

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE EXECUTIVE BOARD
Minutes of 29 May 2015**

Members Present: Osama Abudayyeh, Suzan Ayers, Richard Gershon, John Jellies, William Rantz, Alan Rea, C. Dennis Simpson, Bret Wagner, Delores Walcott (joined by phone)

Guest: Dave Reinhold, Associate Provost for Assessment and Undergraduate Studies

Staff: Sue Brodasky

Faculty Senate President C. Dennis Simpson called the meeting to order at 11 a.m. Introductions were made.

ACTION / INFORMATION ITEMS

Acceptance of the Agenda

A motion was made by Ayers, supported by Jellies to amend the agenda to move the Centers & Institutes update along with the Graduate Studies Council update to the beginning of the agenda. Motion carried.

Approval of the Faculty Senate Executive Board Minutes of 15 May

A motion was made by Rantz, seconded by Ayers, to approve the minutes of 15 May. Motion carried.

Ad Hoc Centers and Institutes Committee Update – Suzan Ayers

Ayers reported that a meeting of the newly formed conference committee will meet next week. She expects they will produce documents for review at the next Executive Board meeting. Discussion was held.

Graduate Studies Council: Ayers confirmed that the Graduate Studies Council is not going beyond its scope in approving a policy change as she instructed them that it would be necessary to be presented to the full Faculty Senate in the fall. The council will be making a recommendation. The recommendation may be ready for review at the next Executive Board meeting. It is anticipated there will be a Memorandum of Action to follow next academic year. Simpson suggested that it go before the Provost Council for review prior to the Executive Board. Reinhold questioned if clarification language being added to the catalog would need to go before the Senate, to which Jellies noted that it may not but it should come before the Executive Board for that determination.

A motion was made by Jellies, supported by Ayers, that all proposed changes to policies and procedures from Faculty Senate councils and committees are to come before the Executive Board for review before being sent forward and that the Executive Board shall make a determination, in consultation with any interested parties, about whether the proposed changes alter any substantive aspect of policies and might therefore need to go before the full Senate, or whether they are merely for grammatical or clarification purposes. Therefore, any decision by the Executive Board related to this shall become part of the record through the minutes of the Executive Board. Motion carried.

Ayers commented that the council has spent a majority of time on reviewing curricular proposals multiple times because documents were missing at the time of submission. The council has asked for clarification on the status of the on-line submission/review process. Wagner explained that the Haworth College of Business will be conducting a pilot of the system in July, and he is recommending a larger pilot for Fall to have a campus wide system go live in spring. Reinhold cautioned that not all proposals presented to the council will be part of the on-line system because at this time it only covers course changes and not program changes. Discussion was held. Simpson noted that the changes implemented by MOA-15/05 for curriculum review will address responsibility for missing documents and further suggested that a proposal comes to the council without proper documentation it should be sent back to the department chair for completion. Simpson cautioned that the Office of Information Technology will need to provide training for faculty on the on-line process.

MOA-15/06: Military Credit for General Education Area VIII, Health and Well-Being – Dave Reinhold

Ayers asked for a rationale for this change. Reinhold explained that the request came from the WMU Department of Military Sciences and Leadership to revise the application and it provided a mapping of military basic training compared to Area VIII. It is expected to affect approximately 15 to 20 students per year. The Transfer of Credit Committee and the Undergraduate Studies Council have approved the change. Ayers asked that the mapping document be provided to the Executive Board. Walcott questioned if a student completed basic training but no further military service would they still get Area VIII credit, to which Reinhold stated no, that they also have to complete advanced military training. Discussion was held regarding ROTC courses.

A motion was made by Rea, seconded by Ayers, to table this item until the next meeting. Motion carried.

MOA-15/07: Transfer Students and 60 Credit Hour Minimum – Dave Reinhold

There were questions about the number of hours at a community college and other four year institutions. Reinhold explained that there are a number of institutions which have established understandings between community colleges and universities to allow for the majority of credit hours from community colleges and the remainder of the credit hours at the university in order to be granted a university degree. The College of Education and Human Development and the College of Health and Human Services deans have reviewed and provided letters of support.

A motion was made by Ayers, seconded by Gershon, to approve as submitted. Ayers withdrew the motion.

Discussion was held. Jellies questioned the exception of credit hours and the lack of a rationale for such. The Executive Board requested documentation from CEAS and HHS of the programmatic needs.

A motion was made by Ayers, seconded by Rea, to table this item until the next meeting. Motion carried.

MOA-15/03: Creation of a University-Wide Faculty Award for Global Engagement

MOA-15/04: Adoption of University-Wide Global Learning Outcomes

It was noted that without the original documentation it was difficult to determine if the recommendations made at the last Executive Board meeting were implemented. Brodasky was asked to prepare both documents for review at the next meeting.

A motion was made by Simpson, seconded by Rantz, to table both items until the next meeting. Motion carried.

MOA-15/05: Revised General Principles of Curriculum Change Policy – C. Dennis Simpson

The revisions were reviewed.

A motion was made by Jellies, seconded by Ayers to approve as presented. Motion carried.

NEXTGEN Email Executive Sponsor Request – Alan Rea

Rea explained the request from Office of Information Technology to sponsor two faculty forums, which includes emailing the invitation and participation at the forum. There is no cost associated with the forums. Discussion was held regarding the effectiveness since faculty are away for the summer.

A motion was made by Rea, supported by Jellies, to support the request. Rea withdrew the motion.

Discussion was held regarding the timeline of the project.

A motion was made by Rea, seconded by Jellies, to endorse the concept but encourage the forums to occur during the academic year. Motion carried.

ICES Committee Report – C. Dennis Simpson

Simpson gave background of the committee formation approximately three years ago, which consisted of representatives from AAUP, Faculty Senate, and WMU Administration. The Board reviewed the AAUP letter in response to the ICES committee report. Discussion was held regarding Senate perspective. It was determined that President Simpson will draft a letter of response in order to clearly articulate the issue to the faculty and explain how they are being underserved.

MOA Hardship Withdrawal Appeal Form – Bret Wagner

Wagner noted that he will be crafting two documents, one for the change in catalog language which refers to late withdrawal, and a second document to modify the form to allow for a request to change majors. Simpson asked Wagner to work with Rob Eversole who is chair of the Professional Concerns Committee.

Posthumous Degree Policy – Richard Gershon

At Gershon's meeting with the provost it was confirmed that the final decisions on awarding a posthumous degree should be made at the department level. The provost encouraged the option for posthumous degrees for graduate and master level students, but not for doctorate level students. Discussion was held. Simpson asked Gershon to draft recommendation for review at the next Executive Board meeting.

President's Updates – C. Dennis Simpson

Simpson's comments included the following:

- Received the annual report from International Education Council which will be distributed via email.
- The Vice President for Research has agreed to continue to fund the Research and Creative Activities Day as long as his office can name a representative to sit on the planning committee to be chaired by Mark Wheeler.
- Discussion was held regarding a specific instance where a student was granted multiple partial hardship withdrawals. The Board asked to review the policy for discussion at the next meeting

Vice President's Updates – Richard Gershon

Gershon's comments included the following:

- The provost expressed caution in creation of the IEC award as presented in MOA-15/03. Discussion was held. It was questioned how the awards will be funded and it was suggested that funding be provided by Haenike Institute for Global Education to follow the Extended University Programs award format. Jellies stated that the provost will need to establish a committee to determine the recipients of the award and IEC will only be allowed to make a recommendation to that committee.
- The provost also cautioned in the creation of global learning outcomes as presented in MOA-15/04 due to redundancy.
- The Campus Planning and Finance Council sub-committee budget report was provided to the provost. He suggested that he meet with CPFC Chair, Kieren Fogarty to refine the report. Jellies cautioned against allowing edits to the report since it has been accepted as is by CPFC and the Executive Board, but rather that the provost could provide his comments about the report to the CPFC. Simpson stated that CPFC would like the Executive Board to appoint the review committee as suggested in the report.

Council Reports

Academic and Information Technology Council: Simpson reported details about Voice Over IP phones with cameras, with the default of the camera being activated but it can be deactivated.

Campus Planning and Finance Council: the meeting was canceled

Extended University Programs Council: the meeting was canceled.

International Education Council: Wagner reported on the development of an international course, which will tie in with design your minor and being globally engaged. Discussion was held. It should be an initiative from IEC and Undergraduate Studies Council.

Research Policies Council: no report.

Undergraduate Studies Council: Walcott reported that the same officers were re-elected. They reviewed charges for next academic year. The June meeting has been canceled. The council is participating in a common read over the summer. Simpson asked Walcott to provide the proposed charges for the next Executive Board meeting.

OTHER

- Brodasky reported that OIT has provided a staff member to assist in the migration of the Faculty Senate website into the new content management system.
- Jellies questioned the appointment of an additional Executive Board member. Discussion was held. Brodasky was asked to provide the specifics of the make-up and numbers allowed.

The Executive Board will meet next on 12 June 2015. The president adjourned the meeting at 1:23 p.m.

Sue Brodasky, Faculty Senate Office

The following correspondences were provided to the Executive Board:

Agendas

- 19 May 2015, Academic and Information Technology Council
- 21 May 2015, International Education Council

Correspondence

- 21 May 2015, RE-Appointment Executive Board – William Rantz
- 21 May 2015, Appointment Executive Board – Matthew Mingus