

Grand Valley State University

Executive Committee of the Senate – Retreat Minutes

January 14, 2005

PRESENT: John Bender, Yatin Bhagwat, Jay Cooper, Gayle Davis (ex officio), Rob Franciosi (vice chair), Richard Hall, Bill Hosterman, Paul Leidig, Kristine Mullendore, Jean Nagelkerk (chair), Karen Novotny, John Peck, Allison Reynolds (student), Lisa Rigsby, Bill Rogers, Ellen Schendel, Kathleen Underwood

GUESTS: Teresa Beck, Cheryl Boudreaux, Tom Butcher, Maria Cimitile, Linda Grinstead, John Reynolds, Charles Standridge, Paul Stephenson

Agenda Items	Discussion	Action / Decisions
1. Approval of Agenda	The agenda of January 14, 2005 was reviewed.	The agenda of January 14, 2005 was approved as amended.
2. Minutes approval	The minutes of December 3, 2004 were reviewed.	The minutes of December 3, 2004 were approved, as amended.
3. Report of Chair	<p>a) A grid is being developed for data that is needed on a regular basis by the standing committees of the senate. Send data needs to Lisa Haight by the end of January 2005.</p> <p>b) The Chair announced that UAS members and standing committee chairs are invited to a luncheon with the GVSU Board of Trustees on Thursday, February 10 at the Eberhard Center.</p> <p>c) The Chair reported that a survey on minority representation was co-sponsored by Faculty Governance. Focus groups of minority are scheduled to review the preliminary findings and further discuss diversity issues.</p> <p>d) Rhonda Lubberts requested an audience with ECS to present the new email newsletter option. Ms. Lubberts will be at the 1/21/05 ECS meeting.</p> <p>e) The ALERT program received a grant to increase awareness of Alcohol and other drugs. Nancy Harper, director of the program, requested 1 or 2 representatives from the Senate to serve as committee members. This will be an agenda item for UAS on 1/28/05.</p> <p>f) An email was sent to all faculty reminding them of the intergroup dialogues Faculty Governance is cosponsoring on 1/19/05 and 1/21/05.</p> <p>g) Three forums on AQIP were held. A copy of the material distributed at the forums is available in the Faculty Governance Office.</p>	

	<p>h) Faculty governance priorities for Winter 2005 are to: finalize college personnel committee representation, the joint appointment policy, and make recommendations on faculty workload.</p> <p>i) A report of the Intellectual Property task force will be presented later at this meeting.</p>	
<p>4. Report of Provost</p>	<p>a) Provost Davis reported that Strategic Planning is being discussed within all the colleges and at Dean's Council.</p> <p>b) Freshman seminar is being replaced with LIB 100. Freshman students will be encouraged at orientation to take the LIB course but it will not be a requirement.</p> <p>c) Nanette Reynolds, Douglas Chung, and Elaine Schott met with Dean's Council and discussed the feedback from the survey of faculty of color on minority representation on committees.</p> <p>d) Steven Spangehl, an AQIP representative, visited GVSU for two days to discuss the quality improvement model. A decision on whether to keep the traditional model or switch to AQIP needs to be made by October 2005.</p> <p>e) Provost Davis expressed her sadness at the death of Vice Provost Robert Fletcher. A memorial service is scheduled on Tuesday, January 18, 2005 at 4:00pm in the Cook-DeWitt Center.</p> <p>f) The Provost is reviewing all candidates for the three AVP positions.</p> <p>g) The pool of candidates for the Library Dean position has been narrowed to eight. A selection is expected to be announced by spring break.</p> <p>h) Provost Davis reiterated that faculty workload equity is high on her list of priorities to be addressed this semester.</p>	
<p>5. Report of Student Senate</p>	<p>a) Allison Reynolds reported that students will be lobbying in Lansing against having the Pell Grants cut.</p> <p>b) A Leadership Roundtable to address student rights will be held later in the spring.</p>	
<p>6. Old Business</p>	<p>a) Charles Standridge and Tom Butcher presented an overview of the Intellectual Property Policy and described the new concepts. The task force expects to reconvene and write a series of Frequently Asked Questions (FAQ) and procedural guidelines. Release-time & sabbaticals still need to be addressed, as well as distance education and courses taught on-line.</p> <p>A motion was made to approve the Intellectual Property Task Force Report and to forward to UAS for their consideration.</p>	<p>MOTION: ECS approves the Intellectual Property Policy and forwards it to UAS for their consideration. APPROVED: Unanimously</p>
<p>7. New Business</p>	<p>a. The Chair reminded ECS that the following <u>motion</u> was <u>approved</u></p>	

unanimously at their meeting on 10/1/04, and requested clarification:
MOTION: ECS recommends scheduling a closing session in either May or June with other meetings called on an as-needed urgent basis. If Administration requests action on an item(s) requiring a Faculty Governance meeting calls a governance meeting the meeting to deal with Faculty-Governance-items; compensation will be requested for faculty that are normally contracted for nine months. Discussion.

A motion was made to send this recommendation to UAS for their action.
A request was made to make sure that faculty seeking election to ECS/UAS are aware that there may be an occasion for a meeting during the summer months.

b) Review of Programs and Departments

The extent of review of programs and departments by different committees was discussed. Suggestions were made to have a more rigorous examination at the prospectus stage, developing evaluation criteria, and implementing a reporting framework.

A concern was mentioned that although FSBC reviews the budget component of the prospectus there is little correlation between the projected budget and actual budget, and that there should be earlier review/input from the Provost's Office on budgetary concerns.

c) Workload Equity

Further study is needed on Release time equity, accountability and transparency in decision making

d) Prospectus for Establishing a Master of Science in Safety Management Degree

e) Standing Committee Reports

- i) Linda Grinstead, Chair of APSC, presented an overview of the work done to date on the Spring/Summer Drop, Add & Withdrawal policy,
- ii) Teresa Beck, Chair of FPCC, presented and overview of the work done to date on the Joint Appointment Policy and University Tenure Standards.
- iii) Maria Cimitile, Chair of FSBC, presented an overview of the work

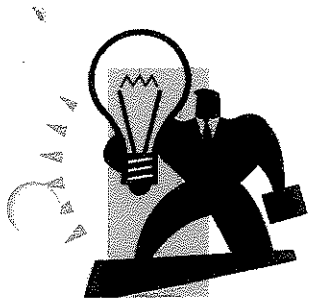
ECS will schedule a closing session in either May or June with other meetings called on an as-needed urgent basis.

MOTION: ECS recommends that UAS approve seeking compensation for faculty that are normally contracted for nine months if Administration requests action on an item(s) requiring a Faculty Governance meeting during the Summer.
APPROVED: Unanimously

Each of the standing committees are asked to send Lisa Haight the name of a representative who will serve on a Prospectus/Final Plan task force. John Peck will be the ECS representative.

For discussion at the next ECS meeting.

	<p>done to date. The committee is continuing work with Human Resources regarding medical benefit plans.</p> <p>iv) Paul Stephenson, Chair of GES, presented an overview of the work done to date. All proposals that have been sent to the committee have been addressed.</p> <p>v) John Reynolds, Chair of UAC, presented an overview of what has been done in the last semester regarding assessment and self-studies.</p>	No Discussion	
<p>8. Ideas for Future Fora</p>	<p>f. <u>International Education</u> Workload equity and enlarging regular faculty The "Next Level." What is it? Graduate versus Undergraduate Programs</p>		
<p>9. Adjournment</p>	<p>The meeting adjourned at 5:00pm.</p>	<p>The next ECS meeting is scheduled for January 21, 2005.</p>	



Retreat for ECS & Standing Committee Chairs
Friday, January 14, 2005
University Club – DeVos Center

11:30am to 4:30pm
Lunch will be served

Welcome and Introduction of Members

1. Approval of Agenda
2. Approval of Minutes of December 3, 2004
3. Chair Report and Brief Overview
 - o Data Grid
4. Provost Report
5. Student Senate Report
6. Old Business
 - a. Intellectual Property Task Force Report
 - o Tom Butcher, University Counsel – 4:00pm
7. New Business
 - a. Full Year Faculty Governance
 - o A motion from ECS on 10/1/04 approved unanimously.
 - MOTION:** ECS recommends scheduling a closing session in either May or June with other meetings called on an as-needed urgent basis. If Administration calls the meeting to deal with Faculty Governance items, compensation will be requested for faculty that are normally contract for nine months.*
 - b. Review of Programs and departments
 - o By what mechanism should this topic be developed? ECS Task Force? Other?
 - i. University priorities in program development
 - ii. Role of Prospectus in the review process
 - iii. FSBC review of new programs
 - iv. Establish program review process
 - c. ECS/UAS Strategic Planning
 - a. Vision Statement
 - b. Mission Statement
 - c. Core Values
 - d. SWOT Analysis
 - e. Critical Issues
 - f. Goals
 - g. Objectives
 - h. Strategies (Timeframe responsibility and outcomes)
 - d. Workload Equity
 - a. Release time equity, accountability and transparency in decision making
 - e. Prospectus for Establishing a Master of Science in Safety Management Degree
 - f. Standing Committee Reports
(Please provide a brief report of committee activities and approximate time frame for items to be forwarded to ECS for action.)
 - a) APSC
 - Spring/Summer Drop, Add & Withdrawal Dates
 - b) FPPC
 - College Personnel Committee Composition
 - charge to FPPC 6/1/04
 - Report on Developing University Tenure Standards

- c) FSBC
- d) UCC
- e) GES
- f) Graduate Council
- g) FTLCAC
- h) UAC
 - Status of Self-Assessment and Studies

- g. Review of the 2004-2005 Academic Governance Meeting Schedule
 - Review Future ECS Agenda Items
- h. International Education

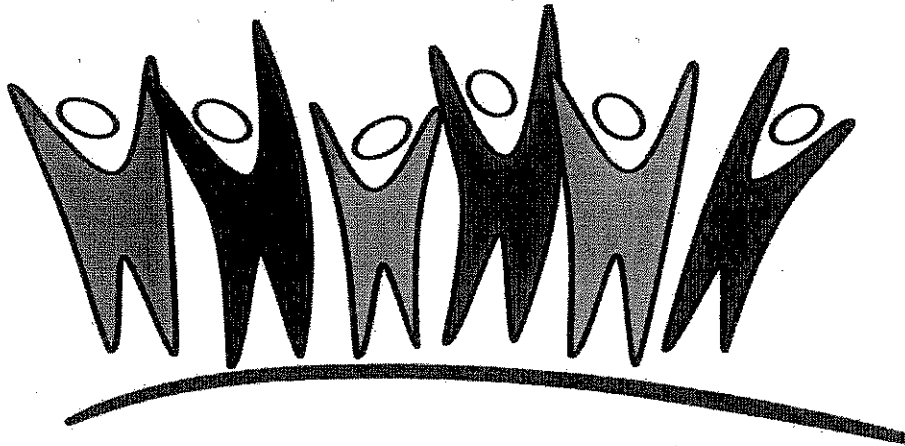
Adjournment

Initiatives from the 8/25/04 Retreat for the 2004-05 Academic Year

- Faculty Governance Space
- Strengthening Faculty Governance
- Quality Education
- Support of Scholarship
- Faculty Office Space and Resources when teaching off "home" campus
- Improving Faculty/Student ratio
- Traffic flow and traffic patterns
- Evaluation Criteria
- Visioning GVSU in the future

Provost Chair
(Report)

circulated 1/14/05
ECS



“Survey: Minority Representation on Personnel Committees”

As a recipient of this survey, you are invited to attend one of three group meetings for additional discussion on this topic and other related issues of interest and concern to faculty of color at Grand Valley. We are eager to identify proactive “next steps” to improve the climate at our institution for minority faculty, staff and students. Candid information from you is invaluable to this effort.

Schedule

Tuesday, January 18	1:00 – 2:00 p.m.	104 Kirkhof
Wednesday, January 19	9:00 – 10:00 a.m.	142 Kirkhof
Friday, January 28	9:00 – 10:00 a.m.	Amway Board Room, DeVos

Please note that Monday, January 17 – close of business, is the deadline for submission of surveys. If you haven’t already, please take full advantage of this opportunity to share your opinions. If you have any questions about the survey or discussion groups, please contact Nan Reynolds, Senior Advisor to the President, at reynolna@gvsu.edu or ext. 12894.

Thank you again for providing important perspectives which will help inform future policies and direction.

Sincerely,

Gayle R. Davis
Provost and Vice President
for Academic Affairs

Jean Nagelkerk
Chair
University Academic Senate

B6	It would not jeopardize my standing in my department or college if I declined service on the FPPC.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD					
B7	I believe the requirement should stand, as-is.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD					
C. College Personnel Committee							
<p>University policy currently requires that each college personnel committee include at least one minority member. Other faculty committees do not have such a stipulation. (Please select your answers with reference to standing College Personnel Committees, not personnel search committees, which are addressed in section D.)</p>							
C1	Have you ever served on a personnel committee at GVSU?	<input type="checkbox"/> yes <input type="checkbox"/> no					
[C2 - C11] Please indicate your agreement or disagreement with each of the following statements.		<table border="1"> <tr> <td>Strongly Agree</td> <td>Agree</td> <td>Neutral</td> <td>Disagree</td> <td>Strongly Disagree</td> </tr> </table>	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree			
C2	I believe there are more powerful and prestigious committees on which diversity should be required, in addition to college personnel committees.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD					
C3	I believe that non-minority faculty should be able to and expected to raise the issue of diversity during college personnel committee deliberations and decision-making.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD					
C4	It has made a positive difference at GVSU for faculty of color to be required on college personnel committees.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD					
C5	Overall, I was treated as a peer when I served on a college personnel committee.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD					
C6	It is particularly important for me, as a faculty member of color, to serve on college personnel committees, even if it is time consuming.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD					
C7	I believe that support and retention of minority faculty is affected by this policy.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD					
C8	If asked, I would feel comfortable declining to serve on a college personnel committee.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD					
C9	It would not jeopardize my standing in						

	my department or college if I declined service on a college personnel committee.	SA A N D SD
C10	Service on college personnel committees has significantly detracted from my scholarship and teaching activities at GVSU.	SA A N D SD
C11	I believe the requirement should stand, as-is.	SA A N D SD

D. Personnel Search Committees

University policy currently requires that personnel search committees each include at least one minority member.

D1	Have you ever served on a personnel search committee at GVSU?	<input type="radio"/> yes <input type="radio"/> no
D2	On how many personnel search committees have you served in the last 2 years?	<input type="radio"/> 0 <input type="radio"/> 1 or 2 <input type="radio"/> 3 or 4 <input type="radio"/> 5 or 6 <input type="radio"/> More than 6

[D3 - D12] Please indicate your agreement or disagreement with each of the following statements.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
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D3	I believe there are more powerful and prestigious committees on which diversity should be required, in addition to personnel search committees.	SA A N D SD
D4	I believe that non-minority faculty should be able to and expected to raise the issue of diversity during personnel search committee deliberations and decision-making.	SA A N D SD
D5	It has made a positive difference at GVSU for faculty of color to be required on personnel search committees.	SA A N D SD
D6	Overall, I was treated as a peer when I served on a personnel search committee.	SA A N D SD
D7	It is particularly important for me, as a faculty member of color, to serve on personnel search committees, even if it is time consuming.	SA A N D SD
D8	I believe that support and retention of	

	minority faculty is affected by this policy.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD
D9	If asked, I would feel comfortable declining to serve on a personnel search committee.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD
D10	It would not jeopardize my standing in my department or college if I declined service on a personnel search committee.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD
D11	Service on personnel search committees has significantly detracted from my scholarship and teaching activities at GVSU.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD
D12	I believe the requirement should stand, as-is.	<input type="checkbox"/> SA <input type="checkbox"/> A <input type="checkbox"/> N <input type="checkbox"/> D <input type="checkbox"/> SD

E. General

<i>[E1 - E10] Please indicate your agreement or disagreement with each of the following statements.</i>		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
E1	In my unit I am called upon to bring the minority voice to discussions and decision-making, above and beyond serving on personnel committees.	<input type="checkbox"/> SA	<input type="checkbox"/> A	<input type="checkbox"/> N	<input type="checkbox"/> D	<input type="checkbox"/> SD
E2	I believe service on committees is adequately recognized in contract renewal, tenure and promotion decisions.	<input type="checkbox"/> SA	<input type="checkbox"/> A	<input type="checkbox"/> N	<input type="checkbox"/> D	<input type="checkbox"/> SD
E3	My ideas, perspective, and recommendations were respected when I served on a personnel committee.	<input type="checkbox"/> SA	<input type="checkbox"/> A	<input type="checkbox"/> N	<input type="checkbox"/> D	<input type="checkbox"/> SD
E4	I believe that non-minority faculty members can be effective advocates on faculty search committees.	<input type="checkbox"/> SA	<input type="checkbox"/> A	<input type="checkbox"/> N	<input type="checkbox"/> D	<input type="checkbox"/> SD
E5	I believe that GVSU should identify and orient non-minority faculty to champion diversity on college personnel committees.	<input type="checkbox"/> SA	<input type="checkbox"/> A	<input type="checkbox"/> N	<input type="checkbox"/> D	<input type="checkbox"/> SD
E6	I am personally burnt out from serving on faculty committees.	<input type="checkbox"/> SA	<input type="checkbox"/> A	<input type="checkbox"/> N	<input type="checkbox"/> D	<input type="checkbox"/> SD
E7	I believe there should be a diversity requirement for participants on University Academic Senate (UAS).	<input type="checkbox"/> SA	<input type="checkbox"/> A	<input type="checkbox"/> N	<input type="checkbox"/> D	<input type="checkbox"/> SD
E8	I believe there should be a diversity requirement for participants on the					

	Executive Committee of the Senate (ECS).	SA A N D SD
E9	I believe that the faculty composition of each unit should proportionately reflect the population characteristics of Michigan.	SA A N D SD
E10	I appreciate the opportunity to offer input on this matter.	SA A N D SD
E11	On what committees do you think it's most important to have diversity among committee members? (Please be specific.)	
E12	Are there other committees on which you would have liked to have served, but were not asked? If so, please name or describe them.	