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>
</tr>
</thead>
<tbody>
<tr>
<td>Performed at Exec AGC bimonthly meetings or retreats:</td>
<td>Many of these duties are shared functions of the AGC Executive Committee. We accomplished these goals for the year prior and we are currently in process for formalizing some of these for the upcoming 2013/2014 AGC session. In particular, I have led the effort to help and support the election process for the Fall of 2013. I will also lead the orientation effort for new AGC members. This is planned for our first year.</td>
<td>These efforts allow for AGC to function smoothly and to meet our mission as outlined in the Bylaws. This is, by far, the most important impact of this behind the scenes work.</td>
<td>No significant barriers.</td>
</tr>
<tr>
<td>To plan/organize and carry out the election processes (yearly)(May/June)</td>
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<td>To prepare an agenda for monthly AGC meetings.</td>
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<tr>
<td>To preview presentations and prepare presenters as</td>
<td></td>
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</tbody>
</table>

Name of School: Grand Rapids Community College
Faculty member’s name: Mike Light
Semester, Year: Fall 2013
- 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).  
  (Completed)
- To recruit members as needed (yearly).  
  (On-Going)
- To prepare a year-end report (May).
- To prepare and deliver updates for the BOT meetings (September and meeting of the year).

Assessment of the AGC was completed over the Summer and a report will be presented

Schedules for BOT reports have been completed upon review of past practice.

I have agreed to work on a formal history for the AGC. This work will begin in 2013.

I will also serve as Parliamentarian for the group.

I will be attending an HLC conference to present the AGC structure this Spring (2014).

I will also be presenting the AGC to the Leadership Institute in March.
January).
- To maintain AGC 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. | In particular, the Executive Committee of the AGC has been successful in scheduling, maintaining and organizing meetings, recruiting new members and maintaining committees, and in passing academic policy. |

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Dean’s / Supervisors’ Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty member’s name</td>
<td>Semester, Year</td>
</tr>
</tbody>
</table>
Please list and describe how your particular efforts could have been better supported.

The continued support of the Provost’s office is vital for continued success at the AGC Executive Committee level. This summer the Executive Committee moved to try and create a separate line item budget for what AGC does. This will help to strengthen AGC Executive Committee work.

Please use this space to document any other concerns, suggestions, or comments.

AGC Executive Committee still needs to work on taking more of a leadership role on the faculty level. This continues to remain a challenge that we will have to work through. I am particularly excited to share in the presentation of AGC to the HLC folks. I think this will be a fantastic opportunity to explore once again just how unique this structure is to all of us.

Dean’s / Supervisors’ Comments: