

UNIVERSITY FACULTY COUNCIL MINUTES – MEETING NINE

March 4, 2009, 3 – 5 p.m.

310 Student Center

www.emich.edu/facultycouncil

rlarson@emich.edu

487-0196

I. Call to order

The meeting was called to order at 3:03 p.m.

II. Approval of the Agenda

The agenda was approved unanimously with the addition of a report by Margrit Zinggeler on Continuous Improvement of Administrators and a request that David Crary be prepared to give a Facilities Committee report at each meeting of Faculty Council because of the construction projects.

III. Approval of the Minutes of February 18, 2009

The minutes were approved unanimously.

IV. Continuous Improvement of Administrators – Margrit Zinggeler

Margrit Zinggeler and her committee created a non-adversarial evaluation for regular feedback to administrators above the level of department head in order to provide them with feedback every three years. Susan Moeller, EMU-AAUP president, hopes to create an MOU to have this process implemented.

Evaluation of department heads already is in place, and faculty are urged to provide regular feedback, so that evaluation is not requested only at the time when faculty would like to see a department head removed.

V. Women's and Gender Studies Program – Kate Mehuron

The proposal to permit the program to become a department passed (19-2-1).

VI. Ordering Textbooks for Classes at EMU

- 1. Winter term 09 was very problematic.** The managers and faculty agreed that the book orders for Winter 09 were more problematic than for any other term in anyone's memory. The managers indicated that more faculty ordered their books late, and many students registered late. Overrides make the estimates of the number of books to be ordered wrong. Further, sections were added and bookstore managers are not informed when this happens.
- 2. Steps which can be taken right now**
 - A. Notification when sections are added.** Bob Neely promised to work with the managers to help create direct notification when a new section is added.
 - B. Managers will e-mail a reminder that book orders are due.** Their experience is that e-mail works better with faculty than hard copy.
- 3. Things to keep in mind**
 - A. Winter terms are always more problematic,** because faculty and book suppliers are less available over the holidays.
 - B. When professors make it clear that a book order is going to only one store, this store will make sure to order enough books.**
 - C. Sites for ordering.** www.emutextbooks.com is for the Nebraska bookstores (Ned's, Campus Book & Supply, and Mike's) and www.emich.bkstr.com (www.efollett.com) for Follett's.
 - D. Each store's website indicates the book(s) for each class.** These are: nedsbooks.com, campusbooksupply.com, mikesbookstoreemu.com, emich.bkstr.com (or www.efollett.com).
- 4. Things not likely to happen**

- A. **A point person in each department.** The managers indicated that it helps if someone in a department is a point person who gathers the book orders; however, this is a lot of work.
 - B. **Registration earlier during the Winter term** to give managers more time.
 - C. **Ordering early so bookstores know which books to buy back.** This does not necessarily work, because the managers may get the books from warehouses if they know well-ahead of time, and then the current students may not be able to sell their books back.
5. **Federal mandate: a common site for all book orders at each university.** The bookstores belong to competing corporations. The federal government is mandating that each university create a common book site on which to share book information. The university is the only unified force which can do this. U of M has a site set up already and is about to try it out. Bob Neely indicated that he would make the provost's office responsible for putting together such a website for EMU.
 6. **The managers will return** to Faculty Council in April for further evaluation of the situation and further problem solving.

VII. Continuing Education – Byron Bond

1. **Net Revenue Sharing (current) vs. Program Innovation Fund (proposed)**
Right now EMU uses net revenue sharing with modification. Byron Bond is proposing a Program Innovation Fund in which money is set aside from tuition and fees in order to try new projects. This money is separate, so that if an endeavor does not work out, this does not hurt the department or the General Fund.
2. **The principles of the proposal include** (a) revenue sharing, (b) the establishment of a designated "Program Innovation Fund," (c) a reporting structure which provides transparency, and (d) promoting and extending the offer of creating projects.
3. **Byron Bond is asking for approval in principle and for the right to pilot a program.**
4. **Faculty concerns include** (a) eroding established programs, (b) drawing regular students away from other courses being offered, and (c) the compensation rate.
5. **Discussion pointed out the following considerations**
 - A. **The initial projects should be more conservative,** because there is no buffer to cover the losses.
 - B. **Decisions should be made by the dean, department head, and perhaps the faculty member together,** for example, if a course is not to be offered, because enrollment is low.
 - C. **CE should be thought about as Extended Programs** and not just Continuing Education.
 - D. **Sometimes there are niche courses** which people in a corporation are looking for rather than a degree. For example, sometimes corporations need information about environmental law or accounting.
6. **The motion to work out the details of the proposal in Budget Council and then to bring the proposal back to Faculty Council passed unanimously.** Suggestions for modification include the following.
 - A. **Compensation** should be 10% of salary whether the course is in- or out-of regular work load.
 - B. **New population of students.** The proposal should make clear that it is oriented toward new students rather than divert current students.
 - C. **Regular Spring and Summer courses are not to be included.**

D. Only courses which are off-campus are to be included.

E. Departments maintain ultimate control of the offerings in their subject area.

VIII. Future University Faculty meetings

1. **John Donegan** from the Physical Plant will be at the next meeting
2. **John Lumm** will come to the next meeting thereafter (4/1/09).
3. **The bookstore managers** will return on the second meeting in April (4/15/09).
3. **Nominations and election of officers**
March 18 nominations for the elected positions will be offered, and the election will be held at the first meeting in April.
4. **Facilities Committee report.** David Crary will be prepared to give a report at each meeting.

IX. Search For the Next Provost.

This Friday at 1:30 will be a meeting in 201 Welch Hall with the search firm. There is concern whether a viable pool can be developed before the end of the winter term and whether interviews will be held at a time when faculty are available.

- X. The meeting was adjourned at 5:05 p.m.

Respectfully submitted,
Alida Westman

Present: M. Rahman (ACC); J. Eisenbach (BIO); T. Brewer (CHEM); S. McCracken (CMTA); D. Chou (CIS); D. Crary (ECON); J. Stein (ENGIN TECH); R. Larson (ENG); M. Higbee (HIS/PHIL); S. Levine (HPHP); V. Howells (HEALTH SCI); L. Klopfer (Library); D. Barton (MKT); P. Howard (MATH); L. Isenhour (MGMT); J. R. Smith (MUSIC & DANCE); E. Behringer (PHY/AST); E. Martin (PLS); A. Westman (PSY); R. Orrange (SAC); Lynne Rocklage (SPED); M. Bombyk (SWK); P. Becker (TECH STUDIES); E. Lowenstein (TED); S. Simoes (WGST); M. Zinggeler (WORLD LANGUAGES)

Ex-Officio: Bob Neely (ASSOC PROVOST AND ASSOCIATE VP FOR RESEARCH); K. Mutchler (INTERN IN THE PROVOST'S OFFICE)

Quests: Byron Bond (DEAN OF CE), Kate Mehuron (GRADUATE COORDINATOR IN THE WGST PROGRAM, previously DIRECTOR OF WGST), Tim Brewer (CHAIR OF GRADUATE COUNCIL); Suzanne Grey (LIBRARY); MANAGERS OF THE FOUR BOOKSTORES: John Mihaley from EMU BOOKSTORE (FOLLETT), and from the NEBRASKA BOOKSTORES: Rose Ciucio from NED'S, James Skowronek from CAMPUS BOOK & SUPPLY, Kevin Dole from MIKE'S BOOKSTORE.

Absent: AFS; COSC; GEO/GEOL; L & C; NURS