

UNIVERSITY FACULTY COUNCIL MINUTES – MEETING TEN

February 2, 2005, 3 – 5 p.m.

Tower Room, McKenny Union

104 Pierce Hall Faculty.council@emich.edu 487-0196

- I. Call to order
The meeting was called to order at 3:04 p.m.
- II. Approval of the minutes of January 19, 2005
The minutes were approved with a spelling correction to the name of Alma Wheeler-Smith.
- III. Review of Program Review – Update by Suzanne Hobson
Both Suzanne Hobson and Lidia Lee are on the committee which is analyzing how to conduct Program Review in the future, especially with respect to programs which are accredited by outside agencies.
Daryl Barton will send an evaluation sheet to all faculty in order to evaluate the current process and make recommendations. ***The reason this is critical is that the administration indicates that they have not received information from the faculty about Program Review.***
- IV. Appointments
 - A. University Budget Committee
The President and Vice-President of Faculty Council were appointed. This provides good continuity of information, because both are also on the Divisional Budget Advisory Committee.
 - B. Student Media Board – 2 representatives with 2 year appointments
Paul Majeske and Carol Schlagheck were selected.
 - C. University Parking Committee
There was a request for only three faculty representatives, and these slots were assigned to CAS, CHHS, and COE. It is recommended that a request be made for a representative from COT also.
Sandra Nelson (CHHS) and Maureen McCormack (COE) were appointed.
A representative from CAS still needs to be found. If you are interested, or you know of someone who is interested, please let Daryl Barton know.
- V. Notes from the FC President – Daryl Barton
Enrollment – The Winter enrollment is down, especially in terms of graduate credit hours. This makes the budget problems worse.
Student Government is presenting Congress Visits. In addition, on February 22, students will be visiting the State Capitol to make their concerns about higher education known.
Affirmative Action Audit. Women constituted almost 60% of new hires and almost 51% of the executive groups. African Americans constituted almost 18% (37) of new hires, and two new faculty members are African American. Eight Hispanics were hired. However, women, African Americans, Hispanics, and other minorities are still underutilized.
- VI. General Education Implementation Proposal

The proposal was approved as amended, 23 Yes, 5 No, and 1 Abstention. Daryl Barton will incorporate the suggested changes into the proposal.

These included the following.

- It is important that both the Course Vetting Subcommittee and the Evaluation Subcommittee have a representative from each of the five colleges. This means that on p. 4 and on p. 11, second bullet, it should be made clear that initially one faculty member is elected for one year, two for two-years and two for four years. One of the faculty members on the Evaluation Subcommittee is elected to become the chair. Subsequent appointments are for four years.
- The Vetting Subcommittee and the Evaluation Subcommittee should meet once each semester to discuss and propose changes in outcomes. Beyond this they should meet as needed. All suggested changes should be brought to Faculty Council for discussion and vote.
- The word “outcome” is potentially confusing, because it confuses the goals of the course with how well these goals have been met by the students in the course. In the educational literature, the “objectives” of a course are the goals of the course, and the “outcomes” are a measurement of how well the “objectives” have been met.
- With respect to the Writing Intensive Subcommittee, this committee should work closely not only with the WAC Director, but also with the faculty member organizing the Writing Center.

VII. Proposal by Matt Evett

Matt Evett presented a motion to copy what is done at WCC with respect to computer literacy. FTIACs (First Time In Any College) have to demonstrate competence in basic computer skills, such as online research, and only if they do not pass this tests are they required to take a course in order to learn basic computer skills. It is estimated that approximately 10% of FTIACs will need to take a course. Transfer students who demonstrate that they have met the computer literacy requirement will not have to take the test.

VIII. Guests – John Beaghan & Tony Catner – Facilities Presentation

The points Tony Catner made included the following.

- Planning consists of both short (less than 5 years) and long term durations (between 5 and 20 years).
- Money is saved and facilities work better when there is proactive care rather than just reactive care. For example, having automatic cleaning of pipes has eliminated getting these pipes clogged.
- More detailed work orders have helped figure out what sorts of skilled trades are needed, and they have permitted assignments and reassignments of tasks.
- Checking items before the warranties expire has helped make sure that repairs were made in time.
- Items are prioritized based on Consequences, Need of the item, and Frequency of use.
- For each project, a check is made whether it is better to bid out a project or whether it is better to have it done in-house.

- Use of alarm systems has made it possible to have problems noticed and repaired before they became big problems. There also are now people on night shifts, so that the coverage is much better than before when people had to be called back to campus to take care of a problem.
- Some of the parts are very old, and the technology is out of date. For example, the elevators in Mark Jefferson have magnetic parts, and these attract dirt. The parts are no longer readily available, and it can take as long as four days to locate a part.
- The number of technicians to elevators is far lower than is usual in facilities. Ten or eleven custodians have been laid off, and this means that a great deal of work is not being done.
- Campus is now organized into zones with managers, and this management style is very helpful for making sure that facilities are maintained as well as possible.
- Student help in the physical plant has been replaced by fulltime help, and this has led to much more professional handling of complaints. Please call in your complaints.

IX. Announcements

- The ELEVENTH Faculty Council meeting for the 2004-2005 Academic Year will be held on February 16, 2005, 3 – 5 p.m., in the Tower Room of McKenny Union.
- The ninth Faculty Council Executive Board (FCEB) meeting will be held on February 9, 2005, from 3 to 5 p.m. in the Faculty Council Office, 104 Pierce Hall.
- Please read your e-mail regularly. It is the primary method of communication regarding upcoming Faculty Council meetings and announcements.

X. Adjournment

The meeting adjourned later than 5:10 p.m., and the secretary had to leave to teach her evening class.

Respectfully submitted,
Alida Westman

Present: S. Moeller (ACC); E. Schwartz (ART); M. Coffman (BIOL); T. Brewer (CHEM); S. McCracken (CTA); M. Evett (COSC); S. Erenburg (ECON); S. Krause (ENGL); I. Ahmad (CIS); M. Zinggeler (FLABS); C. Mayda (GEO/GEOL); M. Paciorek (HPHP); K. Chamberlain (HIS/PHIL); D. Silverman (HEALTH SCI); C. Haddad (TECH STUDIES); G. Mitchell (Engin Tech); R. Hill (MGMT); D. Barton (MKT); J. Cohen Jones (MATH); V. Benitez (MUS); S. Nelson (NURS); J. Porter (PHY/AST); E. Martin (PLS); A. Westman (PSY); M. Ziefert (SWK); R. Orrange (SAC); L. Lee (SPED); M. McCormack (TED); S. Norton (WMST).

Ex-Officio: N. Contas (ASSISTANT V.P. OF ACADEMIC SERVICES)

Guests: J. Beaghan (VP – BUSINESS AND FINANCE), T. Catner (ASSOC. VP OF BUSINESS AND FINANCE – FACILITIES); Larry Ward (DIRECTOR OF FACILITY MAINTENANCE), Melinda Ostrander (DIRECTOR OF CUSTODIAL, WASTE MANAGEMENT, MOTOR POOL & GROUNDS SERVICES).

Absent: AFS, L&C, HALLE.