Grand Rapids Community College  
Faculty Equated Overload/Release Time*  

End of Semester Report  
(revised July 2013)  
Provost Office  

Winter, 2014  

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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</table>
| Performed at Exec AGC bimonthly meetings or retreats: | • To plan/organize and carry out the election processes (yearly)(May/June).  
• To prepare an agenda for monthly AGC meetings.  
• To preview presentations and prepare presenters as needed.  
• To bring up | • Continued to review and clarified duties of AGC Exec  
• Continued review and revision of year-long schedule  
• Reviewed standing committees and teams  
• Established list of standing committee members and chairs | • Added new teams and members as need arose during winter semester  
• Met with Exec chair to divide year-end report responsibilities  
• Met with Exec chair to do preliminary plan for June retreat | • Numerous email, phone and personal correspondence to all Faculty requesting participation  
• Faculty were obligated to many year-long teams and tasks by this time. A challenge to get mid-year volunteers. |
### 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 history.
- To revise minutes (monthly).
- To prepare and perform 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 history.
  - To revise minutes (monthly).
  - To prepare and perform

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<tr>
<th></th>
<th>Continued to preview presentations and prepare presenters for each winter meeting</th>
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<tbody>
<tr>
<td></td>
<td>Continued to review AGC meeting agenda items and time frame</td>
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<td></td>
<td>Continued to review and discuss each AGC meeting with follow-up discussions as needed</td>
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<tr>
<td></td>
<td>Facilitated the January 2014 AGC meeting</td>
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<td>Note taker (minutes) for AGC Exec meeting in Arthur Johnson’s absence</td>
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<th>Continuous review following each AGC meeting</th>
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<td>Met at Sneden Hall for final AGC meeting</td>
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<td>Prepared voting slides for several meetings and sent ahead to technical representative (J. Shafer)</td>
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- There were consistent requests for presentation schedules to be changed.

- Unfortunately there were only two participants attending this event
- Change of location was met received with both support and complaint
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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<th>Section 2 – Reflect on your EOL/Release work this semester and respond to the three items below.</th>
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| Please list and describe no more than three activities or accomplishments that went particularly well. | 1) With one less active member, many responsibilities continued to shift during the year. The small group on the Exec team was able to rally and make the semester successful and valuable.  

2) Though there was limited attendance in the fall, 2013 program, AGC has been established as a priority for new faculty. I have established a process of communication with the NFI planning team to include AGC information into the yearly program.  

3) As the Provost withdrew from Exec team meeting presence and with 2 long term members retiring and resigning there seemed to be a gap. The Exec team will need a clear division of responsibilities and support from and for each other. |
<table>
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<tr>
<th>Please list and describe how your particular efforts could have been better supported.</th>
<th>Strong appreciation of the work and support of Arthur Johnson from the Provost’s office.</th>
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<tbody>
<tr>
<td>Please use this space to document any other concerns, suggestions, or comments.</td>
<td>A review is needed of the timelines for elections and establishment of teams.</td>
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<td>Clear stated goals and responsibilities of the Exec team as a whole and individual members.</td>
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<td>Team needs to use retreat time as a team building experience.</td>
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<td>Time to review charter or by-laws for additional membership?</td>
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