

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

**RECOMMENDATION**

**MONTHLY REPORT**  
**FACULTY AFFAIRS COMMITTEE**

**ACTION REQUESTED**

It is requested that the Faculty Affairs Committee Agenda for April 17, 2012 be received and placed on file and the Minutes of the February 21, 2012 meeting be received and placed on file.

**STAFF SUMMARY**

The topic for the April 17, 2012 Faculty Affairs Committee meeting is Technology-enabled Teaching

**FISCAL IMPLICATIONS**

There is no fiscal impact.

**ADMINISTRATIVE RECOMMENDATION**

The proposed action has been reviewed and is recommended for Board approval.

University Executive Officer

Date

**EASTERN MICHIGAN UNIVERSITY**  
**Board of Regents**  
**Faculty Affairs Committee**

April 17, 2012  
1:00 – 1:45 p.m.  
205 Welch Hall

**AGENDA**

**Regular Agenda**

Monthly Report and Minutes (*Regent Parker, Chair*)

**Status Report**

**Discussion:** Technology-enabled Teaching (*Provost Schatzel*)

EASTERN MICHIGAN UNIVERSITY  
BOARD OF REGENTS

**FACULTY AFFAIRS COMMITTEE MINUTES**

February 21, 2012  
1:00-1:45 p.m.  
205 Welch Hall

**Attendees** (seated at tables): D. Barton, E. Behringer, M. Bretting, R. Bullard, J. Carroll, M. Crouch, M. Evett, Regent Fitzsimmons, P. Francis, S. Gray, S. Moeller, Regent Parker (Chair), M. Rahman, U. Reinhardt, Provost and Vice President Schatzel, Regent Sidlik (Vice Chair)

**Guests** (as signed in):, D. deLaski-Smith, A. Dow, L. Findley, G. Frank-Miller, T. Fulton, R. Goffeney, S. Kersey Otto, C. McFarland, D. Mielke, M. Nair, R. Nord, A. Peace, C. Powell, R. Sipe, T. Venner, G. Ward, R. Woody

Regent Parker opened the meeting at 1:00 pm, and welcomed Provost Kim Schatzel to the Faculty Affairs Committee.

Provost Schatzel welcomed everyone to the meeting and introduced the discussion topic – Shared Governance. She thanked Susan Moeller, Matt Evett and James Carroll for their work in the preparation of the meeting topic.

**Discussion: “Shared Governance”**

Susan Moeller began the discussion with a handout: *Shared Governance – Article XIII: Faculty Participation in Governance*. The handout stated the contractual component of Shared Governance, or input. Dr. Moeller explained that the departments and colleges have committees, which provide input to the department heads/school directors and deans. The University has committees whose faculty members are appointed by the Faculty Senate. The faculty senate provides input to the provost. She also explained that breakdowns in the input process are what lead to most grievances.

Dr. Carroll introduced Ulrich Reinhardt-Segawa, Professor, Department of Biology and Margaret Crouch, Professor, Department of History & Philosophy, and their discussion of the faculty governance in the development of a new interdisciplinary program. They discussed the handout – *Faculty Governance and the Development of the Interdisciplinary Environmental Science and Society Program* that illustrated the entire process. This interdisciplinary program is unique in that it is housed in the College of Arts & Sciences Dean’s Office. Ernest Behringer, Professor, Department of Physics & Astronomy, clarified the College Advisory Council’s (CAC) role of providing quality control to the process. Dr. Evett explained that the review by the other colleges is crucial because it allows for a final review of the curriculum and eliminates the creation of duplicate classes. Dr. Longworth added that Course Development and Academic Programming work on student enrollment projections for the new programs. She continued to explain that every new program is required to have an assessment plan as part of its proposal. However, the current assessment plan concentrates on academic the quality of the program and if it is meeting its objectives, not on student enrollment.

Matt Evett, Faculty Senate President, shared the role of the Faculty Senate in Shared Governance. He explained that the Faculty Senate deals with issues that involve more than one college. The faculty senate has two functions: the regular faculty senate meetings, and the appointment of members to committees. He provided the handout – *Committees Appointed by the Senate*, which lists and gives a brief description of the committees. There is an executive board comprised of 10 members that meets regularly and members are assigned committees to oversee. The faculty senate also works on motions, provides input on issues at the request of university committees, and members provide information to their departments.

Dr. Evett introduced Mahmud Rahman, member of the Faculty Senate Executive Board, to discuss the University Budget Council (UBC). The UBC has 24 voting members, eight of which are faculty members. The faculty senate

appoints six faculty members (one from each college and the library); the AAUP appoints two. The committee meets monthly as a whole. Its four subcommittees also meet at least monthly.

### Payroll Update

Provost Schatzel updated the committee on the Winter 2012 payroll situation. Working closely with Business and Finance, she discovered some of the problems in the process. Contributing problems include; the way in which faculty are paid creates a very tight payroll processing timeframe, the payroll process is cumbersome, complex system, and the fluid nature of class enrollments and instructional staffing at the beginning of a semester. Because of these issues, special check runs were performed to pay instructional staff in a timely manner during the first six weeks of the semester.

In addition to the above, an analysis of the late Personnel Action Forms (PAF) was performed to discover if the late PAFs were the result of the beginning of semester fluctuations. Dr. Schatzel shared handouts – *Individuals Affected by Processing WI 12 PAFs* and *Special Checks by College, Department and Date* that showed the results of the PAF analysis. A summary of the analysis revealed there were 290 late PAFs generated by 36 departments that resulted in 163 special checks. Further analysis showed that eight departments generated 65% of the late PAFs and special checks. After factoring in the course add/drop data, the volume of late PAFs and special checks far exceeded what would be expected by the beginning of semester schedule fluctuations. This is the area of the process that needs fixing. Dr. Schatzel is working with the deans to rectify any departmental processing problems and to bring the number of late PAFs to an acceptable level. Dr. Schatzel thanked Business and Finance for their support to enable the special checks and timely payment of the instructional staff.

Dr. Moeller expressed her appreciation on behalf of the faculty to Provost Schatzel for all her effort and diligence in pursuing a solution.

Regent Parker thanked the contributors and those in attendance and adjourned the meeting at 1:46 p.m.

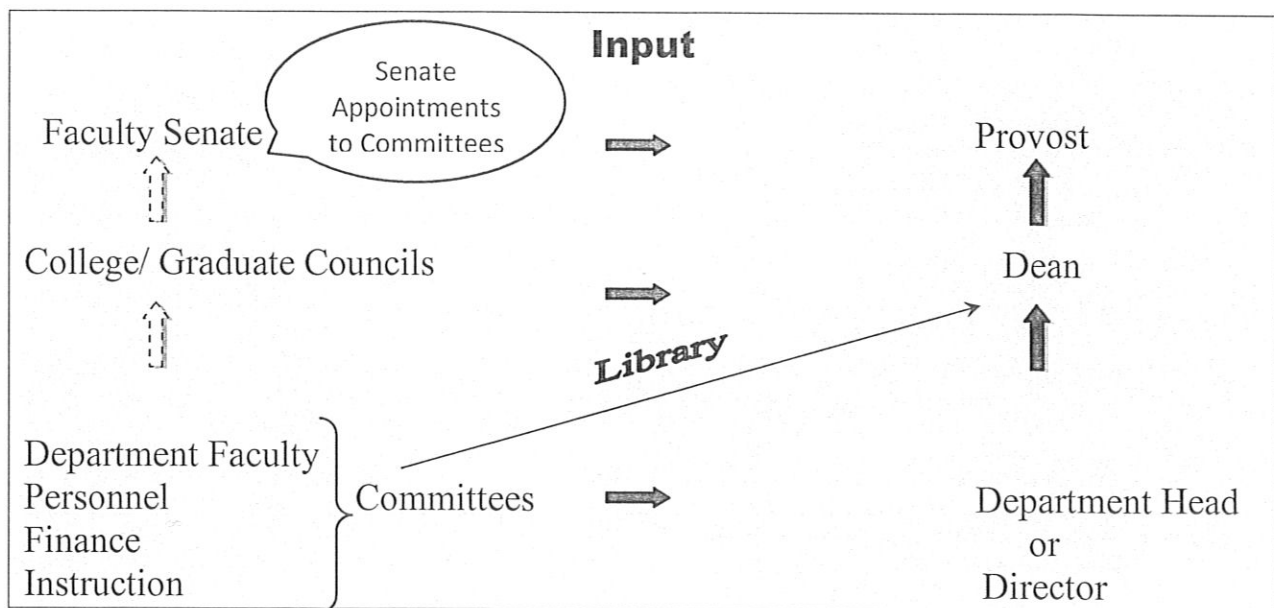
Respectfully submitted,

Robertta Goffeney, Administrative Secretary  
Academic Affairs

**Shared Governance**  
EMU-AAUP/EMU Master Agreement  
Board of Regents Faculty Affairs Committee  
February 21, 2012

**ARTICLE XIII: FACULTY PARTICIPATION IN GOVERNANCE**

371 A. Recognizing the necessity for meaningful Faculty involvement in the area of selection and evaluation of Faculty Members, curriculum development, and utilization of financial resources, the following procedures for the involvement of Faculty shall be used. Fundamentally, what is desirable and intended by the sections that follow is to ensure mindful participation by the Faculty with the ultimate decision-making resting in Eastern Michigan University management, but with an assurance of procedural regularity and fair play. Furthermore, as Faculty Members provide input to those responsible for managing the University, likewise, decisions should be communicated in a timely manner to the Faculty input bodies that provided input.



Faculty Governance and the Development of the  
Interdisciplinary Environmental Science and Society Program,  
Ulrich Reinhardt-Segawa, Biology Margaret Crouch, Philosophy

Date	Milestone
January 2010	<p>*Supported by Tom Venner, CAS Dean (Program Development Initiative), and Bob Neely, Associate Provost, a team was formed to develop an interdisciplinary environmental studies program.</p> <p>*Team: Tom Kovacs (Geology and Geography), Ulrich Reinhardt-Segawa (Biology), Daryl Barton (Marketing)</p>
February 2010	The team invited faculty from across the university to “listening sessions” to discuss the possibility of an interdisciplinary major in environmental studies.
February-March 2010	<p>As a result of the listening sessions, the team came up with a model for the major:</p> <ol style="list-style-type: none"> <li>1. A <b>core</b> of courses that all students take</li> <li>2. Major <b>tracks</b> for concentrations in science, technology or social sciences/humanities.</li> <li>3. <b>“Bridge courses”</b> that bring all the students from the three tracks back together at the 300 and 400 levels.</li> </ol>
March 2010	<p>Faculty invited to meet to decide who will take leadership on the various aspects of the program.</p> <p>*Margaret Crouch is elected chair of the Society track.</p> <p>*Christine Clark is elected chair of the Sciences track</p>
	<pre> graph TD     CC["Common Core Includes several General Education Program courses"]     GT["Green Technology Track (not included in final program proposal)"]     ESC["Environmental Science Concentration Five emphases"]     ESS["Environment and Society Concentration One emphasis"]     BC["Bridging Course &amp; Capstone Experience"]      CC --&gt; GT     CC --&gt; ESC     CC --&gt; ESS     GT --&gt; BC     ESC --&gt; BC     ESS --&gt; BC     </pre>
April 2010	<p>Interested faculty invited to develop the <b>core</b>.</p> <p>At this point that it became clear that the proposal from the College of Technology was incompatible with the model of shared core and concentrations. COT continued developing its own program.</p>

New Courses in the Program	<b>Core:</b> ENVI 105 PHIL 229 <b>Bridge Courses:</b> ENVI 300 Topics in Environmental Science and Society ENVI 405 Capstone Seminar <b>Electives for Society Track</b> HIST 416 American Environmental History
Emphases in the new program	Environmental Science Track: *Environmental Biology, *Environmental Chemistry, *Atmosphere and Climate, *Environmental Geosciences, *Environmental Hydrology
October-November 2010	The proposal for program and new courses was developed and submitted to CAS Advisory Council
January 2011	Program approved by CAS Advisory Council
February 2011	Program sent to other colleges for comment, with a deadline of April 15, 2011.
June 2011	Program approved by the Council of University Presidents.
September 2011	Program was approved by the EMU Regents.
January 2012	*Program accepting majors. So far ten students changed their major to IESS.  *New core courses being offered for the first time: *ENVI 105 Introduction to Environment and Society (39 registered) *PHIL 229 Environmental Ethics (26 students registered)

<b>Committees Appointed by the Senate</b>	<b>AKA</b>
<b>Active</b>	
Academic Calender Committee	
Continuing Education Advisory Committee	CEAC
Distinguished Lecturer Committee	
Budget Council	BC
educational environment facilities and planning committee	EEFC
University Research and Sabbatical Leave	URSLC
Public Safety Oversight Committee	
Transportation and Parking	
university strategic planning committee	
academic affairs strategic planning committee	
Faculty Development Center Advisory Committee	FDCA
eFellows Committee	
Gen Ed Writing Intensive	
General Education Beyond the Classroom	
General Education Vetting committee	
General Education Faculty & Staff Development	
General Education Assessment/Evaluation	
Student Success Council	Retention Council
University Judicial Board	
judicial appeals board	
IT Academic Advisory Committee	
IT Infrastructure Advisory Committee	
IT Non-academic Advisory Committee	
IT Steering Committee	
Intercollegiate Athletics Advisory Comm.	IAAC
Security Advisory and Advocacy Committee	SAAC
Library Advisory Council	LAC
student media board	
Honors Council	
<b>Sometimes Active</b>	
Academic Integrity	
Scheduling Committee	
AQIP	institutional accreditation
Diversity Council	
Evaluation Committee for academic Programming	
Student Intervention Team	
student leadership committee	
Student Recruitment Committee	
University Advising	
IT Portfolio Management Comm.	
University Technology Security Committee	



## Descriptions of committees

### **Violence in the Workplace Committee (2)**

Meets monthly

Purpose: To establish a workplace violence policy applicable to staff, faculty and students. The committee will address how imminent threats of workplace violence and common precursor behaviors (verbal threats, gestures, intimidation, etc.) should be handled and it will also establish an action plan to roll out the workplace violence policy and to increase awareness of the issue to the campus community.

### **Academic Affairs Educational Environment and Facilities Planning Committee (EEFC) (1 from COT)**

Meets monthly

Purpose: Plan, analyze, make recommendations, and/or facilitate issues related to buildings and instructional facilities that house various colleges and offices within the division of Academic Affairs, and to provide input to the Provost and Vice President for Academic Affairs regarding facilities. This committee is mandated by the AAUP/EMU Contract.

### **eFellows Committee (1 from COE and CHHS)**

Meets primarily in the Winter, variable hours

Purpose: Award grants, including collaborative pilot projects, at least semiannually to instructors based upon annual funding. Maintain a campus-wide inventory of instructional technology equipment purchased with eFellows funds. Require eFellows to disseminate learning outcomes through venues appropriate to the purpose of the project. Support awardees throughout the eFellows process from application to dissemination.

### **E-Mail Evaluation Committee**

Meets semi-monthly, starting in February

Purpose: To review the status of EMU's e-mail system, and to recommend a cost-effective, secure, full-featured, highly reliable e-mail solution that facilitates communication and collaboration among students, faculty and staff.

### **Student Success Council (1 from each college, 2 from CAS)**

Meets semi-monthly, Thursdays, 1:30-3:00

Purpose: This was formerly named the "Retention Council". Goal is to formulate policies that will help students succeed academically at Eastern.

### **Institutional Accreditation, Team 1, Helping Students Learn**

Meets monthly or semi-monthly

Purpose: The AQIP Category 1 team will collect information about (1) the programs & processes campus-wide that help students learn, (2) how we (e.g., faculty, staff, and administrators) evaluate those programs & processes, and (3) how we use those evaluative data to make decisions, plan, and improve the programs and

ultimately support students' learning. The team will also review narrative text based on the data that the team has collected.

**Library Advisory Council** (1 from CHHS, 1yr) [Julie Slack, NURS]

The Library Advisory Council brings together faculty and student representatives to discuss library initiatives, visions, collections, and services. The Council is an avenue for faculty and students to have significant input into the formation of library policies. The Council advises Library Administration and serves as a voice within EMU for the needs of the library in supporting the entire campus community.

(Normally these are 3 year terms, but we are initiating a staggered cycle this year)

Appointed Nov. 2011:

CAS-arts, 3yrs, Jesse Kauffman, H&P

CAS-science, 2yrs, Zachary Moore, G&G

COB, 3yrs, Linda Isenhour, MGMT

COE, 2yr, Joe Ramsey, TED

COT, 1yr, James Banfield

CHHS, 1yr, Julie Slack, NURS

**Parking and Transportation Committee**

Informs university policy regarding transportation issues, including topics such as which parking permits cover which lots, location of bus stops, parking fees, and how to limit the environmental impact of transportation needs on campus.

**University Budget Council**

Meets semi-monthly, 10AM Tuesdays

Purpose: Formulates proposals for financial policies and budgets for the university.

Advises the University Chief Financial Officer.

**Academic IT Advisory Committee**

Meets monthly

Purpose: This committee will deal with any and all matters associated with using IT to enhance teaching, learning, or scholarly activities including classroom instructional technologies, e-portfolio products, online collaboration tools, and support services for faculty who are integrating technology into their instructional programs.

**Non-Academic IT Advisory Committee** (2-yr term)

Meets monthly

Purpose: Ensure that EMU's IT initiatives and proposed projects help the University achieve its non-academic goals and objectives. (These include systems such as Banner, Luminis, card-access to doors, etc.)

**IT Infrastructure Advisory Committee** (3-yr term)

Meets monthly

Purpose: The committee will deal with any and all matters associated with wired and wireless networks, network services such as firewalls and directories, and with general-purpose IT equipment (desktops, laptops, servers, printers and software)

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used by individuals in *multiple* units of the University. Discipline-specific IT equipment for teaching, learning, or scholarly activities used by students, faculty, or staff in a single department, school, or college is not in the scope of this committee's work.

**Faculty Development Center Advisory Committee (2-yr term)**

This Eastern Michigan University Committee serves in an advisory capacity to the Faculty Development Center (FDC) on the vision, strategic plans, needs and programming efforts of the Center.

**Continuing Education Advisory Council**

The Continuing Education Advisory Council shall provide recommendations to the Dean of Continuing Education on instructional matters relating to Continuing Education including but not limited to program and course offerings, potential markets and locations, and use of resources.

**Library Advisory Council**

The Library Advisory Council brings together faculty and student representatives to discuss library initiatives, visions, collections, and services, The Council is an avenue for faculty and students to have significant input into the formation of library policies. The Council advises Library Administration and serves as a voice within EMU for the needs of the library in supporting the entire campus community.

**Lecturer's Outstanding Award Review Committee**

Meets in the Fall

This committee will review nominations for annual EMU-FT Lecturer's Outstanding Teaching Awards and forward recommendations to the provost.

**Public Safety Oversight Committee**

By Resolution dated March 25, 1992, the Board of Regents of Eastern Michigan University (EMU) established the EMU PSOC in accordance with Act 120, Michigan Public Laws of 1990. In order for EMU's Board of Regents to continue to grant police powers to EMU Public Safety Officers, the law requires that EMU maintain a PSOC. The purpose of the PSOC is to receive and address grievances by persons against EMU Public Safety Officers and/or EMU's Public Safety Department. After complaint investigation and/or a hearing the PSOC may recommend that disciplinary measures be taken by EMU against an Officer who is found responsible for misconduct in office.

The PSOC is comprised of nine regular members representing the following units: - Two members from EMU Student Government - One member from EMU Residence Hall Association - One member from the EMU Chapter of the American Association of University Professors - One member from the EMU Faculty Senate - One member from the UAW Local 1975 - One member from the UAW Local 1976 - One member from the AFSCME Local 3866 - One member from EMU's Administrative Professional (AP) staff A member of the police officers union and the University Attorney serve as ex-officio members of the PSOC.

While PSOC members and alternates from EMU Student Government and Residence Hall Association serve one year terms, members and alternates from the other groups serve two year terms.

**General Education Course Vetting Subcommittee**

This subcommittee's function is to determine whether a course is to be approved as part of the General Education program. This determination will be based on whether the course meets the outcomes indicated in the *Education for Participation in the Global Community*. Members of the Course Vetting Subcommittee will also offer advice and assistance to faculty members preparing new courses or revising existing courses for inclusion in the General Education program.

**University Research and Sabbatical Leave Committee (URSLC, 1 member from each college, 2 from CAS)**

Charge: 1) Review and rank all applications for Sabbatical Leaves and Research/Creative Activity Fellowships and transmit the findings to the Provost and Executive Vice President who shall review them and make his/her recommendation to the President. 2) Make an annual report containing an account of the operation of the Sabbatical Leave and Research/Creative Activity Fellowship program during the preceding year, and recommendations concerning any matter relevant to the program, a copy of which shall be made available to the AAUP.

This is a contractually mandated committee.

**Judicial Appeals Board (1 from each college, 2 from CAS, 3 year term)**

The Judicial Appeals Board meets to hear appeals to rulings made by the University Judicial Board (which hears and decides upon alleged misconduct by students, determines the level of responsibility of the accused students, and assigns appropriate sanctions to the students if they are found in violation of the Student Conduct Code.) The UJB hearings review cases from a comprehensive level (read statements, police reports, Housing incident reports, questioning, and the process allows for witnesses to participate). The JAB hearings focus only on the grounds for the appeal.

**University Judicial Board**

The University Judicial Board hears and decides upon alleged misconduct by students, determines the level of responsibility of the accused students, and assigns appropriate sanctions to the students if they are found in violation of the Student Conduct Code.

**Student Affairs and Enrollment, Enrollment Target and Budget Forecasting Committee (1)**

Develop enrollment plans that include student profile, recruitment, retention, and graduation rates and will build financial models to support these plans.

**Student Affairs and Enrollment, Recruitment Committee (2-yr term)**

Meets bi-weekly

Purpose: Identify, recruit and enroll a student body that meets the needs of EMU. Identify strategies to create and cultivate interest in the university and its academic programs. Allocate scholarship funds in alignment with student recruitment priorities, with an emphasis on attracting and retaining the university's preferred enrollment mix. Establish strategies to improve identification and recruitment target populations, including demographic shifts and new target markets.

**Student Affairs and Enrollment, Marketing/Branding (2-yr term)**

Meets bi-weekly

Purpose: Adopt a campus-wide coordinated and consistent messaging strategy to support the desired enrollment mix and enrollment targets with prominent name recognition in target markets. Raise awareness and convey a compelling institutional image in the region. Use a communication strategy using different formats to reach students when and where they may be searching for information.