

**WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE**

**PROFESSIONAL CONCERNS COMMITTEE  
Meeting Minutes of 21 February 2018  
Faculty Lounge, Bernhard Center**

**Members Present:** Kelly Ackerson, Rob Eversole, Melissa Intindola, Valerian Kwigizile

**Members Absent:** Nora Lewis, Cindy Linn, John Miller, Marcel Zondag

**Ex Officio Member Present:** John Jellies

**Advisory Member Present:** Nicole Albee, Director, Office of Student Conduct

**Advisory Member Absent:** Kathy Mitchell, Ombudsman

**Guest:** Suzan Ayers, Faculty Senate President

**Staff:** Sue Brodasky

The meeting was called to order by Chair Eversole at 12:32 p.m.

**PROCEDURAL ITEMS**

*Acceptance of the Agenda*

A motion was made and seconded to accept the agenda as amended. Motion carried.

*Approval of 15 November 2017 and 17 January 2018 Minutes*

A motion was made and seconded to approve both sets of minutes as presented. Motion carried.

**ACTION / INFORMATION ITEMS**

*Academic Integrity Committee Recruitment Update*

Brodasky reported that on January 24, 38 departments were contacted with a request for 73 volunteers. The request resulted in 22 volunteers being named; however, a few of the 22 were unable to fulfill the requirements needed. Albee reported that 14 of the 22 attended training. It was suggested that the email request should note that faculty and students who are nominated should have their availability confirmed prior to being nominated. Discussion was held. Albee suggested including a list of those who have already been appointed to the associate deans at the time of request.

*Create a Cycle for Review for Policies*

Ayers provided the background on the Policy Task Force. It was formed in response to an Higher Learning Commission requirement. The committee's charge is to organize policies by creating a central location, and developing a template to be used in creation of all University policies. Currently there are two classifications on the form, but neither applied to academic policy. Ayers ensured that the Task Force is now working to incorporate academic policies. Discussion was held. Jellies asked what the PCC could contribute to the discussion, to which Ayers indicated there is nothing currently. Ayers acknowledged that PCC has a current charge regarding review of policies that will be recommended to the Executive Board to be changed to an on-going charge.

*Establish a Timeline for Faculty to Report Academic Violations*

Albee described various other universities policies. Those details will be distributed to PCC when this topic comes back to the committee. Eversole acknowledged that a due date of 30 days from the faculty's point of knowledge of the infraction, as was recommended by Carrick Craig, appears to be an appropriate recommendation. Discussion was held. This topic will come before the committee again once Carrick Craig has completed his research.

**ADJOURNMENT**

The meeting was adjourned at 1:27 p.m. by Chair Eversole.

Sue Brodasky, Faculty Senate Administrator