

Grand Valley State University

Executive Committee of the Senate - RETREAT

August 25, 2004

Present: John Bender, Yatin Bhagwat, Jay Cooper, Gayle Davis (ex officio), Rob Franciosi (vice chair), Richard Hall, Paul Leidig, George Lundskow, Kristine Mullendore, Jean Nagelkerk (chair), Karen Novotny, Jonathan Osborn (student), John Peck, Lisa Rigsby, William Rogers, Ellen Schendel

Guests: Cheryl Boudreaux, Susan Carson, Maria Cimitile, Rita Grant, Tom Owens, Paul Stephenson

Agenda Items	Discussion	Action / Decisions
1. Approval of Agenda		The agenda was approved as presented.
2. Approval for Minutes	<p>The minutes of June 1, 2004 were reviewed.</p> <p>The minutes of April 16, 2004 were re-distributed for review.</p>	<p>The minutes of June 1, 2004 were approved, as amended.</p> <p>The minutes of April 16, 2004 were amended.</p>
3. Report of Provost	<p>a) The Provost reported that a retreat was held with the Dean's Council and strategic planning events are being planned.</p> <p>b) The Provost's office will be working with UCC and UAC to streamline the curriculum and assessment processes.</p> <p>c) Freshman applications received are up from last year.</p> <p>d) New initiatives are underway in finalizing the First-Year Experience and the Freshman seminar.</p> <p>e) The Provost's Office is working with the Faculty Teaching & Learning Advisory Committee to review teaching evaluations by students and how these are integrated into the tenure and promotion process within each college.</p> <p>f) The Provost's Office is working with the Deans to communicate the new personnel review schedule to all faculty.</p>	
4. Report of Chair	<p>a) The Chair informed the ECS that the Faculty Handbook will be available solely on-line. Discussion. Some concerns that were identified are: increased difficulty for faculty to meet standards if the standards are not distributed to them; cost of printing has shifted to departments; an option to request and/or purchase a hard copy should be available; there is an increased interest in the</p>	

	<p>handbook due to the reorganization; how will changes be identified; is the site secure; and has advice been sought as to the legality of providing the handbook only on-line.</p> <p>A motion was made to have the university continue to provide all regular faculty with a copy of the Faculty Handbook, excluding forms.</p> <p>b) Faculty Governance News will be published soon and distributed on-line and via the Academic Governance bulletin board.</p> <p>c) If there are any questions about the Personnel Policies for a specific college, the dean should be contacted</p> <p>d) A suggestion was made to have a report of faculty made regularly to the Board of Trustees. A motion was made that a Report of Faculty is included as a regular agenda item at future Board of Trustees meetings.</p> <p>e) The recommended composition of a proposed Campus Life Committee was distributed. Discussion. A motion was made that recommends the creation of a Campus Life Committee and that the committee membership, term, purpose, and reporting structure be approved as a new university governance committee, and adds "one representative from each of the colleges and the library" to the list of representatives. The representatives will be elected from UAS nominations.</p> <p>f) Committee chairpersons are asked to prepare a list of data that are needed on a regular basis and send them to Jean Nagelkerk and Lisa Haight.</p> <p>g) The chair received a memo from the Provost indicating that Ed Baum requests the creation of a Center for Excellence in Science</p>	<p>MOTION: The university will continue to provide all regular faculty with a copy of the Faculty Handbook, excluding forms. APPROVED: Unanimously</p> <p>MOTION: The ECS requests that a Report of Faculty is included as a regular agenda item at future Board of Trustees meetings. APPROVED: Unanimously</p> <p>MOTION: The ECS recommends the creation of a Campus Life Committee and that the committee membership, term, purpose, and reporting structure be approved as a new university governance committee, and adds "one representative from each of the colleges and the library" to the list of representatives. APPROVED: Unanimously</p>
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Education. The chair will meet with the Provost to discuss the proposal since according to the Faculty Handbook, a conversation is needed with the senate chair.

h) The minutes of April 16 were redistributed. A motion was made to amend the minutes (Chair report, item #6) to reflect that the ECS unanimously reaffirmed the Academic Senate position that deans of any rank are not allowed to serve on faculty governance committees.

i) The chair reported that she received an email from Jon Jellema regarding the insertion of the phrase "of any rank" in the bylaws. The chair and vice chair will be meeting with the Provost and let her know that ECS reaffirmed the UAS position of not allowing deans of any rank to serve on faculty governance committees.

A question was raised as to how far "faculty governance" extends; does it extend from university level down through the college and departmental level? ECS feels that faculty governance includes department, college and university levels.

j) The chair reviewed the Strategic Planning Initiatives that were generated at the retreat in June to help set goals for the next 1 year, 5 years and 10 years based on the University's Mission, Vision and Values statement. Some of these initiatives include:

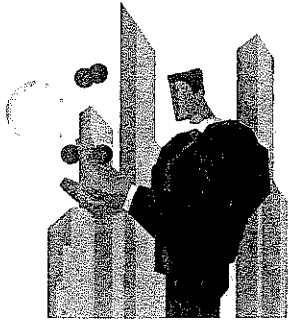
- Personnel process
- Workload
- Faculty Evaluation
- Faculty Space
- Traffic Flow and Traffic Patterns

- Assuring Quality Education [Teaching/Learning Climate]
- Faculty Space
- Class size
- Retention of quality faculty
- Evaluation of Faculty
- Library resources as we grow and develop new programs

MOTION: The minutes of April 16 were amended to reflect that the ECS unanimously reaffirmed the Academic Senate position that deans of any rank are not allowed to serve on faculty governance committees.
APPROVED: Unanimously

Paul Stephenson, chair of the General Education Subcommittee, will contact Andrea Bostrom and Phyllis Gendler regarding Bostrom's representation on the General Education Subcommittee.

	Increasing the number of regular faculty	
5. Report of Student Senate President	a) The Student Senate President announced that a mobile branch of the Secretary of State will be on campus the first two days of class to facilitate voter registration of students.	
6. Report of Standing Committee Chairs	<p>1) The UCC's first meeting will be September 8. The final plans for three biology programs, liberal studies and a prospectus for a Master in Chemistry education will be items addressed. The first two meetings of the month will be for prospecti & final plans; the last two meetings for course proposals. Guidelines for submitting curriculum proposals were distributed; all forms are now on line.</p> <p>2) The UAC will meet on September 13 to develop new assessment goals.</p> <p>3) APSC will need to have a new chair elected.</p>	ECS will review the prospectus for a Master in Chemistry prior to the next meeting.
7. Old Business	None Discussed	
8. New Business	<p>1) Susan Carlson and Tom Owens presented a letter written to President Murray asking him to revisit offering Domestic Partner Benefits at GVSU. This issue will be forwarded to UAS for their response and action.</p> <p>2) FSBC will be looking into whether or not reorganization is budget neutral.</p>	Copies of 13 April 2004 memo will be sent to all ECS members.
9. Adjournment	4:17 pm	



**Retreat for ECS & Standing Committee Chairs
Wednesday, August 25, 2004
201 Kirkhof Center – Allendale Campus**

Noon to 4:00pm
Lunch will be served

1. Welcome and Introduction of Members
2. Review of June 1, 2004 Retreat Minutes
3. Chair Report and Brief Overview
4. Provost Report
5. Student Senate Report
6. Old Business
 - Faculty Forum re: Personnel Process
 - College Personnel Committee Composition
 - charge to FPPC 6/1/04
7. New Business
 - University Governance Committee Task Force
 - UAS agenda item to form task force
 - Intellectual Property Task Force Report
 - to UAS for action
 - Domestic Partner Task Force Report
 - Report from Task Force Membership (3:30pm)
 - Faculty Governance Space
 - UCC's role in Prospectus and Final Plans
 - resource balance in Graduate and Undergraduate programs
 - Research Center, Excellence in Science Education and First Year Experience
 - Campus Kiosk
 - Full Year Faculty Governance
 - Prospectus for a Chemistry Concentration in Education
 - Liberal Studies Final Plan
 - Bioinformatics, BioStatistics & BioTechnology Final Plans
8. ECS/UAS Strategic Planning
 - 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

9. Review of the 2004-2005 Academic Governance Meeting Schedule
 - Review Future ECS Agenda Items

10. Standing Committee Reports
 - a) APSC
 - b) FPPC
 - Report on Developing University Tenure Standards
 - c) FSBC
 - d) UCC
 - e) GES
 - f) FTLCAC
 - g) UAC
 - Status of Self-Assessment and Studies

11. Adjournment

Revised
08/02/04

2004-05 Academic Governance Meeting Schedule
All meetings are from 3:00pm to 5:00pm unless otherwise noted.

	Location	Date	Agenda Items
ECS Retreat	Meadows Clubhouse	06/01/04	Retreat 11:00 to 3:00pm
ECS Retreat	Allendale - 201 KC	08/25/04	Retreat and Strategic Planning - Noon to 4:00pm
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---	---	09/03/04	No meeting
ECS	Allendale - 142 KC	09/10/04	3 Bio Masters/DPBTFR/Planning
UAS	DeVos Center	09/17/04	Update from Pres. Murray / APSC Election/ Intel. Prop.
UAS	Allendale - 250 KC	09/24/04	Faculty Forum 1-3p (204 KC) re: Fac. Personnel Policies / FSBC Recommendations
ECS	DeVos Center	10/01/04	Faculty Forum 1-3p re: Fac. Personnel Policies
ECS	303C DeVos Center	10/08/04	
off	DeVos Center	10/15/04	OFF
UAS	DeVos Center	10/22/04	Personnel Policy Update/FSBC recommendations
ECS	DeVos Center	10/29/04	University Tenure Criteria
UAS	Allendale - 250 KC	11/05/04	Personnel Policy Update
ECS	DeVos Center	11/12/04	
ECS	Allendale - 142 KC	11/19/04	
	Thanksgiving Holiday	11/26/04	
ECS	DeVos Center	12/03/04	
UAS	Allendale - 250 KC	12/10/04	Personnel Policy Update
	Exams	12/17/04	
	Christmas Holiday	12/24/04	
	Christmas Holiday	12/31/04	
	Christmas Holiday	01/07/05	
ECS Retreat	DeVos Center	01/14/05	Retreat - 11:30a to 4pm
ECS	DeVos Center	01/21/05	
UAS	DeVos Center	01/28/05	Personnel Policy Discussion
UAS	DeVos Center	02/04/05	Personnel Policy Discussion
ECS	Allendale - 104 KC	02/11/05	
ECS	DeVos Center	02/18/05	
ECS	Allendale - 142 KC	02/25/05	
off	DeVos Center	03/04/05	OFF
	Spring Break	03/11/05	
ECS	Allendale - 142 KC	03/18/05	
ECS	DeVos Center	03/25/05	
UAS	Allendale - 250 KC	04/01/05	
UAS	DeVos Center	04/08/05	
off - HOLD UAS	Allendale - 250 KC	04/15/05	OFF - Hold UAS
UAS	DeVos Center	04/22/05	???Lunch with Board of Trustees???
	Exams	04/29/05	N/A