

Grand Valley State University / Kirkhof College of Nursing

Affiliate Faculty Advisory Committee (AFAC)

Chair – Natalie Armstrong (CLAS-Physics)

Meeting 5: Friday, April 28, 2017, 7:30 AM - 9:00 AM, Seidman RM 3001

Those present: Ed Aboufadel, Office of the Provost (ex officio), Marcia Frobish, Senior Affiliate (CLAS-Math), Eric Hoogstra, Affiliate (SCB-Finance), Ingrid Johnson, Affiliate (CLAS), Jolanta Lanier, Affiliate (CLAS-BMS), Salvador Lopez-Arias (CCPS), Szymon Machajewski, Affiliate (PEEC), Diane Madush-Pitzer, Senior Affiliate (BICS-Lib, Religious Studies), Chris Pung, Regular (PCEC), Terry Stockton, Affiliate (COE), Gerry Terry, Regular & Scribe for AFAC (KCON). Julie White, Senior Affiliate & Vice-Chair of AFAC (CLAS-Writing),

Those Absent: Mandy German, Affiliate, (CHP-PAS), John Lipford, Affiliate (CCPS—HTM), Rodd Lowell, Affiliate (PCEC-CIS), Aaron Lowen, Regular (SCB-Economics), Denise Ludwig, Regular (CHP-SLP), Rachel Peterson, Affiliate (BICS), Linda Pickett, Regular (COE), Mary Ziolkowski, Affiliate (KCON),

Guest: Kristi Cooper, Senior Affiliate (KCON)

Date	Topic / Responsibilities of Committee	Status / Follow-Up / To do
4/28/17	1. Agenda – call to order	Approved.
4/28/17	2. Minutes from 4/14/17	Approved.
4/28/17	3. Report – Chair / N. Armstrong shared a summary of various activities & meetings. UAS – Felix Ngassa (CLAS-CHM) was elected as new Chair of UAS (for a 1 year term). Then N. Armstrong reviewed highlights of various University Committee's End of Year (EOY): FSBC – anticipate increase pay scales for all faculty; FTLC – faculty who teach large class sizes are being surveyed with results anticipated Fall 2017; President Hass – made statement concerning state funding for GVSU and that GVSU continues to be ranked as one of the top universities in terms of quality education in the State of Michigan.	
4/28/17	4. Continued discussion about Affiliate Handbook – lead by N. Armstrong with vigorous discussion and recommendations by AFAC members – DRAFT emailed to AFAC members. Chapter 1. Documentation of Affiliate Expectations, Affiliate Evaluation, and Salary Adjustments Overview: Affiliate expectations are clear and documented in writing; evaluation criteria is clear; means for salary adjustments and notification are clear; deadlines, communication, and identification of accountable persons are clear. These are similar to FAP that is used university-wide for regular (T/TT) faculty. E. Aboufadel stated that ALL colleges will begin using FAP/FAR for regular faculty this Summer 2017. 1.01 Documentation of Affiliate Expectations:	*N. Armstrong to email modification of document to AFAC members. *AFAC committee confirmed agreement on DRAFT with pending modifications. *At next meeting resume DRAFT review at Chapter 2, Section 2.02 Promotion to Senior Affiliate

	<p>A. Teaching and Professional Work – unchanged except for the addition of “in an academic year.”</p> <p>B. “Service (and subsections)” renamed to “Other” which is to include the subsections, Scholarly/Creative Activity, Service; and omit Area of Significant Focus. Discussion ensued about the variance of service as a required/expectation as well as how this may be an expectation for merit or advancement. In addition, there was discussion on how or if service is counted as workload. Lastly, Area of Significant Focus was deemed as not applicable to the Affiliate, therefore omitted.</p> <p>C. Grievance - E. Aboufadel stated that from the Administration point of view, that this should be renamed Complaint. There was discussion concerning the legal difference between “complaint” and “grievance” procedures; however, E. Aboufadel had left the meeting for the Board meeting and was no longer available to add to the discussion. The committee agreed that this item is important and the committee needs to revisit this area of policy/recommendation in the future.</p> <p>1.02 Yearly Reflection of Affiliate Expectations: The recommendation is that this reflection is to be a 1-page narrative that offers protection to the Affiliate during evaluation and offers the opportunity for feedback from the Unit Head/Department Chair/Dean. This reflection can also contribute to decision-making on recommendations for merit.</p> <p>Chapter 2. Contract Renewal and Promotion:</p> <p>2.01 Contract Renewal These items outlined the process and protections for Affiliates and lead to discussion about the variance among colleges – minor modifications were made to these section..</p> <p>2.02 Promotion to Senior Affiliate Faculty - not reviewed by the committee due to time.</p>	
4/28/17	<p>5. Election of Chair 2017-2018</p> <p><u>N. Armstrong</u> has resigned as Chair due to change in employment – Her exceptional service and leadership to the committee was recognized and will be missed.</p> <p>There was a recommendation by committee that Chair should be Affiliate, not Regular faculty – there was an informal agreement by the committee members.</p> <p><u>E. Hoogstra (SCB-Finance)</u> was nominated by N. Armstrong and elected unanimously as Chair.</p>	<p>Motion: That E. Hoogstra be the next Chair of AFAC by G. Terry. Motion seconded by D. Mdush-Pitzer. Approved unanimously.</p>
4/28/17	<p>6. Adjournment @ 9:00AM</p> <p>(FYI: Due to new Chair's needs and teaching assignment, meetings for next year will be held as Seidman/Pew and continue on Friday's 7:30-9am on either the second or third Friday of the month - details to follow – stay tuned).</p>	

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