

UNIVERSITY FACULTY COUNCIL MINUTES – MEETING THREE

October 21, 2009, 3 – 5 p.m.

310 Student Center

www.emich.edu/facultycouncil

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487-0196

I. Call to order

The meeting was called to order at 3:10 p.m.

II. Approval of the Agenda

The agenda was approved unanimously with one modification. President Martin cannot give her report, because her brother is very ill.

III. Approval of the Minutes of October 7, 2009

The minutes were approved with two abstentions (20-0-2).

IV. H1N1 Committee and Policy

A. Matt Evett for Faculty Representative

Daryl Barton moved and Alida Westman seconded a motion that Matt Evett be the faculty representative to the H1N1 ad hoc committee to develop a policy to deal with the H1N1 flu. The motion passed unanimously.

B. Policy

The CDC recommends that individuals who suspect that they have the flu isolate themselves to contain the spread of the flu and that they do not visit a doctor's office unless the disease is sufficiently severe to warrant medical attention. This means that students will not have a medical excuse to show faculty for missing classes, assignments, tests, etc. Further, those who came in contact with the person having the H1N1 flu need to be notified in such a way as to protect the confidentiality of the person with the flu.

Faculty should be pro-student, waive the requirement of a medical excuse, and consider the need for an "I" if the absence is prolonged, perhaps due to sequential illnesses of children.

C. Proposal for Feedback

Once a proposal has been formulated by the committee, Matt Evett will e-mail the proposal to all faculty for feedback to University Faculty Council representatives.

V. Appointments

A. Budget Council

The council is being expanded. As a result, 6 rather than 4 members are to be appointed by University Faculty Council. The bylaws also are being revised. Mark Higbee (CAS) and Phil Smith (COE) are continuing on the council. Mahmud Rahman (COB) and David Clifford (CHHS) are finishing 2-year terms, and both are interested in continuing on the council. In order to ensure staggered terms, a representative from COT is needed for a 1-year term and a representative from CAS for a 2-year term. Further, it is recommended that an alternate for the 6 representatives be chosen from CAS, because it is a much larger college.

B. University Advising Committee

This is a new committee, and the goal is to improve advising at EMU. One member from each college is needed. Elected were Asrat Tessema (COB), Myung Koh (COE), Sandra Saucier (CHHS), and Julie Nims (Library). Still needed is a representative from CAS and from COT.

C. University Research and Sabbatical Leave Committee (URSLC)

A faculty representative from CAS is needed. Representation from the sciences is encouraged.

D. Campus Disabilities Advisory Committee (CDAC)

A faculty representative to this committee is needed.

E. University Judicial Board

The time of the meetings is difficult to predict, because it is determined by the student's schedule. There are many more cases, and the time commitment is considerable. Two faculty members are needed for this board.

It is strongly recommended that a policy defining discrimination be created, so that there is agreement on what constitutes discrimination. Other universities have such policies, but EMU does not, leaving the conceptualization of discrimination very vague.

VI. Request for Input

Representatives should come prepared to the next meeting to vote on the following characteristics of representatives appointed by University Faculty Council to committees, boards, councils, etc.

- 1- Terms are for 2 years, unless there is a good reason to do otherwise, so that people recall who was appointed to what.
- 2- Terms should be staggered.
- 3- Representation should be from each college when possible. If relevant to the task, the library also will be represented, and due to its large size, when appropriate, CAS may have two representatives.
- 4- When a term expires, people may reapply, but it also will be determined whether others are interested.
- 5- If there are regular meeting times, these should be part of the announcement for an appointment. Frequently meeting times are determined at the first meeting based on the times when those present at the meeting can come.
- 6- Chairs of committees should keep in mind that faculty have fixed teaching schedules which restrict their ability to meet at other times.
- 7- Motion: Faculty on 100% administrative (AP) release (so that they are not engaged in the usual faculty activities of teaching, research, etc.) are not eligible to serve as University Faculty Council appointees to committees, boards, committees, etc. However, faculty who are on less than 100% AP release are evaluated as are other faculty members with respect to their qualifications for the appointment. If approved, this information should be added to the bylaws.

VII. Retention: Taking Attendance

There is a pilot project which checks whether taking attendance in first-year classes improves retention. The procedure needs to be improved, because some classes are too large to make taking attendance practical. Card-swipe machines are suggested. Attendance in Honors sections is at maximum even without attendance being taken.

If faculty are to evaluate attendance and grades, it is important that a "don't know" option be added, because faculty may not have enough information to evaluate a student's performance when the evaluation is requested. The Faculty Council Executive Board is asked to compose a motion to request a "don't know" option.

VIII. Status of Mark Jefferson (MJ) and Pray-Harrold (PH) Projects

The new addition to MJ should be done by August of 2010, and by Fall 2010 the first floor of MJ will go offline. A construction manager has been hired for PH and the plans have changed to clearing out all faculty and classes at the same time from May 2010 to August 2011.

It is anticipated that faculty will have most of their offices in the Tower dorms; there is no air-conditioning in these rooms. Small classrooms will be in short supply on campus, and this may mean that the initiatives for first year experiences will be very hard or impossible to schedule.

A preliminary schedule will be made and sent to department heads, and they will need to indicate which classes need to be held in a different place than where they are scheduled due to laboratory space requirements, the need to bring in demonstration materials, etc.

Evening classes will begin at 5:30 unless a department head negotiates a different time based on decreased enrollment if the classes were to begin at this time.

IX. University Photographer, Randall Mascharka

He took a photo of representatives for the University Faculty Council website.

X. Next Meetings

The dates for the Faculty Council meetings are 11/4, 11/18, 12/2, 12/16 if necessary, 1/6/, 1/20, 2/3, 2/17, 3/17, 4/7, 4/21 if necessary, 5/19 (tentative) and 6/16 (tentative).

XI. Adjournment

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,
Alida Westman

Present: R. Woods (AFS); M. Rahman (ACC); D. Pancioli (ART); R. Winning (BIO); D. Chou (CIS); S. McCracken (CMTA); M. Evett (COSC); D. Crary (ECON); J. Texter (ENGIN TECH); C. Mayda (GEO/GEOL); M. Higbee (HIS/PHIL); S. Levine (HPHP); V. Howells (HEALTH SCI); J. Nims (LIBRARY); D. Barton (MKT); J. Jones (MATH); K. Banerji (MGMT); D. Jacobs (PHY/AST); E. Martin (PLS); A. Westman (PSY); R. Orrange (SAC); L. Lee (SPED); C. Haddad (STS); M. Bombyk (SWK); M. Zinggeler (WORLD LANGUAGES)

Ex-Officio: Jack Kay (PROVOST)

Quests: Tim Brewer (CHAIR OF GRADUATE COUNCIL)

Absent: CHEM; ENG; L & C; MUSIC & DANCE; NURS; TED; WGST