Faculty Advisory Committee Meeting  
November 13, 2015  
11:00 a.m.  
207 NBC  

Minutes  

Members Present: Erica Britt, Janet Haley, Kathleen Levinstein, Lisa Lapeyrouse, Leyla Sanker, Sara McDonnell, Mona Munroe-Younis, Paula Nas, Gary Ashley and Seyed Mehdian  

Seyed Inquired about where the committee was with the survey to the departments discussing tenure and promotion guidelines and how civic engagement can be included. It was suggested that clarification regarding what civic engagement means for the survey. Mona discussed how the Boyer model is embraced on many colleges and universities. Service becomes the fall back and is not connected to the community. Because tenure and promotion is different in each department it is necessary to define what civic engagement is so that this information can be used with the Carnegie Re-Classification. If information is provided by each department, a comparison can be done to the entire campus. Janet discussed the need to draft a document that can be sent to each department requesting what their policy/guidelines are regarding civic engagement and whether it has an impact on tenure and promotion.  

Mona announced that Paula Nas had accepted the position as the new Interim Director for Outreach. It was recommended to invite her to the meeting in December which would be on Friday, December 4th at 1:00 p.m. Starting in January the meetings will return to the regular schedule of the second Thursday of every month.  

Mona discussed the grant application process for the Civic Engagement funding request. She recommended an increase to the Civic Engagement Implementation grant for course support from $800 to $1,000 and to change the time frame for submitting grant requests. The $1,000 is in line with other campus funding per grantee. The total amount of grant funding available for the year is $30,000. Applicants are encouraged to apply prior to the semester start. Applicants can apply for one funding award even if teaching two different sections. Other changes include a statement regarding the wording for the required chart field information. Most faculty are not familiar with chart field codes and will need to ask their budget specialist. Turn-around time is typically two weeks but suggest a change to include a timeframe of a month to allow for the initial review, committee review and notification process. Mona also indicated she would like to add section to the website for frequently asked questions.  

Paula inquired as to the review process and whether it is considered a competitive funding process. Mona indicated there is an evaluation rubric for funding requests. Currently funding is available on a first come, first serve basis. Requests continue to come in throughout the semester
which is an issue. Fund requests typically include funding for transportation, field experiences, printing, speakers, incentives for community participation, etc.

Gary Ashely discussed how best to incorporate faculty and co-curricular and civic engagement activities into the classroom. He reviewed the Alternative Spring Break, Service Saturdays, MyFlint activities and discussed training for students. Currently many faculty are not actively engaged with helping the students with civic engagement. For example, Rushika Patel was able to provide a training to students about diversity and inclusion which had an impact of students.

Discussion ensued regarding sending departments a request for Tenure and Promotion Guidelines being used by the department. It was recommended that Deans could have a presentation at the meeting of the Deans, after which the information can be sent to them. Once the information is received by the Faculty Advisory Committee it can be presented at the Council of Chairs meeting.

Sara McDonnell discussed the Strategic Plan process with the group. Staff are still in the process of prioritizing the objectives for the IN and Civic engagement. More information will be provided as soon as it is received.

The next meeting is scheduled for Friday, December 11, 2015 at 12:30 p.m.