

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE EXECUTIVE BOARD
MINUTES OF 17 DECEMBER 2010**

Members present: Osama Abudayyeh, John Jellies, Peter Krawutschke, Mary Lagerwey, William Rantz, Judith Rypma and Delores Walcott. **Absent:** Van Cooley. **Also present:** Janice Anderson, Faculty Senate Office.

The meeting was called to order by Faculty Senate President Peter Krawutschke at 11 a.m. He announced he had to leave the meeting at 11:30 a.m. in order to attend the WMU Board of Trustees meeting at 11:45 a.m. He requested a slight amendment to the order of business.

Action Items

*Acceptance of the Agenda
Approval of 3 December Executive Board Minutes*

It was moved and seconded to accept the agenda as amended. Motion carried.
Approval of the 3 December Executive Board minutes was moved and seconded as amended. Motion carried.

Senate Constitution, Article V: Officers and Their Election

Rules about Senate office term limits from Article V: Officers and Their Election, Section 4 in the Senate Constitution: The term of office for any Senate officer, except the immediate past president, shall be two years or until his or her successor shall have been chosen and qualified. The term of office for the immediate past president shall be one year. The president and vice president are not eligible for a second sequential term to the same office. Except for the immediate past president, no individual may serve as an officer of the Senate for more than six consecutive years.

Board members discussed the amount of time the required break from sequential and consecutive service could be interpreted as adequate time to fulfill the intent of the article. Abudayyeh moved to interpret the election rules to allow an individual to run again for office after one semester of absence rather than one year as this article had been interpreted previously. The motion was seconded by Walcott. Motion carried.

Updates – Peter Krawutschke

Krawutschke met with President John Dunn to discuss university issues and inquired about the Professional Concerns Committee's two outstanding memoranda of action.

Lagerwey asked to share a recent incident concerning cyber bullying on campus. Krawutschke felt her concern should be forwarded to the Academic and Information Technology Council and Jim Gilchrist, vice provost for academic operations and chief information officer.

[NOTE: Krawutschke left the meeting at 11:20 p.m. Vice President Rantz chaired the remainder of the meeting.]

Memorandum of Action – 10/05, Undergraduate Enrollment Caps

Rypma, serving as the Board's liaison on the Professional Concerns Committee, presented this MOA and requested it be placed on the February Senate agenda.

In MOA-10/05, Undergraduate Enrollment Caps, the Professional Concerns Committee recommends the following policy:

- (1) All regular undergraduate student enrollments will not exceed 24 hours for the fall and spring semesters and will not exceed 12 hours for the summer I and summer II sessions.
- (2) These enrollment caps can only be increased for a given semester by prior permission from their college advisor.

Jellies moved and Lagerwey seconded acceptance of MOA-10/05 as an action item on the 3 February Senate agenda. Motion carried. Rob Eversole, chair of the PCC, will be asked to present it to the Senate.

Memorandum of Action – 09/03, Accelerated Degree Program

Krawutschke and Abudayyeh met with David Reinhold, associate provost for assessment and undergraduate studies, concerning an issue of interpretation of MOA-09/03, Accelerated Degree Programs. It was agreed that adding the words "or elective" to the following section of the MOA, clarified but did not change the intent. It was moved and seconded that acting on behalf of the Faculty Senate, the Senate Executive Board agreed that adding the wording of "or elective" (to the following section of the MOA) clarifies interpretation of the language. Motion carried with one abstention.

Section from MOA-09/03: Academic Advising, Records, and Program Requirements

Departments that want to participate in the ADP will develop a clear admissions and advising process for the ADP. The department will send the student and the registrar a letter stating which graduate courses may be counted in both degrees. A copy of this letter will be placed with the student's undergraduate records, and the change will be incorporated into the student's undergraduate and master's program as outlined below. The graduate courses cannot substitute for required courses within the undergraduate degree, but current 5000 level courses required (or elective) in the bachelor's degree may be double counted. In addition, the courses used for the ADP may be used as electives within the undergraduate degree or to complete the required 122 hours.

In an email dated 15 December, Registrar Barbara McKinney recommended additional language be added for clarification of this MOA. The Board declined to insert any further language into the MOA as they determined that would require review and discussion by the Senate councils.

Discussion Items

Review of the 9 December Senate Meeting

Members agreed the presentation on faculty response to tornadoes by Cam Vossen, emergency management administrator, was very useful. It was felt Vossen got the message across using the right amount of humor and seriousness which resulted in good participation by the Senators. The recommendation an email outlining faculty responsibilities during tornadoes be sent at the beginning of each semester (similar to the syllabus statement reminder) will be followed up on.

Proposed Curriculum Change Guide for Offering an Existing Program at Another Location or On-line

At the 3 December meeting, Dawn Gaymer, associate provost for Extended University Programs, presented a proposed update of the guide to offer an existing program at another location or online. The Board determined there was significant language that pertained to policy change which would require review and recommendation by the Senate's Undergraduate and Graduate Studies councils. Those councils will be asked to compare the current Curriculum Change Guide for Offering an Existing Program at Another Location or On-Line with the proposed update. It will be necessary to isolate proposed policy changes within the proposed guidelines that are inconsistent with current curricular change policy. The Board would also like to see specific rationale provided for any requested changes. Jellies moved and Lagerwey seconded the proposed curriculum change guide be forwarded to USC and GSC for their review. Motion carried.

Council and Committee Reports from Liaisons

Academic and Information Technology Council – Walcott reported that AITC had been consulted about an information security incident and had advised Jim Gilchrist to email the information on that to faculty. An email regarding the incident was sent out on 15 December.

International Education Council – Lagerwey reported on American Council Education Internationalization Laboratory activities, a report on Africa by council member Sisay Asefa and that the Haenicke Institute for Global Education is promoting development of African programs.

Minutes

1. Academic and Information Technology Council, 28 September & 26 October
2. Committee to Oversee General Education, 11 November
3. Campus Planning and Finance Council, 16 November
4. International Education Council, 18 November
5. Undergraduate Studies Council, 7 December

Correspondence Received

1. Agenda, Professional Concerns Committee, 1 December
2. Agenda, Undergraduate Studies Council, 7 December
3. Agenda, International Education Council, 9 December
4. Agenda, Academic and Information Technology Council, 14 December

The meeting adjourned at 12:30 p.m.

Janice Anderson
Faculty Senate Office