

# Grand Valley State University

## University Academic Senate

### Minutes of April 6, 2007

**PRESENT:** Majd Al-Mallah, Kirk Anderson, David Bair, John Bender, Yatin Bhagwat, Gayle Davis (ex officio), Kurt Fanning, Roger Ferguson, Rob Franciosi (Chair), Steve Glass (for Wendy Wenner, ex officio), Linda Goossen, Alicia Haven (Student), Joe Heigert, Robert Hendersen, Soon Hong, Jon Jelima (ex officio), Sue Jensen, Brian Johnson (for Charles Baker-Clark), Brian Kingshott, Brian Lakey (for Jennifer Gross), Paul Leidig, Elena Lioubimiteva, Chuck Lowe, Neil MacDonald, Jean Martin, Melissa Morison, Kristine Mullendore, Harvey Nikkel, Steve Nizelski, John Peck, Ross Reynolds, Jim Sanford, Steve Schlicker, Robert Swieringa (for Roy Winegar), Kathleen Underwood, Deana Weibel, Don Williams

**GUESTS:** Teresa Beck

Agenda Items	Discussion	Action/Decisions
1. Approval of Agenda	The agenda of April 6, 2007 was reviewed.	The agenda of April 6, 2007 was approved.
2. Minutes Approval	The minutes of March 2, 2007 were reviewed.	The minutes of March 2, 2007 were approved, as amended.
3. Report of Chair	<p>a) The Chair reported that he attended a meeting to hear the preliminary sub-committee reports to the Diversity Assessment Committee. The final Diversity Assessment Committee report will be presented on April 19 in the Cook-DeWitt Center beginning at 2:30pm. The proceedings will also be simulcast on the web and be accessible at other locations.</p> <p>The Chair reported that he has asked each of the Chairs of the Standing Committees of the UAS to submit brief written reports of the committee's work over the past year.</p>	
4. Report of Provost	<p>a) Provost Davis reported that Jean Nagelkerk has been named Interim Vice Provost for Health, and that Jean's previous duties will be assumed by the other Assistant Vice Provost's.</p> <p>b) Provost Davis distributed material regarding the annual calendar of events recognizing the achievements of faculty and staff and presented an overview of the changes she is recommending. After discussion, it was the consensus of the Senate to recommend that Provost Davis should proceed with implementing the awards calendar that she presented at the meeting.</p>	It was the consensus of the Senate to recommend that Provost Davis proceed with implementing the awards calendar she presented at the meeting.
5. Report of Student Senate President	<p>a) Student Senate Vice President Alicia Haven reported that the elections for the 2007-08 Academic year have been completed and that she was pleased to announce that a greater number of students voted than in the past.</p> <p>b) Ms. Haven reported that the Annual Leadership Roundtable was a success and initiatives to pursue for the upcoming year were identified.</p>	
6. New Business	a) A memo from University Counsel regarding Proposal 2 that was distributed	

earlier was discussed. In this memo the University Counsel expresses the opinion that in the wake of passage of Proposal 2 the Faculty Handbook language governing minority and gender representation on all College Personnel Committees needs to be revised to eliminate requirements and processes that are used to ensure minority or gender membership on committees, including search committees and that the university should not comply with them until those revisions are made.

A motion was made and seconded: That University Academic Senate support and assist in the development of a "Diversity Ambassador" approach as GVSU's response to the passing of Proposal 2.

During discussion, it was noted that language changes are needed in several areas of the Faculty Handbook including the university and College Bylaws governing Personnel Committee composition to bring them into compliance with Proposal 2. Among the ideas presented were to include a training component in developing the University Diversity Ambassador role to create a pool of faculty and staff that can be readily available for university-wide service in this area.

c) The College of Community and Public Service Bylaws were presented and discussed. A motion was made and seconded to approve the College of Community and Public Service Bylaws, striking the language that does not comply with Proposal 2, with the understanding that it will be replaced later with new language developed with the assistance of the University.

c) The College of Interdisciplinary Studies Bylaws were presented and discussed. Dr. Kathleen Underwood presented the revisions that had been made as requested by ECS. A motion was made and seconded to approve the College of Interdisciplinary Studies as presented.

**MOTION:** The University Academic Senate support and assist in the development of a "Diversity Ambassador" approach as GVSU's response to the passage of Proposal 2. **Unanimously approved.**

**MOTION:** The University Academic Senate approves the College of Community and Public Service Bylaws, striking the language that does not comply with Proposal 2, with the understanding that it will be replaced later with new language developed with the assistance of the University. **Unanimously approved.**

**MOTION:** The University Academic Senate approves the College of Interdisciplinary Studies Bylaws as presented. **Unanimously approved.**

	<p>d) The requested revisions to the University Assessment Committee Bylaws were presented and discussed.</p> <p>A motion was made and seconded to return the University Assessment Committee Bylaws to the University Assessment Committee for further clarification of the need to develop different voting rights in its members and when each would have the right to vote. The UAS Chair will contact the UAC Chair to identify the clarification requested.</p> <p>e) The requested changes to the Pew Faculty Teaching &amp; Learning Center Advisory Committee Bylaws were presented and discussed.</p> <p>A motion was made and seconded to accept the changes to the Pew Faculty Teaching &amp; Learning Center as presented.</p> <p>f) The requested changes to the ECS/UAS Leadership Bylaws in Section 2.01.c.iii of the <u>Faculty Handbook</u> were distributed and discussed. The changes are requested so that the language reflects what has been current practice.</p> <p>The current language reads:  2.01.c.iii. <u>Officers:</u> The ECS shall elect the Chair and Vice-Chair of UAS/ECS from its membership. Election of the Chair and Vice-Chair by the newly elected members of ECS is held the last week of winter semester. The Vice-Chair shares governance responsibilities with the Chair and presides over meetings in the absence of the Chair.</p> <p>The proposed new language is noted italics and the revisions in red or in strike-out.  2.01.c.iii. <u>Officers:</u> The ECS shall elect the Chair and Vice-Chair of UAS/ECS from its membership. Election of the Chair and Vice-Chair by the newly constituted membership of ECS is held the last week of winter semester. <i>Candidates for Chair and Vice-chair may be nominated by any member of the ECS. Nominations may be made from the floor. The Vice-Chair assists with the shares governance responsibilities with_of the Chair and presides over meetings in the absence of the Chair. If for any reason the Chair is unable to serve a full term, the Vice-chair will become the Chair for the unexpired term. If the Vice-</i></p>	<p><b>MOTION:</b> The University Academic Senate recommends returning the University Assessment Committee Bylaws to the Committee for further clarification.  <b>Unanimously approved.</b></p> <p><b>MOTION:</b> The University Academic Senate approves the changes to the Pew Faculty Teaching &amp; Learning Center as presented.  <b>Unanimously approved.</b></p> <p><b>MOTION:</b> The University Academic Senate approves the proposed changes to the ECS/UAS Leadership Bylaws in Section 2.01.c.iii of the <u>Faculty Handbook</u> as amended so the new language reads: 2.01.c.iii. <b>Officers:</b> The ECS shall elect</p>
--	--	--

	<p><i>Chair becomes chair, or for any other reason is unable to serve a full term, ECS will nominate and elect one of its members during a regular meeting to serve as Vice-chair for the unexpired term.</i></p> <p>A motion was made from the floor to amend the proposed language to clarify that the entire newly constituted membership of ECS votes, not just the newly elected members. The motion was unanimously approved</p> <p>g) The new model for Freshman Orientation was distributed and an overview of the process was presented by Dr. Teresa Beck, who is Director of Freshmen Orientation for 2007. Areas covered included recruitment, retention and time to graduation. Discussion.</p> <p>The Chair reminded the Senators that the final UAS meeting of the year is scheduled for April 20 and invited them to attend a year-end celebration in the University Club immediately following that meeting. The Chair also thanked any outgoing members for their service.</p> <p>No Old Business</p>	<p>the Chair and Vice-Chair of UAS/ECS from its new membership. Election of the Chair and Vice-Chair by the newly constituted membership of ECS is held the last week of winter semester. Candidates for Chair and Vice-chair may be nominated by any member of the ECS. Nominations may be made from the floor. The Vice-Chair assists with the governance responsibilities of the Chair and presides over meetings in the absence of the Chair. If for any reason the Chair is unable to serve a full term, the Vice-chair will become the Chair for the unexpired term. If the Vice-Chair becomes chair, or for any other reason is unable to serve a full term, ECS will nominate and elect one of its members during a regular meeting to serve as Vice-chair for the unexpired term.</p> <p><b>Unanimously approved.</b></p>	
7. Old Business			
8. Adjournment	The meeting was adjourned at 5:00		



UNIVERSITY COUNSEL OFFICE  
MEMORANDUM

158 LAKE MICHIGAN HALL ♦ EXT. 12067 ♦ FAX 13950

TO: Provost Gayle Davis, ECS/UAS Chair Rob Franciosi

FROM: Thomas A. Butcher  
University Counsel

SUBJECT: Proposal 2/Faculty Committees and Diversity

DATE: March 29, 2007

As we have discussed, Proposal 2 did not change the University's vision, mission and values nor did it change the University's commitment to diversity. Some of the techniques used by the University in the furtherance of the mission as it relates to diversity will need modification. One area is the composition of certain standing committees, for example, College Personnel Committees.

Section 2.10.2 of the Faculty Personnel Policies current states, in pertinent part:

At least one person of each gender and one minority person must be a part of the composition of each College/Library Personnel Committee. If one person of each gender and one minority person are not elected, the Provost shall appoint, in addition to those elected, one or two tenured faculty members so that the final composition of the committee would include at least one person of each gender and one minority person.

The University has used gender and minority status for the purpose of assuring that a diversity of perspectives was represented on the CPC. This was accomplished through the use of the language referenced above. Proposal 2 prohibits preferential treatment on the basis of race, sex, color, ethnicity or national origin in the operation of public education and employment. As such, the above referenced language is in conflict with the law and any College Personnel Committees created after the effective date of the law change (December 23, 2006) cannot be constituted using that language.

One way to assure dialogue and perspective is the use of trained diversity ambassadors to serve on standing committees, such as the CPC. This is provided that anyone could serve as a diversity ambassador without regard to race, sex, color, ethnicity or national origin.

Knowing that language changes to Faculty Personnel Policies require process and the time to do so, I will suggest a two step approach.

First, elections for College Personnel Committees continue as they have in the past. Second, a diversity ambassador program, with training, be developed over the summer such that appointments to the respective College Personnel Committees could be made in early fall to each of the CPC's, irrespective of the diversity elected CPC. CPC Composition language could be updated by Faculty Governance in September such that the new language could be approved by the Board of Trustees at its October meeting. I did not see any other changes that would be required in the Board-approved Faculty Personnel Policies. However, there are references in the Faculty Handbook to standing committees whose membership requirements use gender and minority status,

If there are University-wide committees (such as Faculty Personnel Policy Committee), College-level (as may be defined in College Bylaws) or Departmental-level committees that have membership requirements using gender or minority status, those requirements must cease immediately and consideration should be given to a diversity ambassador approach as described above for CPC's.

I would be happy to work with you, anyone from your office or any task force or committee to address the above.

**DRAFT 2/3/07**  
**Annual Recognition Calendar for Faculty and Staff**

**Fall**

- Opening Convocation – event focuses on students
  - Coordinated by Dean of Students Office/Office of Student Life
  - Pew Scholar Teacher Awards given to faculty
- Tenure and Promotion Dinner
  - Coordinated by Office of the Provost
  - Recognition of all who were awarded tenure or promoted in previous year
- Holiday service awards and holiday gathering – December
  - Coordinated by Human Resources Office and Office of the President
  - ALL** length-of-service awards given at this time
  - A/P – service awards for 10, 20, 25, 30, 35, 40 years
    - plus 25-year medallions
  - Faculty – service awards for 10, 20, 25, 30, 35, 40 years
    - plus 25-year medallions
  - COT, Maintenance, Public Safety -- service awards for 10, 20, 25, 30, 35, 40 yrs

**December Commencement Ceremony**

- Coordinated by Dean of Students Office/Office of Student Life
- Two Alumni Awards given: Distinguished Alumnus, Outstanding Educator

**Spring**

- Spring Awards Banquet –
  - Coordinated by Dean of Students/Academic Resources Special Programs
  - Niemeyer Awards given to faculty and students
  - All other University student awards
- A/P Luncheon – Coordinated by the Human Resources Office
  - A/P of the Year award and 8 other A/P group awards presented
- Faculty Awards Convocation – new event focuses on faculty
  - Coordinated and hosted by Provost's Office
  - Convocation
    - Recognition for Outstanding Teacher, Outstanding University Service, Outstanding Community Service, Outstanding Contribution in a Discipline
  - Dinner by invitation following convocation
    - Guest list to include: Awardees with spouse/partner and limited number of guests, Executive Officers, Board of Trustees, Deans, appropriate department faculty

**April Commencement Ceremonies**

- Coordinated by Dean of Students Office/Office of Student Life
- Two Alumni Awards given: Distinguished Alumnus, Outstanding Educator

*e. Attendance at Meetings*

Committee members should make all efforts to attend all committees meetings. If a committee member cannot attend a meeting, he or she must inform the chair beforehand. No substitutes or alternates are allowed.

*f. Internal Bylaws of Committees.*

The FAC may develop internal bylaws and procedures to describe the selection of officers, procedures to handle responsibilities and other matters. Internal bylaws must be consistent with university policy and these Bylaws. Internal bylaws need to be approved by the CCPS voting members. All internal bylaws, once approved, shall be publicly available.

*B. Personnel Committee (CPC)*

*a. Charge*

1. The CPS Personnel Committee (CPC) will review and recommend to the Dean on all contract renewals, promotion and tenure decisions, dismissal for adequate cause, personnel policies, and issues, and other requirements of the Faculty Handbook. It will also make recommendations to the Dean on sabbatical applications.
2. The CPC may make recommendations to the Dean and/or the Faculty Advisory Council concerning other personnel matters or policies, upon their own initiative, or upon the request of the Dean or Faculty council.

*b. Membership*

1. The College Personnel Committee shall have at least five members who will be **tenured** faculty. There shall be no more than two members from each unit within the College and there should be at least one member from each unit. If no tenured member is elected from a unit, an at large member will be elected. ~~Membership must include at least female and one minority. If these are not available among the CCPS faculty the Provost in consultation with the CCPS Dean may appoint as necessary.~~ Committee may not exceed 7 persons.
2. At the first meeting of the academic term, the members of the CPC will vote on whether or not to invite the Dean of the College to attend their meetings on personnel actions as provided for by University policy.
3. Membership on the CPC requires regular attendance at meetings and full participation in the committee's business.



*c. Standard Meeting Times*

Each committee shall have a standard meeting time, which will be communicated as part of the announcement of elections each year. The CPC meets when necessary.

COLS BYLAWS

4/6/07

4/6/09

4/6/07 U1  
sent back x

**CURRENT BYLAWS**

**h. University Assessment Committee (UAC)**

**i. Faculty Membership:** Faculty membership of the UAC consists of seven faculty members from the College of Liberal Arts and Sciences, two from Seidman College of Business, one from each of the remaining colleges, one from the library, and one service unit representative appointed by the Provost from Academic Resources and Special Programs, Academic Services and Information Technology, or Student Services. Academic and service unit representatives serve three-year staggered terms beginning at the end of the winter semester.

**ii. Student Membership:** One student representative selected by the Student Senate for a term of one year.

**iii. Administration Membership:** The Director of the Pew Faculty Teaching and Learning Center ex officio, non-voting and the Provost or designee ex officio, non-voting.

**iv. Responsibilities:** The UAC's primary responsibility is to oversee the process of assessing student learning outcomes. It does so by reviewing assessment plans, progress reports, and self-studies for all academic majors, Academic Resources, and Special Programs.

**UPDATED BYLAWS**

**h. University Assessment Committee (UAC)**

**i. Membership:**

**ACADEMIC UNIT REPRESENTATION:** Faculty membership of the UAC consists of seven faculty members from the College of Liberal Arts and Sciences, two from Seidman College of Business, one from each of the remaining colleges, and one from the Library. Academic unit representatives will vote on issues directly related to assessing academic programs. They will serve in an advisory capacity for issues associated with assessing service units.

**SERVICE UNIT REPRESENTATION:** Service unit membership of the UAC consists of two representatives from the Advising Resource/Advising Council, one from Student Services and one from Academic Services/Information Technology, appointed by the Provost with recommendation from the vice presidents responsible for the preceding groups. An additional at-large representative from any of the above groups or Public Broadcasting, Alumni Relations, or Graduate Studies and Grants Administration will also be appointed by the Provost if desired. Service unit representatives will vote on issues directly related to assessing service units. They will serve in an advisory capacity for issues associated with assessing academic programs.

4/6/07  
Approved

To: Rob Franciosi/ Chair ECS  
From: Pat Parker/Chair FTLC Advisory Committee  
Date: February 23, 2007

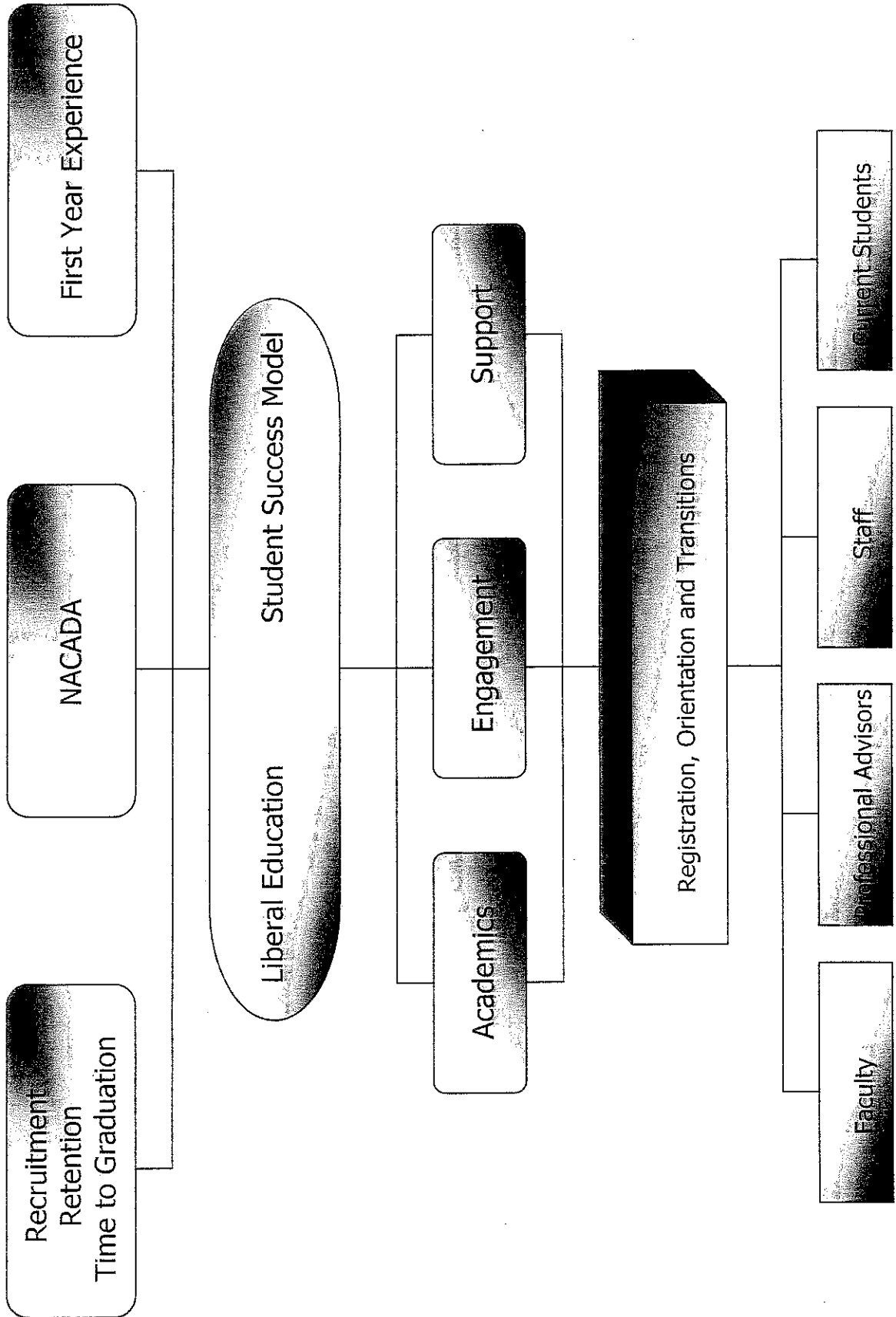
As per your request to review the description of the FTLC Advisory Committee as stated in the faculty handbook, the Committee met and unanimously recommended the following changes to the Faculty Handbook, Section 4, STANDING COMMITTEES OF THE UAS under g} iv} :

1. Deletion of Item H}: Annually evaluate the effectiveness of the Pew FTLC Administrative staff – this no longer should be the function of the Committee.
2. Modification of current item i - replace the word “evaluate” with “review”.  
i} Review annually the effectiveness of the Pew FTLC program activities, and report results to ECS/UAS.

This is our proposal for changes to the handbook regarding the FTLC Advisory Committee. Please let me know if you need additional information or clarification on the above before submitting it to ECS/UAS for review.

4/6/07 VAS  
presented by  
T. Beck

# FRESHMAN ORIENTATION MODEL



# UNIVERSITY ACADEMIC SENATE

Friday, ~~March 2, 2007~~ <sup>4/6</sup>

136 E DeVos

3:00pm - 5:00pm

## Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes - March 2, 2007 *amended*  
*add LINDA Goossen's name*
4. Report from Chair
5. Report from the Provost
6. Report from the Student Senate President
7. New Business
  - Memo from University Counsel regarding Proposition 2 *[motion]*
  - College of Community and Public Service Bylaws *Approved [motion]*
  - College of Interdisciplinary Studies Bylaws *Approved [motion]*
  - • University Assessment Committee (bylaws changes) *sent back*
  - FTLC Advisory Committee (bylaws changes) *Approved*
  - ECS/UAS Leadership (bylaws changes) *Approved*
  - Report on Freshman Orientation (Teresa Beck)

4/6/07

UAS

Approved as amended

Leadership UAS/ECS (revised March 23, 2007 ECS)

**Current Faculty Handbook Language**

2.01.c.iii. Officers: The ECS shall elect the Chair and Vice-Chair of UAS/ECS from its membership. Election of the Chair and Vice-Chair by the newly elected members of ECS is held the last week of winter semester. The Vice-Chair shares governance responsibilities with the Chair and presides over meetings in the absence of the Chair.

**Proposed new language in italics and revisions in red with strike outs**

2.01.c.iii. Officers: The ECS shall elect the Chair and Vice-Chair of UAS/ECS from its membership. Election of the Chair and Vice-Chair by the newly elected members of ECS is held the last week of winter semester. *Candidates for Chair and Vice-chair may be nominated by any member of the ECS. Nominations may be made from the floor.* The Vice-Chair *assists with the* shares governance responsibilities *with of* the Chair and presides over meetings in the absence of the Chair. *If for any reason the Chair is unable to serve a full term, the Vice-chair will become the Chair for the unexpired term. If the Vice-Chair becomes chair, or for any other reason is unable to serve a full term, ECS will nominate and elect one of its members during a regular meeting to serve as Vice-chair for the unexpired term.*