Grand Rapids Community College
Faculty Equated Overload/Release Time

End of Semester Report
(revised July 2013)
Provost Office

Summer, 2013

Name: Robert Long  Faculty Assignment: Department Head Representative on the Academic Governing Council Executive Committee

Note: Please take a moment to review the letter you received from the Office of the Provost. That letter describes your faculty assignment in detail. As you complete this document, please refer to the specific tasks that you were asked to complete.

Section 1: Report of Accomplishments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Accomplishments</th>
<th>List and briefly describe the most significant impact of your accomplishments.</th>
<th>List and briefly describe any barriers you encountered.</th>
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<tbody>
<tr>
<td>Performed at Exec AGC bimonthly meetings or retreats:</td>
<td>As a member of the Executive Committee, I play a role in the summer activities that included: Preparing agendas for monthly AGC meetings for Fall/Winter 2013-14, brought up topics for review, set up committees, recruiting committee chairs and members, prepared a Year-End Report, prepared updates for the BOT, and followed up on the last steps in seeing decision forms transformed into policy statements. My greatest area of contribution has been the co-creator of the Year-End Report with Ann</td>
<td>The transformation of the AGC Executive Committee to a more faculty centered leadership has been part of a natural evolution of the AGC. It is important for this group to be somewhat independent of the Provost as it is an advisory body. The AGC cannot be seen as being too closely associated with the Provost as it would lose its independent status. The faculty Chair has already given more structure and assignment of specific duties and responsibility to the Exec. Com. Members.</td>
<td>Until the retreats this past summer, it has been unclear as to who on the AGC Executive Committee is responsible for exactly what activities, actions, or decision making. The appointment of a Chair and the redistribution of the ELO has improved this situation. We all have a much clearer understand of our tasks.</td>
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<tr>
<td>Name of School</td>
<td>Dean’s / Supervisors’ Comments:</td>
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<tr>
<td>Faculty member’s name</td>
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<tr>
<td>Semester, Year</td>
<td>Alexander. This will also be followed up with a September presentation to the BOT.</td>
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- To bring up possible topics for discussion.
- To plan the yearly evaluation (April).
- To revise official forms (decision form, minority opinion form, committee action form, issue proposal form, etc.)
- To set up committees.
- To assess Exec AGC work (June).

Performed outside meetings time:

- To develop an orientation for new members (August).
- To recruit members as needed (yearly).
- To prepare a year-end report (May).
- To prepare and deliver updates for the BOT meetings (September and January).
- To maintain AGC Alexander. This will also be followed up with a September presentation to the BOT.
history.
- To revise minutes (monthly).
- To prepare and present decisions forms to the Provost Office (monthly as needed).
- To prepare and administer AGC evaluation for all faculty (bi-annual) (April)
- To communicate AGC meeting notifications.

Section 2 – Reflect on your EOL/Release work this semester and respond to the three items below.

| Please list and describe no more than three activities or accomplishments that went particularly well. | The work with Ann Alexander in creating the Year-End Report went very well. Ann is good to work with and I felt we divided up the work load well. The transition to a more faculty centered Executive Committee is progressing well but will require some more time and practice to be sufficiently separated from the work of the Provost. |

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<td>Please list and describe how your particular efforts could have been better supported.</td>
<td>The reorganization of the Executive Committee has accomplished providing more support by adding some direction to our work. There could not have been any more support from Arthur Johnson, he does a wonderful job.</td>
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</table>
| Please use this space to document any other concerns, suggestions, or comments. | }

Name of School
Faculty member’s name
Semester, Year

Dean’s / Supervisors’ Comments: