Members Present: David Gordon, Vahid Lotfi, D J Trela, and Chris Waters

Gerard called the meeting to order at 3:00 p.m.

Approval of Minutes from January 10 and February 14, 2013 ► The Minutes of January 10 and February 14, 2103, were approved as written.

Center for Social Justice ► David disseminated a handout that provided an overview of the proposed Center for Social Justice’s definition, concept, and mission for such a center. Its implementation is a key component to the Strategic Plan. He reported that he is seeking buy-in and faculty input from across the University. To date, David has met with SHPS and SOM, and is in the process of trying to schedule with CAS and SEHS. He has also met with some groups such as the Diversity Council, Women’s Educational Center, etc. to provide information and to avoid harming other programs with a duplication of service. In addition, a campus-wide forum has been planned for all faculty and staff on April 17, in Michigan Room D, from 12:00 to 2:00 p.m. David explained that the plan calls for identifying three or four centers, Neff Center being one, to stretch services throughout the community. As mentioned in the report, “This Social Justice Center will better enable UM-Flint to be an urban-engaged university with a particular focus on underserved and disadvantaged populations … provide tangible rationales for our various diversity and social justice efforts … [and] help develop diverse leaders for the future.” Deans were very supportive and offered some other groups that David might want to meet with.

Workload and Course Released ► Prior to this meeting the Reassigned Teaching Recommendation and Summary, prepared by Keith Moreland, had been sent to Deans for their review and preparation for discussion. Much conversation took place including Gerard suggesting that the group could incrementally introduce some changes regarding reassigned time, since the list is quite exhaustive.

DJ mentioned that it is difficult to have a starting point because the report is not reflective of financial information. Vahid thought that perhaps we should start by developing parameters for a single person but that units should develop their own process unless something is exceptional. David indicated that we need to identify a system that drives what we are trying to accomplish. They concurred that reassigned time included three areas: service (chairs, directors, area coordinators, etc.); research (released time for new hires, summer support time, etc.); and outreach activities. Gerard emphasized that his main concern is for consistency. Metrics was discussed as needing consistency across campus. Areas that were discussed were new hires, sabbatical approvals, research productivity of faculty at certain levels, and others.

Gerard asked Deans to share the recommendation with their executive committees to ponder and provide their thoughts and/or recommendations to the Council of Deans in a future meeting.
Appeal Process for Promotion and Tenure ► Copies of a draft University-Wide Appeal Process in Cases of Promotion and Tenure was provided by DJ and a draft of the Faculty Grievance/Appeal Procedure that SOM is working on was provided by Vahid. DJ indicated that the goal of the university-wide grievance procedure is consistency across the academic units. Vahid indicated that in SOM they have an anomaly in that all tenured faculty vote on tenure and if there is a grievance, it goes to assistant professors. Vahid reviewed his proposal with the deans and the proposed changes that they came up with. He also indicated that they are trying to eliminate the anomaly with one suggestion being that two faculty volunteer not to vote on tenure cases, but rather, are on reserve for a possible grievance committee if needed.

Other items discussed were to develop a university-wide committee to serve as the grievance committee versus appointing a task force at the time when a grievance may arise. One of the concerns with the university-wide committee was the differences between the College and schools and the possibility that members of the committee would not be familiar with them.

Following additional conversation, Gerard indicated that the most important aspect of the appeal process is that there is consistency across campus; therefore, each unit will have their own grievance procedure but each will be consistent in the following:

- The process ends with the Provost; no further appeal beyond this point
- There will be a 90-day timetable.
- The process will be consistent with that of Ann Arbor’s.

Comments Regarding OEMI ► This agenda item was tabled for the next meeting.

Procedures for Extending an Offer to Associate Professors and Professors, with or without tenure ► The procedures were developed by the Provost Office as an aid to deans to provide them with the logistical steps to take when extending an offer for an associate professor or professor, with or without tenure. There was a bit of confusion in that some of the deans felt that certain steps were left out involving procedures including their executive committees; however, this was cleared up when it was explained that the procedures outlined were steps to follow once the decision is made at the College and/or school level. As a matter of clarification, changes will be made to the second arrow of the document as follows:

- (Third Sentence) – Change “university letterhead” to “institutional letterhead” in case review letters have to come from an institute versus a university.
- (Fourth Sentence) – Delete.

Matters Arising – Timeline for Online Evaluations ► As mentioned on the agenda, the CAS Council of Chairs proposes that the window for online evaluations be increased from one week to two weeks due to response rates falling below 50%. This is of significant concern to chairs, probationary faculty, lecturers who undergo reviews, and senior faculty who may apply for post-promotion review. The deans concurred. Gerard will take this to AAAC for review.

Matters Arising – Timeline for Registering for Spring Courses ► Although this item is not too relevant now as we are so close to Spring Semester, the Chairs and CAS leadership are concerned that students only have three weeks prior to the start of classes to register. They would like to see it extended as it was in prior years. Gerard indicated that he would discuss this with the Registrar.

The meeting was adjourned at 5:00 p.m.