

# Grand Valley State University

## Executive Committee of the Senate

### September 22, 2006

**PRESENT:** David Bair, John Bender, Yatin Bhagwat, Melissa Flores (student), Frank Foster (student), Rob Franciosi (Chair), Joseph Godwin (ex officio), Rita Grant, Robert Hendersen, Jean Martin, David McGee (for Kathleen Underwood), Kristine Mullendore (Vice Chair), Jean Nagelkerk (ex officio), Karen Novotny, John Peck, Ellen Schendel, Robert Schoofs, Jeroen Wagendorp

**GUESTS:** Kyleene Dalton-Koons (Graduate Assistant), Julie Guevara (Assessment and Accreditation Officer), Gary Stark (Assoc. Dean, College of Liberal Arts & Sciences), Jane Toot (Dean, College of Health Professions)

Agenda Items	Discussion	Action/Decisions
1. Approval of Agenda	The agenda of September 22, 2006 was reviewed.	The agenda of September 22, 2006 was approved as amended.
2. Minutes approval	There were no minutes for discussion	
3. Report of Chair	<p>a) The Chair and Vice Chair met with Provost Davis on September 20, 2006. Their meeting focused on a discussion on the individual faculty workload planning process. There seems to be a need to provide information to all faculty on the history of the development of the workload policy. As result of this discussion, the Chair will prepare a memo with input from ECS and the Vice Chair explaining both the process used in developing the policy that was adopted by UAS on April 14, 2006 but not approved by Provost Davis as she outlined in her memo shared with UAS of April 21, 2006.</p> <p>The memo of the Chair and the Provost will be posted to the governance website.</p> <p>The Chair outlined the options available to complete the work of developing a written statement of the individual faculty workload policy for inclusion in the Faculty Handbook.</p> <p>Options are to 1) take no action as the policy can be implemented</p>	The memo of the Chair and the Provost will be posted to the faculty governance website.

	<p>under the present FH language. 2) to remove the material not supported by the Provost regarding course load, 3) to rewrite the document keeping the main points of FPPC</p> <p>b) In addition, the Annis Water Research Institute proposal for a research faculty rank has not been resolved. Jean Nagelkerk and the Chair will meet with the director, Alan Steinman, to determine what action, if any, needs to be taken on their proposal.</p> <p>c) The Chair noted that the discussion on the Turnitin software was truncated by time constraints. A more in-depth review should occur after Information Technology reports on its use for this term.</p> <p>d) The chair met with the College of Interdisciplinary Studies (CoIS) leadership regarding the need to develop a governance structure. Questions raised in that discussion included how affiliate faculty can be used for that purpose within CoIS and the need to identify what interests are being represented by faculty members with joint appointments when they serve on governance committees.</p>	
<p>4. Report of Provost</p>	<p>a) In the Provost's absence, Jean Nagelkerk reported that dean, unit head or designee training on individual faculty workload is scheduled for Thursday, September 25 from 1:00pm to 3:00pm and two times in October.</p> <p>b) The NCA site visit to the College of Education to review their Specialist in Education degree program went well. They indicated that major progress had been made on strategic planning and reward systems.</p> <p>c) Responding to a question by an ECS member, Jean Nagelkerk assured the committee that Provost Davis strongly supports more Tenure/Tenure-Track lines and will continue to do so as they begin creating the budget for 2007-08, while also being concerned about not raising tuition.</p>	
<p>5. Report of Student Senate</p>	<p>a) A mobile unit of the Secretary of State will be at the Pew campus to register students to vote.</p> <p>b) The "Battle of the Valleys" fundraiser charity beneficiary is Burton Middle School Library.</p> <p>c) Nine GVSU student representatives will be attending a student government conference at Michigan Technological University over the upcoming weekend.</p>	

6. New Business

Julie Guevara reported on the NCA Accreditation process. A steering committee was appointed in January and has met twice a month reviewing NCA criteria and identifying sources of information.

Six subcommittees were established; five will address their assigned criterion, and the sixth will look at the five challenges identified in the NCA report from their visit to GVSU in 1999. Ellen Schendel is the representative for ECS. It is their intention to have a draft report for faculty review and comment by the end of Winter semester. Further information can be found at [www.gvsu.edu/ncaselfstudy](http://www.gvsu.edu/ncaselfstudy)

Dr. Robert Appleson, our NCA liaison, will be on campus on October 5, 2006. There will be an open meeting from 1:00p to 3:00p in the Grand River Room of Kirkhof Center to give feedback on the self-study process so far. Dr. Appleson will also be meeting with other people throughout the day including the University Assessment Committee Chair and Vice Chair.

b) It was noted that the Prospectus and Final Plan documents on streamlining the process will be used this year as a basis of discussion for whatever committee is assigned to handle this.

c) The Student Senate resolution shared at the 9/15/06 meeting was not acted on at that time. The Chair asked for any motions regarding their resolution.

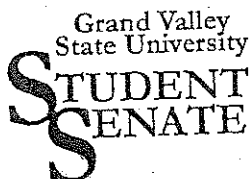
A **MOTION** was made to forward to the Student Senate resolution to the University Academic Senate for their action.

d) The bylaws for the College of Health Professions governance structure that were distributed before the meeting were discussed. In this discussion several questions were raised. It was noted that there was no indication that the college faculty had voted to approve these bylaws. Questions regarding its use of faculty other than Tenure/Tenure-Track in the process were raised in addition to

**MOTION:** The Executive Committee of the Senate will forward the Student Senate Resolution regarding gender identity and expression to the University Academic Senate for their action.

**Approved: 12 Yes; 3 No**

	<p>other questions regarding the clarity of the structure it created. The bylaws were referred back to the college for revision and faculty vote.</p> <p>When the bylaws return for ECS consideration, there needs to be documentation of a vote of approval by the faculty included.</p> <p>e) The proposed revisions to the Faculty Handbook language amendments referred back to the Executive Committee of the Senate by the University Academic Senate at its September 8, 2006 meeting, which had been distributed earlier, were discussed.</p> <p>The ECS members, after some editorial corrections, agreed on language to send to UAS for action on October 6, 2006. Some additional points were also discussed that were raised by UAS members after the last UAS meeting. ECS did not endorse these changes; however, it was agreed that the request for changes should be shared with UAS at their next meeting.</p> <p>It was noted that there is a document regarding governance processes created in prior years, and it was suggested that that document be updated and shared with UAS members.</p>		
8. Adjournment	The meeting adjourned at 5:03	The prior document regarding governance processes will be reviewed, updated and shared with UAS members.	



Resolution Number:	F-06-01	Sponsored By:	VP Puscas <i>[Signature]</i>
Introduced On:	August 31, 2006		
Voted On:	9-14-06		
Result:	Passes		
Vote Count:	Consent		

**A RESOLUTION TO:** Include gender identity and gender expression to the non-discrimination policies of Grand Valley State University.

- Whereas,** The public universities in the state of Michigan are committed to a policy of equal opportunity for all persons; and,
- Whereas,** 'Gender identity' is defined as an inner sense of being male or female and masculine or feminine, while 'gender expression' is defined as how people manifest that through how they look, act or dress<sup>1</sup>; and,
- Whereas,** Gender identity and gender expression are currently not protected under the blanket of equal opportunity in the non-discrimination policies of many public Michigan universities, and are currently vulnerable to discrimination, harassment, and violence; and,
- Whereas,** As of June 17<sup>th</sup> 2006, 67 colleges and universities, including institutions such as Brown University, Cornell University, Dartmouth University, Harvard University, Johns Hopkins University, the University of Pennsylvania, and Princeton University, along with Michigan institutions such as Kalamazoo College, the University of Michigan, and Western Michigan University have responded to student voice and concern by adding gender identity and/or gender expression to their non-discrimination policies<sup>2</sup>; and,
- Whereas,** Many major employers across the country have adopted transgender non-discrimination policies, including Michigan companies such as Ford Motor Co., Daimler Chrysler Corp., Border Group Inc., and Dow Chemical Co.<sup>3</sup>; and,
- Whereas,** The United States Court of Appeals for the Sixth Circuit has ruled<sup>4</sup> that in accordance with the protections guaranteed by Title VII of the Civil Rights Act of 1964, gender identity and gender expression should be protected under the definition of 'sex'; and,
- Whereas,** The Association of Michigan Universities has a standing resolution<sup>5</sup> to support and encourage the inclusion of gender identity and gender expression to the non-discrimination policies of public Michigan universities; and,
- Whereas,** No individual should have to compromise his or her identity in order to participate fully in campus life; and,
- Whereas,** The acknowledgment and protection of transgender individuals will help to create a more inclusive, diverse, and safe environment; therefore, let it be

<sup>1</sup> Gender Public Advocacy Coalition

<sup>2</sup> GENIUS Index

<sup>3</sup> HRC Corporate Equity Index

<sup>4</sup> Smith vs. Salem, Ohio (2004)

<sup>5</sup> Resolution 2006-007

**GRAND VALLEY STATE UNIVERSITY**  
**COLLEGE OF HEALTH PROFESSIONS**  
**COLLEGE GOVERNANCE POLICIES**

1. Executive Council

- a. Charge: The Executive Council serves to advise the Dean on matters of academic planning, leadership, instruction, administration, and matters of concern to the faculty. The Executive Council serves as a forum for policy debate and discussion. The Executive Council will make recommendations to the Dean relevant to financial matters, strategic planning, personnel evaluation, and overall administration of the College.
- b. Membership: Executive Council shall be chaired by the Dean, and be comprised of the Dean, Program Directors, the Chair of the Faculty Council (ex-officio), and others as identified by the Dean.
- c. Minutes: Minutes of the meeting will be available for review by the College of Health Professions faculty.

2. Curriculum Committee

- a. Charge: To review and recommend new courses, course changes, program changes, and general education courses, as well as proposed new programs and program self-evaluations. To identify common educational objectives of the Programs within the College and to facilitate interdisciplinary education among the various programs within the College and University.
- b. Membership: Program representatives may be tenured or non-tenured faculty. Small programs may have other College faculty. At the Dean's discretion, additional members may be appointed as necessary to assist in the timely review of all College curricular proposals. Formal approval by the Curriculum Committee with the signature of the Chair is required before College curriculum proposals can be forwarded to the University Curriculum Committee.
- c. Election: Five members of the College faculty shall be elected to two year terms on a staggered basis.

3. Personnel Committee

- a. Charge: To review and recommend to the Dean on all recommendations from the Programs for promotion, tenure, contract renewal, and the process of faculty evaluations. To recommend

to the Dean on unit-approved sabbatical leaves. Duties of the Committee are those prescribed in the Faculty Handbook.

b. Membership: The makeup of the Committee shall be five tenured faculty members, three from outside the College and two from within the College from different Programs. No more than two (2) voting faculty members may be from the same school/department/program in the college as the candidate. At least one person of each gender and one minority person must be a part of the composition of each college/library personnel committee. The Dean serves as ex officio. The personnel committee in the College of Health Professions will be composed of a majority of committee members elected by the College faculty from a slate provided by the Provost from appropriate disciplines to be determined by the Provost in consultation with the Dean of the College.

c. Election: Members shall be elected to three year terms by closed ballot by all faculty. Members of the Committee shall elect their own Chair at the beginning of the academic year. Elections shall be held at the last meeting of the academic year. No member shall serve more than 2 terms (6 years).

#### 4. Ad Hoc Committees

a. Charge: To carry out specific, short-range assignments; such committees shall report recommendations and/or findings to the Dean and Faculty Council, and upon request, to interested parties. Additional duties will be determined by the established Ad Hoc Committee or Dean.

b. Membership: Membership is temporary and service is on an as needed basis. The Dean or Dean's designee shall be an ex-officio member of all Ad Hoc College committees. The Dean shall appoint members to the Ad Hoc College Committees. Tenure of the ad hoc committees will be limited to six months and subject to be renewal, if the Dean wishes to extend the ad hoc committees deadlines for completion of their business.

#### 5. Governance Policies Committee

a. Charge: To review proposed changes to the Policies and Procedures. To present to the Dean proposed Policy and Procedure changes as recommended by the Faculty Council and voted on by the faculty. To take approved changes in the Policy and Procedures to the University Council. To incorporate any approved Policy and Procedures changes into the current Policy and Procedures Manual and distribute.

b. Membership: The Committee will be made up of three members appointed by the Dean to staggered two year terms. There cannot be more than one member from any Program. Changes in the Policies and Procedures shall be reviewed and approved by a member of the University counsel.

## 6. Faculty Council

a. Charge: To serve as the chief faculty organization of the College; to assist in carrying out the College mission; to support faculty development and mentoring; to review standing committee reports; to make recommendations to the Dean; and to represent faculty interests and concerns to the Dean.

b. Membership: Each Program of the College of Health Professions shall elect a member of its faculty to serve on the Faculty Council for a term not to exceed three (3) years. Programs too small to have sufficient faculty may have other College faculty, or with the consent of the Dean, provide other personnel, such as adjunct faculty, to represent them. The membership of the Council shall elect, by a simple majority of the Council membership, a Chair who will serve a one (1) year term. Chairs of standing committees shall be members of the Council. Membership shall include regular (tenured and tenure track) and special title series (e.g., clinical faculty) as necessary to meet the needs and interests of the College of Health Professions. The Dean or Dean's Designee serves as an ex-officio, non-voting, member.

## 7. Faculty Meetings

a. Charge: To be a forum for information, discussion of major issues, and when necessary, formal resolutions to the Dean; to be called at least once each semester to receive reports from the committees and from the Dean; to be called into special session by the Dean or executive council.

b. Membership: All faculty on at least one-half time annual appointment in the College, including visiting and one-year appointments, are invited to attend faculty meetings; to be chaired by the Dean.

## 8. College Personnel:

Program Directors shall report to the Dean or the Dean's designee. Each Program Director shall be a member of the Executive Council. Program Director selection, responsibilities and review will be in accordance with Faculty Handbook and University guidelines.

Faculty Defined: For the purposes of voting and membership on college governance committees, faculty membership is defined as all faculty on regular and contract appointment in the college. It does not include visiting or adjunct appointments.



Dear Rob,

Following discussion by the voluntary Task Force on Prospectus and Final Plan as well as by ECS, this email outlines a pathway for plan development that integrates prospectus and final plan into one. The steps may be as follows:

1. A full plan would be developed by a unit writer with full interaction with: Dean, Library representative, Information Technology representative, College Curriculum Committee and as many additional people as needed to produce a plan (what we have been calling a final plan). Early-on, the Dean would engage in discussion with the Provost and others, as needed, to discern initial receptivity for the plan.
2. At an appropriate time, the Dean would send the written plan to, and request feedback from, consultant readers. Suggested readers are delegates from the following: Provost's office, FSBC, UCC, ECS and, as appropriate, GCC, General Education and Deans Council. These readers would help further develop the plan via collegial dialogue, as well as become expert resources for the review by their respective governance body in steps 3, 4 and 5.
3. After editing, revision and polishing, the plan would move directly to FSBC and UCC or their delegated bodies. These bodies would invite the writer and college representatives to be present during deliberations so that clarifications and negotiated changes would be expedited. Each governance body also would have the benefit of one of their members having been a reader at step 2. Should FSBC and UCC come to different conclusions regarding the plan, a Joint Committee of FSBC and UCC may be instituted to iron out differences, so that a unified recommendation could be made to ECS.
4. ECS would invite the writer and college representatives to be present during deliberations so that clarifications and negotiated changes would be expedited. ECS also would have the benefit of one of their members having been a reader at step 2. ECS would send a recommendation to UAS.
5. UAS would invite the writer and college representatives to be present during deliberations so that clarifications and negotiated changes would be expedited. A recommendation would be made to the Provost.
6. At this juncture, the Provost would have a detailed plan and a governance recommendation. The Provost also would have the benefit of having had discussion with the Dean at step 1, a Provost's Office reader and input at step 2, and participated in discussion at steps 4 and 5.

Undoubtedly, others will be able to improve this draft. I am available to chat.

With regards,  
John Peck

March 19, 2006

Dear All,

I appreciate the discussion going on about how to streamline the prospectus/final plan process. I don't want us to lose sight of the checks and balances built into that are part of the idea of the current system. As I indicate below there are potentially hundreds of good academic ideas for new majors, minors, etc. The University cannot implement every good idea – we are not all things to all people. Decisions will be contingent ones based on where the University is at a particular time.

We need to remember that this process has worked in the past to make sure that proposers and the University does not spend time on inappropriate proposals. For example, mortuary science, an equestrian program, the proposal for a junior-college level branch of the University, the PharmD program, a major in theology and several other proposals have been halted at various steps in the process, particular at the prospectus level because they were not in the best interest of the University, for different reasons, at the time they were proposed. The M.S. in Psychology was approved but not implemented because of cost considerations.

However I think we can streamline the system and institute a timeline that allows authors to see that their proposals are evaluated in a timely fashion.

#### Prospectus

We do not want to lose the idea that the prospectus review is designed to stop the process at an early stage so that proposers do not waste time and energy on proposals that are not suitable. This is a difficult decision making step because we will receive many good ideas – but not all good ideas are either implementable or suitable for the University at a particular point in time.

I would propose that prospecti be limited to two pages which addresses the following items:

What is the academic merit of the proposed change? (This includes the academic merit of the program itself as well as how it serves the GVSU student population).

What is the projected financial cost of the proposed change? (We will note that if the Final Plan radically departs from this estimated cost the process will stop and the authors instructed to resubmit a prospectus for the next cycle – in other words there is a penalty for deliberately underestimating costs.)

How does the proposal fit with the current direction of the University? (Instead of asking how does it fit with the mission – everything can be construed with the mission.) The strategic planning committee for the University along with new assessment program can provide direction. The theology major failed this test at the time it was proposed.

While prospecti can be reviewed as they come in, the final recommendation will be on the group of prospecti submitted. This ensures that we understand the total potential impact going forward. The committee can, if they desire, as for revision to a prospectus. However this should not be done in the case of poorly drafted documents. Revisions must still fall within the two page limit.

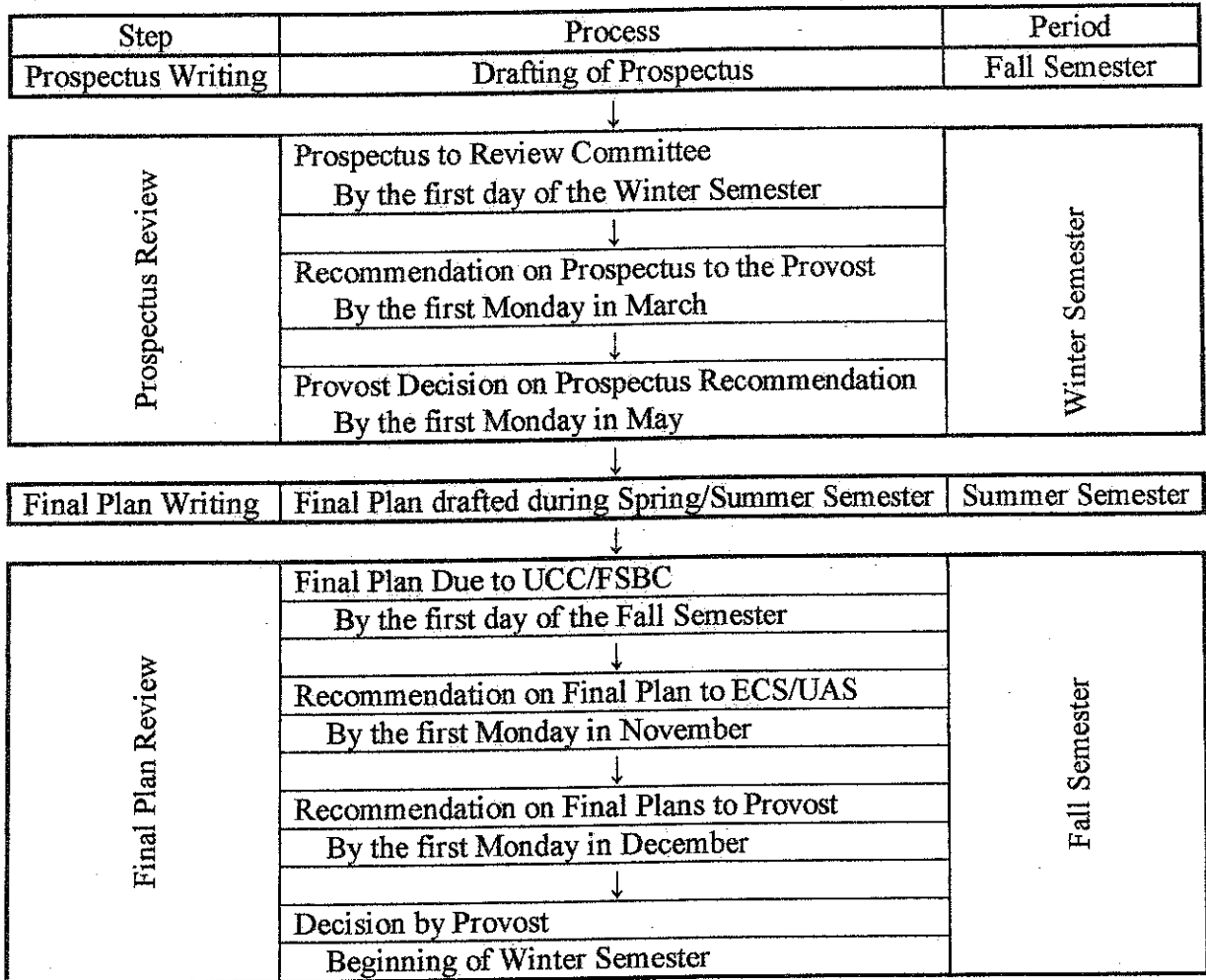
Prospecti will be reviewed by a committee composed of a member of ECS, a member of UCC, a member of FSBC, and a member of the Provost's office. A majority vote of the total is needed for this means 3 of the 4 members must vote in the affirmative. Since UAS will delegate authority to this committee (like it does to UCC) there is no review of the decision – however the prospectus can be resubmitted the next cycle if desired. Meetings of this Committee take place in the absence of visitors – the committee has the opportunity to ask for revisions and our faculty should be able to write a clear two page proposal. The requirement for the Provost's representative to vote is important – as in the past we need an indication early on that the administration sees the proposal as viable or not. The mortuary science proposal failed this step at the time it was proposed.

#### Final Plan

After approval by the Provost a final plan is written and submitted in the Fall to UCC and FSBC. These two committees will review the final plan and can ask for revisions if they wish. The recommendation from UCC and FSBC will be on the package of final plans so that it includes a consideration of the cumulative impact of the plans. ECS will consider the final plan recommendation and make a recommendation on the package of final plans to the Provost. While authors of the plans may be present during the discussion of the package to provide information, the final discussion and vote will take place in the absence of visitors. Note that ECS acts for the Senate in this matter and a Senate vote is not required (although the normal bylaws apply – the Senate can if it desires bring the matter up if they wish by not approving the actions of ECS). We might also consider requiring a 2/3 or 3/4 vote to override the recommendation of the subcommittees – if they are doing their jobs well ECS should not normally need to redo the process.

## Timeline and Process

To be most effective new plans need to be approved before the Christmas break since budget modeling for the next year begins in the Fall semester. We also need to allow time (if possible) for revisions to final plans. We also need to be able to evaluate all submissions for a year at one time so that we understand the cumulative impact of our recommendations. Therefore a possible timeline could look like the one below. This ensures that all action occurs within a year cycle.






Office of the Provost  
24 Zumberge Library  
Gayle R. Davis, Acting President  
Provost and Vice President for  
Academic Affairs

MEMORANDUM

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**TO:** Rob Franciosi, Chair, Executive Committee of the Senate and  
University Academic Senate

**FROM:** Gayle R. Davis, Acting President  
Provost and Vice President for Academic Affairs 

**SUBJECT:** Faculty Salary Adjustment Recommendation

**DATE:** July 12, 2006

**C:** Larry Burns, Chair, Faculty Salary and Budget Committee  
Joe Godwin, Interim Associate Vice President for Academic Affairs  
Scott Richardson, Associate Vice President for Human Resources

I received your memo in which you forwarded the March 27, 2006 recommendation of the University Academic Senate approving changes to the Faculty Salary Adjustment section (5.02) of the Faculty Handbook. I support the "Range of Salary Adjustments" to better reflect differences between the salary categories and the change of language from "Special Salary Adjustments" to "Exemplary Performance". These recommendations were implemented in the 2006-2007 Faculty Salary Adjustment Process and the new "Faculty Salary Adjustment Program" language has been placed in the Faculty Handbook.