Grand Rapids Community College

Faculty Equated Overload/Release Time

End of Semester Report
(revised July 2013)
Provost Office

Summer, 2013

Name: Jill Woller-Sullivan  Faculty Assignment: At-Large 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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<tr>
<td>Performed at Exec AGC bimonthly meetings or retreats:</td>
<td>• Review of yearly evaluation results and comments</td>
<td>• Participation in my first and second retreats. Allowed for continued understanding of roles and colleagueship and planning for the next year. As a first year Exec member, I was not a part of the planning for last year.</td>
<td>• I continued to work a full schedule during most of the summer. This is a time of extreme busyness in my department, so the challenge of a retreat and the time involved in preparing and follow-up responsibilities seemed a bit overwhelming.</td>
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<td>• To plan/organize and carry out the election processes (yearly)(May/June).</td>
<td>• Group self-reflection of the year and status</td>
<td>• The group self-reflection on the year and work involved. This honest conversation then assisted my reflection and evaluation of my role and accomplishments.</td>
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<td>• To prepare an agenda for monthly AGC meetings.</td>
<td>• Review of election process and status</td>
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<td>• To preview presentations and prepare presenters as</td>
<td>• Review of AGC Exec duties with some modifications and clarity</td>
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<td>• Review of Year End Report (1st draft)</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

- Review of year-long schedule
- Assisted with agenda preparation for August retreat
- Began process of set up of new committees and teams and recruit and confirm members.
- Review of prospective topics for 2013-14.

- Meeting with the new chairperson to review and plan for the August retreat
- Contacting existing and new faculty for AGC teams and projects (for 2013-14) provided a deeper connection to the role of AGC and faculty as a whole.
- 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.

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**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.

<table>
<thead>
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<th>Name of School</th>
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<tr>
<td>Faculty member’s name</td>
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<tr>
<td>Semester, Year</td>
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- Meeting with new AGC chairperson to prepare and plan for August retreat. This provided an opportunity to assist with the agenda, receive feedback and look ahead and new duties for the year.
- Very productive retreat experiences. Great opportunity to review a very full year of accomplishments, what to learn from and to use in planning the next year. Working as a team is an ongoing process and I was able to feel more connected to my role on AGC Exec.
| Please list and describe how your particular efforts could have been better supported. | • My task of confirming and recruiting team leaders and members for policy and teams occurs at a time when faculty are receiving numerous “beginning of the school year” e-mails and invitations. It was difficult to reach people and receive timely responses.

• There seemed to be confusion about commitments to AGC sub teams and the new evaluation system. With so much uncertainty, there were many questions that took multiple phone calls and e-mails to sort out. I imagine this will be simplified for the next year.

| Please use this space to document any other concerns, suggestions, or comments. | • May to August is an extremely busy time in the Counseling and Career Center (my work area). It was a challenge to communicate with the other Exec members in between retreats and to find a time to meet.

• I appreciate the opportunity to reflect on my work with Exec AGC during this last year. There is so much work going on and happening so fast that it is difficult to stay aware of how much is being accomplished. In my other role as AGC representative to my department, I am able to see the impact of AGC and the process more fully…full circle really. |