

Grand Valley State University

Executive Committee of the Senate

September 10, 2004

Present: John Bender, Yatin Bhagwat, Gayle Davis (ex officio), Rob Franciosi (vice chair), Richard Hall, Bill Hosterman, Jon Jellema (ex officio), George Lundskow, Kristine Mullendore, Jean Nagelkerk (chair), Karen Novotny, John Peck, Lisa Rigsby, William Rogers, Ellen Schendel, Andrew Topper (for Jay Cooper), Kathleen Underwood

Agenda Items	Discussion	Action / Decisions
1. Approval of Agenda	The agenda of September 10, 2004 was reviewed	Approved
2. Minutes approval	The minutes of August 25, 2004 were reviewed.	The minutes of August 25, 2004 were approved as submitted.
3. Report of Chair	<p>a) The Chair and Vice Chair met with Provost Davis to discuss the Faculty Handbook going on line; it was agreed that a hard copy of the front section of the Faculty Handbook and the relevant sections of the University Administrative Manual will be provided to all faculty.</p> <p>b) The first issue of Faculty Governance News for 2004-05 was sent by email to regular faculty.</p> <p>c) The Chair reported that ECS passed a motion that assistant deans, associate deans, or deans of any rank are not eligible to serve on any level of Faculty Governance committees. This motion will be forwarded to UAS for information purposes only.</p>	<p>MOTION: ECS recommends that their motion prohibiting assistant deans, associate deans, or deans of any rank from serving on any level of faculty governance committees (unit, college, or university) is sent to UAS for information only, Approved by Consensus</p>
4. Report of Provost	<p>d) Further discussion on Intellectual Property is on hold pending further discussion with University Counsel</p> <p>a) Provost Davis reported that the start of the school year has gone smoothly and enrollment for the year is at 22,063 with an approximate 3.3% increase in undergraduates. The credit hours have increased by approximately 4.5%. An enrollment chart was circulated.</p>	

	<p>b) GVSU had monies reallocated for the current year with the caveat that tuition for 2005-06 cannot be increased more than 2.4%.</p> <p>c) An email was sent to all faculty letting them know that 072 Kirkhof Center is reserved for faculty and staff Monday through Friday from 11:30am to 1:30pm.</p>	
5. Report of Student Senate President	No Report	
6. Report of Standing Committee Chairs	No Report	
7. Old Business	<p>a) The University Governance Committee Task Force was discussed. A motion was made to charge the University Governance Committee Task Force with reviewing all university governance committees to make recommendations on eliminating or combining committees, to facilitate committee work, to eliminate duplication in committee purpose and responsibility, and to design a mechanism for reporting back activities to ECS/UAS. One member needs to be an ECS/UAS member; there are 4 at-large faculty positions.</p> <p>b) A representative from UAS needs to be selected to serve on APSC.</p> <p>c) A motion was made to request that a Report of Faculty is included as a regular agenda item at future Board of Trustees meetings.</p> <p>d) A recommendation from the Academic Computing Advisory Committee regarding the Campus Kiosk was distributed. A motion was made recommending that the Campus Kiosk is maintained for the 2004-05 Academic Year with a report on updates and usage of this site by the Academic Computing Advisory Committee in one year.</p> <p>e) The Campus Life Committee was discussed. A motion was made recommending 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. It was further recommend to add "one representative from each of the colleges and the</p>	<p>MOTION: ECS charges the University Governance Committee Task Force with reviewing all university governance committees to make recommendations on eliminating or combining committees, to facilitate committee work, to eliminate duplication in committee purpose and responsibility, and to design a mechanism for reporting back activities to ECS/UAS. Approved: Unanimously</p> <p>MOTION: 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: ECS recommends maintaining the Campus Kiosk for the 2004-05 Academic Year with a report on updates and usage of this site by the Academic Computing Advisory Committee in one year. Approved: Unanimously</p> <p>MOTION: 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</p>

	<p>library" to the list of representatives.</p> <p>e) The Domestic Partner Benefit Task Force report was discussed clarifying what action is needed at UAS. The UAS will receive items for their review, discussion and action; the task force will be invited to update and distribute their report at a UAS meeting early in the next semester.</p> <p>f) Further discussion on Strategic Planning and development of Global Issues will be addressed in January at the next retreat</p> <p>g) The topic Workload equity will be addressed in January at the next retreat.</p> <p>h) Final Plans – No Discussion</p>	<p>committee. It further recommends adding "one representative from each of the colleges and the library" to the list of representatives. Approved: Unanimously</p> <p>Scheduled for UAS discussion in January 2005.</p>
<p>8. New Business</p>	<p>a) Faculty Forums are scheduled to discuss the Personnel Process. Some questions to be addressed are: How large the College Personnel committees should be. How is minority representation insured and general diversity concerns addressed? Should deans be ex officio members?</p> <p>Tom Butcher, University Counsel, will attend both Forums and Nannette Reynolds, Senior Advisor to the President, will attend if her schedule permits.</p> <p>b) The Provost and Dean's Council will look at (in)consistencies in personnel processes within the colleges to help develop definite guidelines for tenure.</p> <p>c) Policies and procedures for faculty mentoring graduate students need to be addressed to ease the time constraints of faculty, and develop a mechanism on how to compensate faculty.</p>	<p>Charge the Graduate Council with discussing the procedures and policies for mentoring graduate students, including workload and compensation differences.</p> <p>No Discussion</p>

	<p>d) College Personnel Committee</p> <p>e) The Prospectus for a Masters of Education – Chemistry Concentration was distributed. A motion was made to sending the Prospectus for a Masters of Education – Chemistry Concentration forward to the University Curriculum Committee, the Faculty Salary & Budget Committee and the Graduate Council for their review and recommendation.</p> <p>f) The First Year Experience Committee met one time last year.</p> <p>g) Proposal for the creation of a Center for Excellence in Science Education.</p> <p>f) Strengthening Faculty Governance</p> <p>g) The creation of a Scholarship Center was briefly discussed as a way to focus on and highlight accomplishments of faculty</p> <p>h) The Faculty Governance space needs will be reviewed.</p> <p>i) The recommendation from APSC for Faculty Governance to have input into University Admission Policy was discussed. A motion was made to recommend that APSC provide input into the annual review process of the University Admission Policy.</p> <p>j) Summer Add/Drop Policy (APSC) – No Discussion</p> <p>k) UCC role in prospectus and final plans – No Discussion</p> <p>l) Full-year Faculty Governance – No Discussion</p> <p>Graduate vs. Undergraduate programs</p>	<p>MOTION: The ECS recommends sending the Prospectus for a Masters in Education – Chemistry Concentration forward to the University Curriculum Committee, the Faculty Salary & Budget Committee and the Graduate Council for their review and recommendation. Approved: Unanimously</p> <p>No Discussion</p> <p>No Discussion</p> <p>No Discussion</p> <p>MOTION: ECS recommends that APSC provide input into the annual review process of the University Admission Policy. Approved: Unanimously</p>
9. Ideas for Future Fora		
10. Adjournment	The meeting adjourned at 4:55pm	

Executive Committee of the Senate

September 10, 2004

142 Kirkhof Center

Agenda

1. Approval of Agenda
2. Approval of Minutes - August 25, 2004
3. Report from Chair
4. Report from the Provost
5. Report from the Student Senate President
6. Old Business
 - University Governance Committee Task Force
 - UAS agenda item for 9/17/04
 - Developed a possible Charge based on minutes of 6/1/04: The University Governance Committee Task Force will review all university governance committees to make recommendations on eliminating or combining committees, to facilitate committee work, to eliminate duplication in committee purpose and responsibility, and to design a mechanism for reporting back activities to ECS/UAS.
 - Nominations of task force members by UAS. (A maximum of five representatives will be selected)
 - Election of UAS representative on APSC
 - UAS agenda item 9/17/04
 - Faculty Report at Board of Trustees Meetings
 - MOTION: The ECS requests that a Report of Faculty is included as a regular agenda item at future Board of Trustees meetings.
 - UAS agenda item for 9/17/04
 - Campus Kiosk
 - Need motion for UAS
 - UAS agenda item for information 9/17/04
 - Campus Life Committee
 - MOTION: 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, replacing the Student Life Committee.
 - To UAS on 9/17/04
 - Dean Representation (of any rank) on Faculty Governance Committees
 - Domestic Partner Benefit Task Force
 - Clarification and Organization of materials
 - Move to UAS Agenda 10/22/04
 - Strategic Planning – Global Issues from Retreat
 - Visioning the “next level”
 - Strengthening faculty governance
 - Steps required to enhance the quality of education
 - Improving Faculty/Student Ratio
 - Support of scholarship
 - Evaluation Criteria
 - Faculty Office space and resources when teaching off “home” campus
 - Traffic flow & traffic patterns
 - Workload Equity
 - Release-Time equity and Accountability
 - Final Plans in Process
 - Department of Liberal Studies (# 3711)
 - At UCC stage
 - Master in Bioinformatics (# 4016)
 - At UCC stage
 - Master in Biostatistics (# 4017)
 - At UCC stage
 - Master in Biotechnology (# 4018)
 - At UCC stage
 - Faculty Handbook On-Line
7. New Business
 - Faculty Forum regarding Personnel Process

- 9/24/04; 1:00pm to 3:00pm in 204 Kirkhof Center
- 10/1/04; 1:00pm to 3:00pm in Loosemore Auditorium, DeVos Center
- Faculty Forum Format
 - Agenda items
 - Tenure status needed to serve on College Personnel Committees
 - Composition of College Personnel Committees
 - Dean's Role in the Personnel Process
 - Minority Representation
 - Consistency of personnel policies across colleges
 - Other Issues
- College Personnel Committee Composition
 - Charge to FPPC on 6/1/04
- Prospectus for a Masters of Education (Chemistry Concentration)
- First Year Experience Committee
- Center for Excellence in Science Education
- Strengthening Faculty Governance
 - Have Committee Chairs attend UAS to present their committee's decisions
 - Have ECS send reports back to committee for clarification rather than re-writing them
 - Invite proposers to ECS/UAS deliberations
 - Request necessary data for committee discussions from Administration
 - Use of Committee or Task Force to clarify Senate questions
 - Design a reporting back mechanism
- Targets for Increasing the Share of Regular Faculty

"The Winter 2003 Registrar's Report calculates that GVSU has 17,534 FYE students (2,132 graduate) and 812.61 FYE faculty (on a 12 contact hour basis) for an overall student-faculty ratio of 21.58. This ratio is slightly worse than the 20.6 ratio mandated in the handbook (III.B). In order to achieve this mandated ratio, we needed 851 FYE faculty on the basis of teaching 12-hour loads. According to the Provost's faculty count report of 28 January 2003, we have 592 regular faculty and 525 non-tenure track faculty (86 affiliates, 102 visitors, and 337 adjuncts). On a 12 contact hour equivalent basis, seeking 100 percent regular faculty coverage, Grand Valley is short 471.75 professors (1,063.75-592). While we hired an average of 40 faculty a year from 1998 to 2002, around 25 were hired in 2003 and fewer new lines are expected to be available next year. For 75 percent staffing, Grand Valley needs to hire 46.25 professors (12-hour equivalent) or 205.81 (9-hour equivalent). Last year, Thorpe reported lower totals: 32 and 176 respectively. With more students being admitted and fewer regular faculty hired, the gap will worsen next year. Finally, note that the hiring needed to achieve the 75 percent goal just for undergraduate sections requires slightly different data than that provided by the Registrar." (From the "Status of Business, Regular Faculty Goals, ECS/UAS, April 3, 2002).

 - Forward information to FSBC?
- Scholarship Center
- Faculty Governance Space
- APSC input into University Admission Policy
 - APSC recommends that Academic Governance provide input in the annual review process of the University Admission Policy. APSC recommends that governance request a draft of the University Admissions Policy for review by governance, before the completion of the annual review of the admissions policy in June of each academic year. APSC recommends that ECS forward this draft policy to APSC for review, and APSC will return its recommendations to ECS on the draft policy.
- Summer Add/Drop Policy (APSC)
- UCC role in prospectus and final plans
 - Resource Balance in graduate/undergraduate programs
- Full year faculty governance

8. Ideas for Future Fora

- Workload equity and enlarging regular faculty

- The "Next Level": What is it?