a. Make recommendations for a mechanism to ensure that graduate program admissions requirements are consistent with university standards.
b. Make recommendations to ensure consistent policies for graduate admissions across the university (e.g., GRE, GPA, etc.)

The GC, with the support of the Admissions Office, has reviewed graduate admissions processes, including but not limited to:

English proficiency tests (Pearson Vue)
Personal statement
GRE
Minimum GPA

Additionally, the GC has invited Associate Dean Luttenton to discussions centered on a Holistic admissions process. These discussions resulted in the graduate program policies forwarded to ECS and UAS in March 2017.

4. Graduate credits (please work with UCC on these issues)
a. Make recommendations to align clinical and internship hours with practice. It may be necessary to distinguish between undergraduate and graduate clinical/internship experience.

Make recommendations to align graduate research credits with practice. It may be necessary to distinguish between undergraduate and graduate research credits.

The GC has discussed this charge. During discussion, it was becoming apparent that a majority of programs had internships or clinical experiences that fell within the definition set forth by the UCC. A more formal review of all graduate programs revealed that 6 programs had internships or clinical experiences that did not align with the UCC definition. The most common reason that these programs are outside the range is based on external accreditation standards. Based on this small percentage and the reason for falling outside the range, the GC felt is was valid to allow exceptions for these programs to fall outside the defined range.

Additionally, the GC communicated with UCC regarding the definition of Capstone experience. Following additional conversation with Associate Vice President for Academic Affairs Maria Cimitile, it was believed that the GC would define, separately, the culminating experience for graduate programs, which includes clinical and internship experiences. The definition of the Culminating experiences for graduate programs was included in the policy forwarded to ECS and UAS in March 2017.

5. Graduate student advocacy
a. Continue to explore ways to foster a graduate student community and graduate student representation on campus.

The GC has worked with the Graduate Student Association (GSA) to ensure that graduate students have representation on University Committees. The GC continues to include graduate students on its committees and in its deliberations, including supporting the GSA and its goals.

The GSA representatives regularly report their activities to the GC and have demonstrated clear leadership and advocacy for graduate students at the university.

> **b. With assistance from FSBC, examine the pros and cons of awarding stipends to selected Graduate Assistants. Please share your findings with the ECS along with any committee recommendations**.

The GC has had many conversations regarding GAs, including the type of work they perform and how they are paid. Many alternatives have been discussed. This discussion is ongoing. This discussion has also focused on the viability of using GAs in very limited teaching roles in the university while considering GVSU's strong value of faculty-student pedagogy. No recommendations are forthcoming at this time.

6. Review of graduate programs
> **a. In collaboration with administration and relevant schools and colleges, continue to review the university data collection process regarding graduate education and propose policy development and revisions, if deemed appropriate. In particular,**
> - **Make recommendations for a workload policy regarding graduate education.**
> - **Work with the various colleges to explore collaborative approaches for thesis committee membership.**

The GC continues to review programs in terms of their policies. These reviews include university data collection processes. Currently GC has no suggestions for revisions to university processes.   As overall program review is implemented this upcoming year, revisions of university processes and program policies and procedures may be clarified and recommendations offered.

The GC has not discussed workload policy at this time but sees it as a priority for next year related to quality of graduate education and graduate student scholarly outcomes.

The GC has not begun discussion on ways colleges may collaborate on thesis committee membership.

> **b. In collaboration with the Provost's office and FSBC, continue to review data collection and processes for estimating costs of graduate programs across the university and propose policy development and revisions, if deemed appropriate**.

The GC plans to consider how to incorporate this information into the program assessment procedures that will be piloted during spring of 2017 and finalized in the fall of 2017.

7. Assessment
> **Continue to pursue assessment of faculty and student professional development activities.**

The GC will include this assessment in the program review process.

8. Internationalization of graduate courses
       Report on Internationalization Task Force recommendations for graduate courses.

The GC has not yet reviewed this; these recommendations will be considered for the program review being developed by the curriculum subcommittee.

9. Progress Report
       In an effort to engage more faculty in our shared governance system, prepare a 1-2 page mid-year progress report at the end of the Fall semester to be posted on the GC website and disseminated to ECS/UAS and College Deans. (A full report is expected as usual at the end of the year.)

Mid-year and year-end reports are posted to the GC website and distributed to ECS/UAS and College Deans.

Grand Valley State University
Faculty Teaching and Learning Center Advisory Committee (FTLCAC)
2016—2017 Year-End Report

To: Karen Gipson, ECS/UAS
From: Robert Talbert, FTLCAC Chair
Date 2017-04-13

FTLCAC membership, 2016—2017:
- CLAS: Matthew Hart (CHE), Janet Vigna (BIO), Robert Talbert (MTH, chair), David Zwart (HIS)
- Seidman College of Business: Vijay Gondhalekar (FIN); Alternate: Lara Kessler
- College of Community and Public Service: Melissa Villarreal (Social Work)
- College of Education: Cathy Meyer-Looze (EDU)
- Padnos College of Engineering and Computing: Mostafa El-Said (CIS)
- College of Health Professions: Julia Vander Molen (AHS)
- Brooks College of Interdisciplinary Studies: Rachel Peterson (Liberal Studies)
- Kirkhof College of Nursing: Karyn Butler (Nursing)
- University Libraries: Matthew Reidsma
- Student representatives: Emma Sluiter (undergraduate), Tyler Kanczuzewski (graduate)
- Ex Officio: Glenna Decker (IDeL), Christine Rener (FTLC)

Progress on 2016-2017 Committee Charges:
1) **Continue to assist the FTLC staff to execute goals for the 2016-17 academic year, with special emphasis on promoting the Scholarship of Teaching and Learning (SoTL). For example**,
   a) **Provide a link to SoTL resources on the FTLC website**
      The existing SoTL resources at the FTLC website have been reorganized for easier browsing and moved to a more prominent spot on the website: http://www.gvsu.edu/ftlc/scholarship-of-teaching-and-learning-84.htm (Or go to gvsu.edu/ftlc, then Resources, then SoTL.)
   b) **Provide a forum for faculty to publish their GVSU-specific SoTL work**
      Initial discussions were held in the committee about using the existing Scholarworks framework to host faculty SoTL work. No further progress was made on this initiative. The committee conducted research on existing outlets for publishing SoTL work and added links to SoTL journals at the FTLC website mentioned in 1a.
   c) **Draft sample Faculty Handbook language to promote high-quality SoTL at GVSU; this draft should be shared first with FPPC for feedback and suggestions and ultimately with ECS**.
      The committee proposed a change to Section 3.01B of the Faculty Handbook to clarify the role of units in determining acceptable scholarship and also clarifying that GVSU globally considers SoTL to be acceptable scholarship. This proposal was submitted to FPPC for review in March and was approved by ECS on April 7; it will be reviewed by UAS on April 14.

2) **Investigate ways to promote best practices for academic integrity, especially for online courses, and make recommendations to ECS**.
   FTLC has offered faculty development programming on this subject, for example: https://goo.gl/5OADeu The committee had no further recommendations to make to ECS.

3) **Support the implementation of LIFT recommendations, in particular:**
   a) **Provide interpretation for the first year's data.**
   b) **Make recommendations for standardizing peer review of teaching. If such**
   c) **recommendations include Faculty Handbook language, the language should be shared first with FPPC for feedback and suggestions and ultimately with ECS.**

This charge was effectively moved from FTLCAC to the newly-formed UPLIFT task force, of which the FTLCAC Chair was a member. The recommendations on these points are in the final report from that Task Force.

4) **Investigate the rationale for and publicity of the recent changes to FTLC travel grant applications, and report on the consequences of the new lottery system**.
The committee conducted Q&A sessions with members of the FTLC staff including Kathryn Steiler, who is in charge of travel grants. We determined that the new lottery system for travel grants is functioning smoothly, providing opportunities for travel grants in a way that is fair and simple to navigate. We concluded that the rationale for the new system – to decouple grant applications from the first-come-first-served procedure previously used and therefore disperse grant money more widely – was sound, and was being effectively implemented. We also concluded that the publicity about the new system was more than adequate, with the details of the system prominently featured on the grant application page and distributed to faculty via email. No changes are recommended to the system at this time.

5) **Collect data regarding class sizes, and use the data to advocate for smaller class sizes and/or work with FLTC to develop trainings for teaching large classes effectively**.
The committee conducted a survey of all tenure-track and non-tenure track faculty at Grand Valley State University during February and March regarding their experiences with teaching large classes. We received 108 responses to the survey. The questions probed the perceptions of faculty as to what a "large class size" is and the extent to which teaching "large" classes impacted pedagogy, service, and research. The results of the research were discussed with Christine Rener along with specific ideas for FTLC programming regarding the teaching of large sections of courses. Further work on developing that programming will be done by both FTLC and FTLCAC in academic year 2017-2018.

6) **To improve student retention, work with FTLC to develop "first day/every day" trainings as suggested by several faculty members at the 2015 Faculty Forum**.
The committee requested clarification on the meaning of "first day/every day trainings" in October and January but never received any followup response. We were therefore unable to proceed on this charge.

7) **Advise FTLC on ways to support the unique professional development needs of unit heads and emerging leaders**.
The committee discussed the needs of unit heads and emerging leaders, particularly regarding how these might provide help for teaching to the faculty under their charge. Christine Rener contacted several unit heads to solicit input on their needs, but no coherent pattern emerged from the responses. Follow-up contacts may take place in the next academic year.

8) **In an effort to engage more faculty in our shared governance system, prepare a 1-2 page mid-year progress report at the end of the Fall semester to be posted on the FTLCAC website and disseminated to ECS/UAS and College Deans. (A full report is expected as usual at the end of the year.)**
That report was submitted in December.

Respectfully submitted,

Robert Talbert, Ph.D.
Associate Professor of Mathematics
Chair, FTLCAC

GRAND VALLEY STATE UNIVERSITY

University Academic Senate
Executive Committee of the Senate
Karen Gipson, Chair 2013-17
Felix Ngassa, Vice Chair 2015-17

Memorandum

TO: Sue Harrington, Chair, University Assessment Committee (UAC)

FROM: Karen Gipson, Chair, ECS/UAS

SUBJECT: Charges for 2016-17

DATE: September 2, 2016

CC: Gayle Davis, Provost
            ECS Members
            UAC Members

At its summer retreats, the Executive Committee of UAS agreed that we should continue to offer some guidance to the standing committees as they embark upon another academic year.

We thank you for your work over the 2015-2016 academic year, and look forward to your continued progress.

Attached for your reference is the section from the Faculty Handbook which outlines the regular responsibilities of your standing committee. In attending to these regular duties, ECS would like you, as time permits, to address the following matters:

1. New reporting system:
    a. Work with IT to include unit assessment directly on the Strategic Plan website
    b. Explore ways to facilitate the transition to the new reporting system, including:
        i.   Training for submitters (unit heads) and reviewers (UAC members)
        ii. Archiving old data
        iii. Collaboration with FSBC related to Revenue reporting.

2. Prepare for HLC accreditation visit:
    a. Review the description of UAC in the Faculty Handbook, and make suggestions for changes to align with HLC recommendations (for example, creating a process for assessment of certificates).
    b. Improve the assessment of the Advising Centers.
    c. Develop a plan to ensure that all aspects of assessment are adequately addressed, and share the plan with ECS.

4. Review the UAC website and update as needed:
    a. Update website information to reflect the current year;
    b. Add an evaluation process to get feedback regarding assessment process.

5. Transition planning:
Make recommendations for a transition plan to provide adequate training for new UAC chairs.

6. Progress Report:

In an effort to engage more faculty in our shared governance system, prepare a 1-2 page mid-year progress report at the end of the Fall semester to be posted on the UAC website and disseminated to ECS/UAS and College Deans. (A full report is expected as usual at the end of the year.)

Thank you again for all the work you do on this important committee.

From The Faculty Handbook:
University Assessment Committee (UAC)

i. <u>Faculty Membership</u>: Faculty membership of the UAC consists of seven faculty members from CLAS, two from Seidman College of Business, one from each of the remaining colleges, one from the university libraries. Academic and service unit representatives serve three-year staggered terms beginning at the end of the winter semester.

ii. <u>Service unit Membership:</u> Service unit membership of the UAC consists of five representatives with at least one representative from each of two areas: Advising and Student Services. Representatives will be appointed by the Provost. Service unit representatives serve three-year staggered terms beginning fall semester.

iii. <u>Student Membership:</u> One undergraduate and one graduate student representative selected by the Student Senate for a term of one year.

ii. <u>Administrative Membership:</u> The Provost or designee *ex officio*, non-voting

iii. <u>Responsibilities</u>: The UAC is responsible for:

   a) Providing leadership and support to university constituents as they design and implement the six year self-study report and three year student learning outcome assessment plans/reports based on best practices.

   b) Reviewing and providing feedback on assessment plans, reports, and self-studies submitted by all academic programs and most service units *

   c) Providing instructions for reporting formats and schedules.

   d) Providing feedback to Administration in support of ongoing accreditation standards as set forth by the Higher Learning Commission.

   e) Conducting initial and refresher user training in Weave Online.

   f) Maintaining and updating the UAC website, Blackboard site, and automated timeline and notification system.

   * Service unit representatives are appointed to serve as the primary reviewer of reports submitted by service units.

University Assessment Committee (UAC)

END OF YEAR PROGRESS REPORT 2016-2017

1. **New reporting system**
   - Work with IT to include assessments directly into the Strategic Planning website
     - The Strategic Planning System (*home grown system: not yet given a formal name*) has been available for input of Strategic Plans from each university unit/program. New this semester to the website is the addition of feedback and review functions for SP updates by the UAC. The committee is developing a process and streamlining the assessments of Strategic Plan updates as we acquaint ourselves with this new feature.
     - Additionally the work has begun on the website for the addition of assessment plans and reviews as well. The intention/goal is to have a site that we can use to not only input program/units reviews, but the UAC can also deliver feedback in this site as well. Having the ability to host both the Strategic Plans and the Assessment Reviews in one system will be very useful.
     - Process review templates of *Strategic Planning Objectives* [SP] (annually) and *Student Learning/Centered Outcomes* [SO] (every 2 years) are being developed and piloted. Feedback at this point for AR are being sent to programs/units via email (via a template/rubric). Feedback at this time for SP are being input into the Strategic Planning System.
       http://intranet.gvsu.edu/strategicplanning/menu.htm
   - Transition facilitation plan to new reporting system
     - Currently using temporary word document template for Student Outcomes (SLO academic units/SCO service units until IT revisions/additions are completed and fully functional in home grown website
     - Train submitters: Chris Plouff has met with every unit head this past fall to review the new process and expectations. Plans are to continue with the training and educational process related to assessment and the new process at the August FTLC orientation.
     - Train UAC reviewers: Rubric developed for Student Outcomes (both for academic and co-curricular/service units) and Strategic Plan updates
     - Information, updates and resources are continually updated and posted on the UAC website
     - Process for assessment review developed by committee and piloted this semester. Second reviewers also delivered feedback to the AR for a final report determination.
     - Rescheduled all university departments/units for assessment reviews every 2 years rather than every 3 years (Strategic Plan updates required annually)

Susan Harrington, PhD, RN
Assistant Professor, Kirkhof College of Nursing
Chair, UAC (2014-2017)
Grand Valley State University
14April2017

- Reschedule and revise ARSS (Assessment Review and Self-Study) notification system with new email notification message; update faculty names per college for receipt of messages. Continuous process
- Establish college specific links in Blackboard Content Collection for assessment reviews (Reports uploaded by units and departments with consistent and identifying file names) until home grown system completed by IT
- Archiving: each unit instructed to archive any records they want to keep from the WEAVE system. The Provost office has been instrumental in assisting with this as well. WEAVE will close for this university in August.
- Student Outcome template is being revised to be suitable, appropriate and effective for all university assessments: service units (co-curricular), advising centers, academic units (including certificates and on-line comparable courses)

2. **HLC Accreditation**
   - Changes to Faculty Handbook to include cycle changes and assessment process submission changes have been approved in ECS. Will be sent to UAS.
   - Continuous update of new program additions and certificates to review cycles
   - Advising centers were reviewed for the first time. Task force is re-addressing this process and format for next cycle (December 2018)
   - Will send changes to UAS when completed this spring
   - Continue to reviewing HLC expectations (Provost office)
   - Continue to improve Assessment Process through feedback from faculty through website, focus groups, and pilot units

3. **UAC website**
   - All aspects of assessment process are listed under Resources on the UAC website
     - Assessment template (Student Outcomes template for academic and service units)
     - Assessment rubric (Student Outcomes rubric for academic and service units)
     - Standards of assessment in Higher Education from Assessment Institute (2016)
     - Glossary of terms
     - Cycles for all Colleges, units, departments (four groups: assessments reviewed every 2 years)
   - Update website monthly: feedback from viewers possible through contact information on website

4. **Transition Planning**
   - Recommendation is that past chair serves as a regular committee member for one year after the new chair-elect has stepped in. S. Harrington will continue on UAC until end of academic year 2017-2018
   - Jon Hasenbank is new chair of UAC, effective fall of 2017 (for 3 years).

To: Karen Gipson, ECS Chair
From: Robert Adams, UCC Chair
Subject: **University Curriculum Committee End of Year Report for
    2016/2017**
Date: April 13, 2017

During the 2016-17 academic year the University Curriculum Committee (UCC) fulfilled its regular
responsibilities as outlined in the faculty handbook. As of April 13 UCC reviewed…

Course changes	157
New courses	125
Program change requests	39
New program proposals	9
Total proposals	330

UCC also responded to most of the charges from ECS/UAS.

Charge 1: Curricular definitions

   a. *Make recommendations for the definition of a capstone.*
        UCC submitted this report to ECS/UAS in October 2016. The new definition will appear in the
        2017/18 catalog.

   b. *Review the definition of a stand-alone minor.*
        UCC recently started discussion of this and plans to continue discussion in the 17/18 academic
        year.

   c. *Work with Graduate Council on refining the definitions for clinical internships and research credits to
      align with standard practices in graduate programs.*
        UCC has deferred to Graduate Council for proposing an alternative definition before making any
        recommendations.

Charge 2: Meet with the chairs of College Curriculum Committees in order to:

   a. *Communicate best practices and university policies re. curricular issues, and*
   b. *Discuss ways to further streamline the curriculum process.*
        The UCC chair shared information with all CCC chairs at the beginning of the academic year,
        and met with a few of them in person to discuss best practices.

*Charge 3: OEC has been asked to consider merging back with UCC. If that happens, work with OEC to revise
Faculty Handbook language for a seamless transition (i.e., ensure that any important responsibilities of OEC not
currently reflected in UCC's description are incorporated).*

        UCC submitted this report to ECS/UAS in February 2017.

Charge 4: Develop language for a succinct overview of curricular proposal progression to appear in the Faculty Handbook (Section 2.04B) to clarify the process prior to the link to the detailed flowchart.

UCC submitted this report to ECS/UAS in October 2016.

Charge 5: Develop a uniform numbering system for study abroad courses to be added to Section 2.04.F.3 of the Faculty Handbook.

UCC submitted this report to ECS/UAS in February 2017.

Charge 6: Given the important role for the Syllabus of Record (SoR) described in Section 2.04.F.5 of the Faculty Handbook, make recommendations to ensure that each course has an existing SoR.

UCC worked with the Provost's and Registrar's offices to migrate all existing SORs into Blackboard for review prior to HLC's next accreditation visit. In addition, a university-wide effort is currently underway to ensure all courses have SORs. Moving forward, the Registrar's office will keep the Blackboard site up to date with all SORs.