

Grand Valley State University

Executive Committee of the Senate

Minutes of January 19, 2007

Present: Robert Adams (for Paul Leidig), David Bair, John Bender, Yatin Bhagwat, Gayle Davis (ex officio), Rob Franciosi (Chair), Joe Godwin (ex officio), Linda Goossen (for John Peck), Rita Grant, Joe Helgert, Robert Hendersen, Jean Martin, Kristine Mullendore (Vice Chair), Jean Nagelkerk (ex officio), Karen Novotny, Robert Schoofs, Gary Stark (ex officio), Kathleen Underwood, Jeroen Wagendorp, Donald Williams

Guests: Larry Burns, David Cannon, Mark Luttendon

The meeting was called to order at 3:06 PM.

Agenda Items	Discussion	Action / Decisions
1. Approval of Agenda	The agenda of January 19, 2007 was reviewed	The agenda of January 19, 2007 was approved.
2. Approval of Minutes	The Minutes of January 12, 2007 were reviewed.	The minutes of January 12, 2007 were approved, as amended.
3. Report of Chair	<p>a) The Chair reported that he attended a meeting of the University Diversity Assessment Committee (DAC), where an outline of initiatives was presented to the group for them to address. Among the items presented at the meeting of the DAC by the University Counsel was one item that will specifically require governance action. Faculty Handbook language requires that College Personnel Committees have 1 woman and 1 minority member. This diversity requirement will have to be modified as it is his opinion that the current language is in violation of Proposal 2.</p> <p>b) The Chair reported that he attended a Student Leadership event and while there had a discussion with Student Senate President Frank Foster on ways that the Faculty Senate and Student Senate can work together.</p>	
4. Report of Provost	<p>a) Provost Davis reported that the information in a Grand Rapids Press article about the collaboration between Grand Valley State University and Michigan State University for the new medical school had erroneous material in it. No GVSU monies have been committed to that project.</p> <p>b) Provost Davis announced that next Tuesday, January 23, 2007 the Memo of Understanding between MSU and GVSU will be signed during a ceremony that will be held at the Center for Health Professions.</p>	

	<p>c) Provost Davis noted that the state budget office has projected an \$850 million shortfall in revenue. There is a possibility of a mid-year cut in funding, although no word has been received from the Governor's Office on that or whether universities will expect to maintain a tuition cap if that funding cut occurs.</p>	
<p>5. Report of Student Senate President</p>	<p>No Report</p>	
<p>6. New Business</p>	<p>a) The Chair presented an overview expanding on the charge of the Diversity Assessment Committee (DAC). It has been asked to review GVSU's current diversity practices and make recommendations that will enhance the university's commitment to a diverse and rich learning environment. This committee will report back to the Diversity Oversight Committee currently chaired by Provost Davis by the end of the semester.</p> <p>The Chair invited Professor John Bender, as a member of the DAC, to present an update on university-wide diversity initiatives. He reported that there are six subcommittees focusing on Teaching and Learning, Support Services, Enrollment Management, Purchasing, Employment, and Donors/Scholarships. The results of the work of these subcommittees will ultimately be reported back to the Diversity Oversight Committee which is chaired by Provost Davis. The Diversity Oversight Committee will then make recommendations to the President. Provost Davis commented that it is likely a Chief Diversity Officer will be hired and that a university-wide diversity council will be created.</p> <p>Professor Bender informed the ECS that he expects that the two items that will directly impact Faculty Governance are: 1) the need to create a diversity policy to replace the current one contained in the personnel policies (as noted in prior discussions), and 2) the lack of coordination in diversity efforts at GVSU, which the administration intends to address in part by creating a Diversity Officer. He recommended that faculty governance respond to this issue by creating its own Diversity Committee that would report to UAS on diversity issues.</p> <p>b) <u>Graduate Certificate Proposal</u> The Chair introduced David Cannon and Mark Luttendon who presented an overview of the material distributed earlier. Additional material was distributed for comparison purposes.</p> <p>Several questions were raised concerning the proposal including</p>	

<p>7. Old Business</p>	<p>how this item impacts the current policy on certificates already contained in Chapter 2 of the Faculty Handbook. The authors of the proposal responded that this proposal is intended to supplement Section 2.04.A.4 Certificate Program Criteria and Guidelines and would cover only graduate certificates.</p> <p>After considerable discussion, the authors were requested to revise their proposal to identify where in the Faculty Handbook it should be inserted and to clarify how it impacts the current Handbook language. They were also encouraged to have a conversation with the new Registrar to obtain his input. A request was made that if there were any additional comments on this proposal that ECS members send them to Professor Mark Luttendon to be considered as they revise the proposed policy.</p> <p>A motion was made and seconded that the Graduate Council revise their proposed policy to include the identification of the location where this material should be placed in the Faculty Handbook and to clarify its impact on the present policy language before it is forwarded to UAS for their action.</p> <p>c) <u>College of Community and Public Service Bylaws</u> NO DISCUSSION</p>	<p>MOTION: The Executive Committee of the Senate requests that the Graduate Council revise their proposed policy to include the identification of the location where this material should be placed in the Faculty Handbook and its impact on the present policy language before it is forwarded to UAS for their action. APPROVED Unanimously.</p> <p>Request of ECS members to send any recommendations for changes to the College of Community and Public Service Bylaws, or other comments, to Brian Johnson, the chair of the CCPS Faculty Advisory Council.</p>
<p>a) Professor Larry Burns, Chair of the Faculty Salary and Benefit Committee, distributed for information purposes a chart that identifies the results of merit adjustments for 2006-07 at GVSU and provides information about faculty salaries at other universities in Michigan.</p> <p>b) <u>FSBC Recommendation on Emergency Overload</u> Professor Burns presented an overview of the motion that was presented to the ECS for their review. Discussion</p>		

	<p>Although it was agreed that the proposed change is an improvement over the current policy, several recommendations were made on how to clarify the FSBC proposal, including that it contain a specific definition of what constitutes an emergency and identify scenarios under which overload would be paid.</p> <p>By consensus, it was agreed that the proposal be sent back to FSBC for further revision and clarification. It was also noted that attempting to identify specific scenarios for its application probably should wait until after UAS action on the proposed revisions to the Faculty Handbook's Workload Policy.</p>		
8. Adjournment	The meeting adjourned at 4:58pm		

CHAPTER 3
(See p. 54 of Faculty Handbook)

Chapter 3 Faculty Role

3.01 Faculty role and workload

The role of a faculty member involves an interlocking set of responsibilities to students, to colleagues in both the institution and the wider profession, to the institution itself and its surrounding community, to the advancement of knowledge and understanding in the faculty member's field, and to the ideals of free inquiry and expression. Normally, these are articulated as the areas of teaching, scholarship and creative activity, and service, as outlined in **Chapter 4 Faculty Personnel Policies**, Sections 2.9.1. The primary responsibility of faculty is excellent teaching.

A. Baseline expectations

Each unit shall establish in writing, for all its faculty, baseline expectations in the areas of teaching, scholarship and creative activity, and service based on disciplinary standards and best practices and unit, college and university goals and work. These unit expectations will be approved by the unit faculty, unit head, and the Dean. In the area of teaching, the baseline expectation normally shall be 9 credit hours per semester over the course of the academic year, in addition to other teaching-related work. All faculty are also expected to engage in basic, applied, or pedagogical scholarship or creative activity as determined by the expectations of the unit, college, and profession. A faculty member's workload includes service to the unit, college, and university as well as to the community and the profession.

B. Significant focus beyond baseline expectations

Every faculty member shall select each year a significant focus of activities beyond the baseline expectations established by the unit in the areas of teaching, scholarship or creative activity, or service. This focus shall require approximately the same amount of time as teaching a 3 credit hour, or standard course per semester; it shall not have been counted as part of the baseline 9 hour per semester teaching load or have been compensated externally or additionally. Faculty anticipating review for personnel action, and especially action for tenure, will want to insure that their significant focus of activity is consistent with their unit's and college's expectations for tenure and promotion.

C. Workload planning

As part of the Faculty Activity Reports completed annually (see 5.01.F), each faculty member is expected to establish an annual Workload Plan containing both baseline and significant focus expectations for the next year. The faculty of each unit will review these plans according to the same procedures as described in 5.01.F, 5.02.A.4, and 5.02.A.5. in order to secure adequate information for proper allocation of unit and college resources and for appropriate programs of faculty development. The unit head

will sign the workload plan to indicate the review has been completed and the plan will be forwarded to the dean.

3.02 Teaching and learning

A. Primary responsibility

Because the primary responsibility of faculty is excellent teaching, periodic course evaluations by students, colleagues' opinions and evaluations by department chairpersons are utilized to determine teaching effectiveness. Evidence of excellence in teaching is a significant factor in decisions on contract renewal, tenure, promotion, and salary increments.

B. Teaching Load

In the area of teaching, the baseline expectation normally shall be 9 credit hours per semester over the course of the academic year, in addition to other teaching-related work. Typically, these 9 hours will represent three 3 credit hour courses, but each unit, with the approval of its dean, shall determine the number of courses that are required to meet the baseline expectation when any or all of the courses are other than 3 credits. Each unit, with the approval of its dean, shall also determine equivalencies of studios, labs, rehearsals, team-teaching, distance education, supervision of theses or student research, clinical or internship supervision, independent study or reading courses, and other such formal teaching activities. Normally, no more than three different course preparations will be required of any faculty member in any semester.

Note: reletter next sections in Chapter 3, part 3.02

- C. Absence from class
- D. Change of instructor
- E.

Note: renumber other sections in Chapter 3

3.03 Scholarship and creative activities

3.04 Professional service

3.05 Professional development resources and awards

CHAPTER 5


(Page 129 in 9/6/06 faculty handbook)

5.01 Faculty Evaluation Procedures:

F. Faculty Activity Reports and Workload Plan

Annually, each faculty member will prepare a Faculty Activity Report for the preceding year and the Workload Plan for the next year, addressing how his/her activities and achievements comply with the general expectations of the unit,

college/school, and the university. The Faculty Activity Reports and Workload Plans will be reviewed by the unit head and the dean of the college/school (or by a designee of the dean) for consistency with unit and college/school expectations.

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Grand Valley State University Curriculum Committees General Education Sub-Category Change Form

This form is to be used for changes to title, description and/or goals of a General Education sub-category (Foundations, Cultures, or Themes). It should **not** be used for changes to existing General Education courses or for New Course Proposals.

1) What action are you proposing? (Check all that apply)	
_____	Change a Sub-Category Title Which Sub-Category? _____
_____	Change a Sub-Category Description Which Sub-Category? _____
_____	Change Sub-Category Goals Which Sub-Category? _____

Existing Text

1) Sub-Category Title	
2) Sub-Category Description	
3) Sub-Category Goals	

Proposed Changes

Change only those items that apply

5) Sub-Category Title

6) Sub-Category Description

7) Sub-Category Goals

8) Why are each of the proposed changes necessary and/or desirable?

9) Signatures of Coordinating Cluster members

Submitted by:	_____	_____	_____	Date:
	Name(Print)	Signature	Unit	Date:
	_____	_____	_____	Date:
	_____	_____	_____	Date:
	_____	_____	_____	Date:
	_____	_____	_____	Date:
	_____	_____	_____	Date:

10) Approval Signatures

_____	GES Chair
_____	UCC Chair
_____	Provost
_____	Registrar