

**Grand Valley State University**  
 Affiliate Faculty Advisory Committee (AFAC)  
 Meeting 4: Friday, February 10, 2017, 7:00 AM - 9:00 AM, DEV 302E - Conference Room  
 Chair – Natalie Armstrong (CLAS-Physics)

**Those present:** Ed Aboufadel, Office of the Provost (ex officio), Marcia Frobish, Senior Affiliate (CLAS-Math), Mandy German, Affiliate, (CHP-PAS), Ingrid Johnson, Affiliate (CLAS), John Lipford, Affiliate (CCPS—HTM), Rodd Lowell, Affiliate (PCEC-CIS), Aaron Lowen, Regular, (Seidman-Economics), Denise Ludwig, Regular (CHP-SLP), Szymon Machajewski, Affiliate (PEEC), Diane Madush-Pitzer, Senior Affiliate (BICS-Lib, Religious Studies), Rachel Peterson, Affiliate (BICS), 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), Mary Ziolkowski, Affiliate (KCON),

**Those Absent:** Eric Hoogstra, Affiliate (SCB-Finance), Jolanta Lanier, Affiliate (CLAS-BMS), Linda Pickett, Regular (COE)

Date	Topic / Responsibilities of Committee	Status / Follow-Up / To do
2/10/17	. Agenda – call to order	Agenda approved.
2/10/17	1. Discussion and modification of Minutes from January 13, 2017	Minutes approved with modifications.
2/10/17	2. Chair Report/N. Armstrong shared a summary of various activities meetings attended and history of Affiliate position at GVSU (see AFAC Bb site – December 2016 Chair Report <ul style="list-style-type: none"> <li>– <u>UAS</u>: Discussion and Recommendation for centralized and standard language for ALL syllabi concerning Fire, Disability, Emergencies, etc. Final format is yet to be determined for a link or placement in ALL syllabi. Recommendation is awaiting Provost review. <u>Additional comments by E. Aboufadel</u>: Syllabus of Record (SOR) and Course Syllabi are owned by the University. In contrast, Course details/content is owned by faculty. In terms of sharing Syllabi and course detail/content, it is OK. Provost is collecting ALL SORs for compliance with upcoming accreditation.</li> <li>– <u>CLAS – Faculty Development Committee (FDC)</u>: Chair was invited to review role of AFAC and Affiliate issues including: support and encouragement of Affiliate voice to be amplify in CLAS; potential areas of conflict between Affiliate and Tenure/Tenure Track (T/TT) faculty; importance of role of teaching; history of Affiliates at GVSU; Ambiguity/difficulty with contract renewal and performance evaluations; issues and support concerning large student course and how this impacts workload; how and when Affiliate lines convert to T/TT lines; issue of salary disparity versus cost effectiveness between Affiliate and T/TT faculty; and recognition that Tenure/Tenure Track faculty are “heart and soul” of department and that Affiliates “are not trying to takeover.” Reception at FDC was supportive for Affiliates by CLAS Affiliates and T/TT faculty.</li> </ul>	

2/10/17	<p>3. Affiliate Handbook – Outline</p> <p>- (In order to have a productive discussion for this agenda item, PLEASE take some time to review GVSU Faculty Handbook – from Agenda)</p> <p>- E. Aboufadel (video/remote from meeting in Detroit) recommended and supported keeping GVSU Faculty Handbook as is and the development of an independent document, GVSU Affiliate Handbook. Additionally, he recommended carve out time at AFAC meetings for subgroups to work on the document.</p> <p>-Vigorous discussion ensued that identified important areas/themes including: contract renewal, how contracts are modified for need over an academic year, non-teaching responsibilities, governance voice, notification process for workload changes, definition of Affiliate and Senior Affiliate roles, daily schedules, quality of teaching evaluation, faculty activity reports, salary adjustments, leave of absence, evidence-based, best teaching practices, preparation time, student class sizes for level of student (freshman, sophomore, junior, senior), merit awards and impact on salary, benefits/retirement package, attendance to Department/College meetings, community service, disciplinary action &amp; dismissal..</p> <p>-These important areas/themes were narrowed in to 4 areas and subgroups were formed. Then, self-assignment to subgroups occurred.</p>	
2/10/17	<p>4. WORKTIME IN SUBGROUPS – charge by AFAC to review/edit current GVSU Faculty Handbook (F.H.) and Affiliate Provost document.</p> <p>* CLARIFYING ROLE(s): Julie, Chris, Denise, Mandy &amp; Linda</p> <p>* GRIEVENCE (Staff &amp; T/TT): Gerry, John &amp; Szymon</p> <p>* CONTRACT DETAILS (what elements in contract): Terry, Rachel, Aaron, Ingrid</p> <p>* OVERLAP W/CURRENT POLICY: Marcia, Diane, Natalie</p>	<p>Assignments in subgroups occurred. Subgroups to report back to AFAC at next meeting.</p>

Meeting to adjourned @ 9:00am Next meetings: WINTER 2017

Friday, March 17, 2017 (Week 3 of March due to Spring Break), 7:00 AM - 9:00 AM, DEV 302E - Conference Room

Friday, April 14, 2017, 7:00 AM - 9:00 AM, DEV 303C - Founder's Room

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