

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

MONTHLY REPORT
EDUCATIONAL POLICIES COMMITTEE

ACTION REQUESTED

It is requested that the Educational Policies Committee Agenda for January 18, 2005 and the Minutes of the November 30, 2004 meeting be received and placed on file.

SUMMARY

The primary items for the January 18, 2005, Educational Policies Committee meeting include: (1) Emeritus Staff Status, (2) Emeritus Faculty Status, (3) 2003-04 Charter Schools Annual Report, (4) Appointment of Charter Schools Board Members, (5) 2005 Provost's Research Awards for New Faculty, (6) General Education Reform.

FISCAL IMPLICATIONS

The fiscal impact of the actions taken is listed in the appropriate sections and in the Board minutes.

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer
Provost and Vice President for Academic Affairs

Date

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Educational Policies Committee

January 18, 2005
9:00 – 10:00 a.m.
205 Welch Hall

AGENDA

Consent Agenda

- Section 11 Emeritus Staff Status (*Rita Abent*)
- Section 12 Emeritus Faculty Status (*Donald Loppnow*)

Regular Agenda

- Section 14 Monthly Report and Minutes (*Regent Valvo*)
- Section 15 2003-04 Charter Schools Annual Report (*Joseph Pollack*)
- Section 16 Appointment of Charter Schools Board Members (*Joseph Pollack*)
- Section 17 2005 Provost's Research Awards for New Faculty (*Donald Loppnow*)
- Section 18 General Education Reform (*Donald Loppnow*)

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

EDUCATIONAL POLICIES COMMITTEE MINUTES

September 21, 2004
9:00 a.m., 205 Welch Hall

Attendees: (seated at tables) Regent Valvo (Chair), Provost Loppnow, Robert Van Der Velde, Regent Rothwell, Regent Brandon, Regent Griffin

Guests: (as signed in) D. Barton, D. Bennion, M. Boone, P. Buchanan, K. Cullen, D. deLaski-Smith, E. Francis, P. Harris, H. Höft, J. Knapp, B. Lahidji, M. Linblade, M. Marz, K. McKanders, E. Schuster, R. Southgate, A. Starko, M. Tack, J. Tatum, J. VandenBosch, M. Werner, D. Wood, P. Young

Regent Valvo convened the meeting at 9:10 a.m., and the following topics were discussed.

Emeritus Faculty Status (Section 12)

Donald M. Loppnow, Interim Provost and Vice President for Academic Affairs, recommended that the Board of Regents grant Emeritus Faculty Status to eighteen (18) former faculty members listed on the report provided to the Board. Regent Valvo thanked the Provost and stated that they would be recommended to the full Board for emeritus status, and expressed gratitude for all the service these very talented professors have honored us with for all these years. Regent Brandon and Provost Loppnow agreed that it would be enjoyable to be able to congratulate newly recommended emeriti in person, but others joked that they most likely are enjoying their retirement elsewhere.

Monthly Report and Minutes (Section 12)

Regent Valvo recommended that the Educational Policies Committee Agenda for November 30, 2004, and the Minutes of the September 21, 2004 meeting be approved by the full Board meeting later in the day.

Report: Affirmative Action Audit and Plans (Section 13)

Whitney Harris, Director of Diversity and Affirmative Action, recommended that the Board of Regents receive and place on file the Affirmative Action Audit 2003-2004, Affirmative Action Plan for Women and Minorities and the Affirmative Action Plan for Veterans and Individuals with Disabilities November 2004. Dr. Harris preceded his presentation by explaining the concept of utilization, which in this context means how we look in terms of our employees, with regard to race, gender, etc. The second concept to understand is availability; this simply means that you are not expected to hire what is not there. It is important to compare the group of employees already hired in that group vis à vis the pool of available qualified applicants. These two concepts are key to understanding Affirmative Action. We are not comparing how our staff looks vis à vis the student body, though this would be desirable. However, the availability would not correspond. Dr. Harris also thanked Human Resources and University Computing Services for providing the data he used in the presentation, and announced that he would be presenting a walk-through Affirmative Action audit. After the audit, a plan is done, but this presentation focuses on the audit. Both plan and audit will be posted on line if approved, and Dr. Harris can be contacted for further information.

The central premise of Affirmative Action states that absent other factors like discrimination, favoritism, cronyism, etc., a given employee group should resemble the availability pool for that same group over time. At EMU a caveat is added, reflecting the unusually lengthy amount of time EMU employees tend to remain employed there. It takes a long time to start looking like the availability pool.

The audit begins with a self-analysis. Currently we are fortunate to have the help of a Graduate Assistant who is completing a project that consists of collecting data on how EMU search committees function. All of the data are part of our self-analysis. Also, every 3 years Dr. Harris cycles through meeting with various groups on campus, talking about issues of diversity and searches. Then we review problematic areas, using the data mentioned earlier, and perform recommended actions; this is what the Affirmative Action Plan actually is. The Plan needs to contain behavioral objectives, which are more effective than simple recommendations.

Dr. Harris reviewed the statistics over the past year concerning hiring women, African Americans, and underrepresented groups. Please refer to the attached copy of his presentation materials for more information. Dr. Harris' data are generally national unless otherwise noted, though in some areas only Michigan data are really relevant, such as in hiring clerical employees, who are not recruited from other areas. He also noted that EMU needs to be more proactive in soliciting Hispanic interest in our pool, and visiting national Hispanic college conferences to begin building those connections would be beneficial. Dr. Harris expressed a desire to see programs developed to train and prepare people for promotion from within, particularly for minorities.

In response to a request to explain the University Diversity Council, Dr. Harris described it as a group of people selected by the EMU President, representing all of the university's divisions. Their role is primarily to advise the President and the Office of Diversity on issues that relate to diversity. They have developed a comprehensive diversity plan in response to the proactive approach the Council is expected to maintain.

Continuing the presentation, Dr. Harris described some of the recruitment-related information available from his office's website. The next augmentation to the on-line system will be to begin tracking where job applicants are finding out about job vacancies, with an eye to building a better database for job postings attracting the desired candidate pool composition. He noted the appointment of Dr. Judy Sturgis-Hill as a higher-level person in the Division of Student Affairs to deal with diversity programming, and that her efforts are already being well received by students.

Regent Brandon asked if EMU tracks by group whether employees are paid equally. Dr. Harris replied that though Human Resources does review this at the time of hiring, his department is working on a systematic way of incorporating these statistics into EMU's action plans for employment and diversity. There is a proposal underway that will be brought to the Cabinet that outlines a plan for review of this information every three to five years.

Policies: Recommended for Approval (Section 14)

Kenneth McKanders, General Council and University Attorney, recommended approval of three policies, the revision of two existing policies, and the deletion of one policy, as described in the Board materials. Though new policies and revisions appear in the Board materials, Mr. McKanders provided an overview and an opportunity to ask questions about these policies.

With regard to the ElderQuest program, Mr. Courtney McAnuff expressed excitement in the prospective adoption of this program and the benefits it will bring to the senior sector of the community. To speak to these benefits, he introduced Dr. Elizabeth Schuster, Gerontology. Dr. Schuster introduced the invited guests serving on the ElderQuest board, including Mr. Bob Southgate, Dr. Jim Cochran, Ms. Zoe Bankie, and Mrs. Hazel Turner, and thanked them for their support. She also extended particular thanks to Provost Loppnow and Mr. McAnuff, all the various department heads who have been supportive over lengthy process of creating this program, and her colleagues Ms. JoAnna DeCamp and Ms. Kathy Cullen from Continuing Education.

With regard to the policy on student media oversight board, Regent Valvo noted that this is usually an area where people are concerned about freedom of speech and keeping the student media separate from the administration controlled expressions of the university. This policy will not change the way the student media will operate; it simply interprets the editorial policies, how they write articles, within their first amendment rights.

Change Commencement Date and Update University Calendar (Section 15)

Provost Loppnow recommended that the Board of Regents approve the date change for the winter 2005 Commencement from Sunday, April 24, 2005, to Saturday, April 23, 2005 and approve the updated University Calendars for 2005/2006, 2006/2007, 2007/2008, and 2008/2009 as recommended by the Academic Calendar Committee.

There was some question about why commencement now takes place on Sunday, where it used to be held on Saturday. Provost Loppnow explained that the decision to hold the ceremony on Sunday is an ongoing struggle for the calendar committee, and is rooted in attempts not to conflict with other events, including final exams, some of which are still being held on the Saturday before the end of the term. EMU recognizes that moving this commencement's date to Saturday will cause this sort of conflict for some students, but these students will have the option of participating in either the morning or the afternoon commencement, what every best avoids conflict with their exam. There was not an easy compromise, given the situation this calendar year.

Commencement Speaker and Honorary Degree Recipient (Section 16)

Rita Abent, Executive Director of Marketing and Communications, recommended that the Board of Regents receive and place on file the name of Maura D. Corrigan, chief justice of the Supreme Court of the State of Michigan, as the commencement speaker for the Sunday, December 19, 2004 ceremonies, and that they approve awarding her the Honorary Doctorate of Laws.

Honorary Degree Recipient (Section 17)

Dr. Abent recommended that the Board of Regents approve awarding the Honorary Doctorate of Public Service to Dean Rockwell, EMU class of 1935, at the December 19, 2004 commencement ceremonies.

Recommendation: Acceptance of the Regents Advisory Committee (Section 18)

Regent Brandon recommended that the Board of Regents accept the creation of the Regents Advisory Committee. She acknowledged committee members present and thanked and commended them for their work to date. There have been fifteen "listening sessions" so far and several other meetings at which about 500 people total have participated and been invited to share comments and concerns about the presidential search. Regent Valvo concurred with Regent Brandon's praise of committee participants, and expressed appreciation to Regent Brandon as well for the part she plays on the committee.

The meeting was adjourned at 10:00 am.

Respectfully submitted,

Akosua Slough, Administrative Secretary
Academic Affairs

Eastern Michigan University Affirmative Action Audit 2003 -- 2004



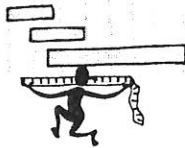
Central Premise

Absent of discrimination, over time EMU's workforce, generally, will reflect the gender, racial and ethnic profile of the labor pools from which the contractor recruits and selects.



How is Affirmative Action Accomplished?

- Self-Analysis
- Findings (Problem Identification)
- Recommended Action
- Action Program



Women



- Progress in hiring females in 8 job groups
- 58.6 % of new hires were females
- Females were hired in 29 (50.87 %) of the job groups
- Promotion of women occurred in 11 job groups.

Women in Executive Groups

- Percentage of women in the executive employee groups is 50.78 %
- National = 49.44%
- Michigan = 42.10



African Americans

- Progress in hiring African Americans was achieved in 4 job group
- Almost 18% (37) of new hires were African American
- Two African Americans were hired in the faculty groups

African American Promotions

- African Americans were promoted in 4 job groups for a total of 5 promotions.
- One African American was hired in a senior level job group.



Other Underrepresented Groups*

- Eight Hispanics were hired
- No other members of underrepresented groups were hired.

*(Asian-Americans, Hispanics, and Native Americans)



Underutilization (Placement Goals)

When the percentage of minorities and women employed in a particular job group is less than would reasonably be expected given their availability percentage in that particular job group, the contractor must establish a placement goal (CFR 60-2.15)

Underutilization

- Females are underutilized in 29 of the 57 job groups
- African Americans are underutilized in 10 of the 57 job groups
- Hispanics are underutilized in 17 of the 57 job groups
- Other minorities' underutilization rose from 10 to 13 job groups.

Snapshot

- 10 of the 33 academic departments have no African Americans
- 9 of the 33 academic departments have no other minorities, an increase of 2
- In both the senior business leaders and operational leaders group there are no other minorities

Snapshot

- 50 percent of the senior academic administrators' job group is female
- The percentage of African Americans in the operational leaders is 13.1 percent while the availability rate is 7.4 percent
- 10.5 percent of the senior level business administrators group is African American while the availability rate is 6.6 percent

Warning Category

A warning is given when opportunities to hire occurred but the placement rate in the unit remains below the percent of the goal.



Warning Job Groups (Black)

- Sr. Level Academic Administrators
- Athletic Professionals
- Skilled Trades



Warning Job Groups (Hispanic)

- Senior Executives
- Sr. Level Academic Administrators
- Sr. Level Business Administrators
- Fine Arts
- History and Philosophy
- Psychology
- Special Education
- Academic Professionals
- LR & T General Library
- Skilled Trades
- Maintenance & Ground Workers
- Custodial Workers

Warning Groups (Other Minorities)

- Senior Executives
- Sr. Level Academic Administrators
- Sr. Level Business Administrators
- Fine Arts
- History and Philosophy
- Psychology
- Special Education
- Academic Professionals
- Student Services Professionals
- Skilled Trades
- Maintenance & Ground Workers
- Custodial Workers
- Custodial Workers

Females

Division	Total	Females	Percent of Total
Academic	1,107	305	54.5
Business & Finance	242	86	35.5
Enrollment	114	102	89.5
Information	77	30	39.0

Females

Division	Total	Females	Percent
President	34	22	64.7
Student Affairs	252	133	52.8
Univ. Adv.	6	4	66.7
Univ. Relations	38	19	50.0

Minorities

Division	Total	Minorities	Percent
Academic	1,107	178	16.1
Business	242	62	25.6
Enrollment	114	25	21.9
Information	77	11	14.3

Minorities

Division	Total	Minorities	Percent
President	34	6	17.6
Student Affairs	252	53	21.0
Advancement	6	1	16.7
Relations	38	7	18.4

Progress on Recommendations

- University Diversity Council Appointed
- Study of Search Committees in Progress
- WWW.emich.edu/diveristy/recruitment.htm
- Women & Minority Vendors Program



Diversity Initiatives

- University Diversity Council
- Appointment of Associate Director of Diversity Programming
- Project YES
- World AIDS Day
- Indian Student's Association Events

Recommendations

- Continue to monitor goal setting activities
- Include diversity efforts in manager's evaluation protocols
- Develop a protocol to identify promotable women and persons of color
- Improve outreach to veterans and persons with disabilities

Recommendations

- Implement a formal data tracking mechanism for women and minority vendors
- Develop an outreach women and minority vendors program



Office of Diversity and Affirmative Action

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PURPOSE

The Office of Diversity and Affirmative Action administers programs and activities designed to foster a diverse faculty, staff, and student body at Eastern Michigan University. The office further coordinates the University's Affirmative Action and Equal Opportunity programs and monitors the university's compliance with Executive Order 11246, Title VII of the Civil Rights Act of 1964 (as amended by the Civil Rights Act of 1992) Title VI of the Civil Rights, the Equal Pay Act of 1963, Title IX of the Education Amendments Act of 1972, the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1993, the Michigan Elliot-Larsen Civil Rights Act of 1977 and the Michigan Persons with Disabilities Act of 1977. In addition, the office investigates discrimination, sexual harassment and other discriminatory and harassment complaints filed against University employees or visitors by other employees, students or visitors.

SERVICES

- Monitor and provide guidance in hiring activities of the University to foster a diverse faculty and staff and to meet Affirmative Action goals.
- Monitor faculty and staff recruitment activities to ensure compliance with University policies and procedures, federal and state laws and regulations, and University collective bargaining agreements.
- Conduct the annual Affirmative Action Audit and prepare the annual Affirmative Action Plan.
- Ensure the University's compliance with federal and state laws regarding the hiring of employees.
- Monitor and provide guidance on the recruitment of students to foster a diverse student body.
- Monitor and provide guidance in the procurement of services and supplies to ensure vendor lists are reflective of the diversity of the community and the University.
- Conduct professional development programs, training programs and workshops on Affirmative Action, Equal Employment Opportunity and issues of discrimination, harassment and fair employment practices.
- Serve on various University and community committees and participate in various organizations and represent the university at appropriate professional meetings.
- Manage and investigate discrimination, sexual harassment and other discriminatory harassment complaints filed against University employees by other employees, students or visitors.
- Monitor pending state and federal legislation and policy developments related to Affirmative Action and Equal Employment Opportunity, and participate in related hearings at the state and federal levels.
- Serve as a resource for diversity and equal opportunity issues to all segments of the University community including the president and the cabinet.
- Serve as a resource to the University Diversity Council.