

**WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE EXECUTIVE BOARD  
MINUTES OF 3 DECEMBER 2010**

**Members present:** Osama Abudayyeh, Van Cooley, John Jellies, Peter Krawutschke, Mary Lagerwey, William Rantz, Judith Rypma and Delores Walcott.  
**Guests:** Eileen Evans, Vice Provost for Institutional Effectiveness, and Dawn Gaymer, Associate Provost for Extended University Programs.  
**Also present:** Janice Anderson, Faculty Senate Office.

The meeting was called to order by Faculty Senate President Peter Krawutschke at 11 a.m. He welcomed Drs. Evans and Gaymer to the meeting and asked Evans to begin the discussion.

*Higher Learning Commission – Eileen Evans*

The Board was interested in how the HLC fit into WMU's curriculum approval process for programs and courses to be offered at Extended University sites, so Evans explained and most of the discussion centered on that. If the university wants to offer an existing program at an existing site, no prior HLC approval is required. The university only has to include that information in its annual report to the HLC. If an existing program will be offered at a new site, however it does require prior HLC approval. Evans provided a HLC handout that provided all the policies and procedures it requires for institutional changes. Cooley suggested a condensed version of the handout would be helpful to faculty. The financial aid implications of Title IV were also discussed with the Board.

*Offering Existing WMU Programs at Extended University Sites – Dawn Gaymer*

Gaymer discussed the need to update the university's curriculum change policy specific to offering an existing program at another location or online. She provided a draft of a proposed policy for discussion and review which the Board will take up further at its next meeting. Gaymer also gave Board members a copy of "Vorstellen," the combined EUP Annual Current Program Feedback/Maintenance Process and the EUP New Program Development Process which had been vetted through the Senate's Extended University Programs Standing Committee.

Drs. Evans and Gaymer were thanked for attending and they left the meeting.

**Action Items**

*Acceptance of the Agenda  
Approval of 19 November Executive Board Minutes  
Approval of the 4 November Faculty Senate Minutes*

It was moved and seconded to accept the agenda. Motion carried. Approval of the 19 November Executive Board minutes was moved and seconded. Motion carried. Approval of the 4 November Faculty Senate minutes was moved and seconded. Motion carried.

*Agenda for 9 December Senate Meeting*

The agenda was set to include the usual procedural items as well as:

- Remarks by Provost Tim Greene
- As action item – approval of faculty fee request for 2010 budget
- Presentation by James Thomas, Vice President for Development and Alumni Relations
- Presentation by Cam Vossen, Emergency Management Administrator
- Allow time to respond to all Professional and Academic Concerns raised at the November Senate meeting.

*Approval of Election Timetable for Senators and Representatives-At-Large*

Rantz moved and Lagerwey seconded acceptance of the election timetable as presented. Motion carried. Krawutschke noted that there would be three new vacancies for representative-at-large this year.

**Discussion Items**

*Updates – Peter Krawutschke*

Krawutschke discussed an email from David Reinhold, Associate Provost for Assessment and Undergraduate Studies, concerning an issue with interpretation of MOA-09/03, Accelerated Degree Programs, which needed immediate attention. It was decided Krawutschke and Abudayyeh (since the first ADP program came from the College of Engineering and Applied Sciences) would meet with Reinhold to discuss the issue.

*Council and Committee Reports from Liaisons*

Academic and Information Technology Council – Walcott reported it was anticipated that within a five year window there would be changes in the bookstore due to the growth of EBooks. The council is exploring the various types of readers to determine which technology the university should support.

Lagerwey commented she has heard a lot of faculty have concerns and questions about EBooks, so it might be time to revisit this discussion at an upcoming Senate meeting.

Professional Concerns Committee – Rypma said a memorandum of action on undergraduate enrollment caps will be coming forward shortly. The committee has heard nothing further regarding its outstanding MOAs. Krawutschke said he has upcoming meetings with both the provost and president and will inquire.

*Schedule for Evaluation of Administrators*

At issue was whether to continue the Senate's evaluation of the president and provost on a yearly basis. Rypma moved, seconded by Jellies, that the appraisals of the provost and president occur no less often than once every two years. Motion carried.

Using that schedule, the next presidential evaluation will take place in Spring 2011 and the evaluation of the provost in Spring 2012.

#### **Other**

##### *Executive Board Meeting Scheduled for Friday, 17 December*

The last Executive Board meeting of 2010 is scheduled on the same day as the WMU Board of Trustees meeting. As Senate President Krawutschke attends Board of Trustees meetings, Senate Vice President Rantz will chair the Senate's Board meeting on 17 December.

#### **Minutes**

1. Undergraduate Studies Council, 9 November
2. Graduate Studies Council, 18 November

#### **Correspondence Received**

1. Agenda, Research Policies Council, 2 December
2. Agenda, Graduate Studies Council, 2 December
3. Agenda, Committee to Oversee General Education, 2 December

The meeting adjourned at 1:10 p.m.

Janice Anderson  
Faculty Senate Office