

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE MEETING
Minutes of 5 April 2018**

The Faculty Senate met in Rooms 208-209 of the Bernhard Center. There were 75 Senators and substitutes present.

Members Present: O. Abudayyeh, Suzie Nagel-Bennett (for D. Anderson), D. Areaux, S. Asefa, J. Atkin, U. Attanayake, S. Ayers, T. Barkman, P. Bennett, L. Bierlein Palmer, P. Blickle, J. Brandão, T. Broadwater, S. Burns, Michele Behr (for S. Carlson), C. Chase, R. Cooper, E. Copija, Susan Hoffmann (for K. Corder), T. Curran, Wayne Fuqua (for A. DeFulio), R. dePeaux, K. Ehrhardt, B. Ferrin, Decker Hains (for K. Fogarty), Y. Ford, J. Gabel-Goes, B. Geier, S. Glista, T. Gupta, L. Heun, S. Hill, W. Homan, W. Huang, A. Isea, B. Jarl, J. Jellies, D. Johnson, J. Kapenga, D. Kim, K. Kness, Paul Vellom (for T. Koshmanova), P. Krawutschke, J. Larson, D. Lepisto, W. Liou, A. Miles, M. Mingus, E. Montgomery, I. Nash, N. Nelson, D. Nofsinger, D. Paul, J. Petrovic, K. Prewitt, Marilyn Kritzman (for K. Propp), W. Rantz, D. Rudge, J. Saini, L. Schmidt, D. Curran, R. Siebert, C. D. Simpson, S. Slawinski, J. Smith, Jody Brylinsky (for S. Stapleton), Muralidhar Ghantasala (for S. Steuer), S. Summy, A. Tazzia, J. Thakurta, J. Van Der Kley, Lisa DeChano-Cook (for G. Veeck), A. Venter, Z. Vidic, D. Walcott, B. Young

Members Absent: M. Cupka, D. Flanagan, J. Gilchrist, L. Gray, J. Hahn,

D. Hoover, M. Keil, C. R. Krishna-Swamy, P. Vander Weg, B. Wagner, R. White
Guests: Gary Bischof, Dean, Lee Honors College; Dennis Brooks, Director, WMU Bookstore; Jennifer Brown, WMU Bronson School of Nursing; Logan Brown, Vice President, Western Student Association; Barbara Cockrell, Associate Dean, University Libraries; Marilyn Duke, Center for Academic Success Programs; Paul Engelmann, Committee to Oversee General Education; Richard Gershon, School of Communication; Duane Hampton, Department of Geological and Environmental Sciences; Walter Jensen, guest of Rudolf Siebert; Charlotte Johnson, guest of Dean Johnson; Mark Kuepfer, Follett; Carla Koretsky, Dean, College of Arts and Sciences; Kelley Pattison, WMU Bronson School of Nursing; Rob Pennock, Director, Auxiliary Enterprises; Dave Powell, Dean, College of Aviation; Cheryl Roland, Executive Director for University Relations; Joe Sanchez, President Elect, Western Student Association; Raymond Thompson, Associate Dean, College of Aviation; Patti Van Walbeck, Associate Vice President for Business and Finance; Carol Weideman, Department of Human Performance and Health Education; Tom Wolf, Chief Information Officer; Paulo Zagalo-Melo, Associate Provost, Haenicke Institute for Global Education. Ad Hoc General Education Logistics Committee – Mervyn Elliott, Chair; Leigh Ford, Vice Chair; Staci Perryman-Clark; and Elke Schoffers

Staff: S. Brodasky, S. Davenport

Faculty Senate President Suzan Ayers called the meeting to order at 5:04 p.m.

PROCEDURAL ITEMS

Acceptance of the Agenda

A motion was made by Heun, supported by Asefa, to accept the agenda as published. Motion carried.

Approval of Minutes of 1 March 2018 Senate Meeting
Without objection, the minutes of the 1 March meeting were approved as published.

*Faculty Senate Executive Board Report – Suzan Ayers,
Faculty Senate President*

Senate President Ayers' report included the following:

- The following have passed away recently:
 - Dennis R. Corbin, senior associate athletic director for medical services.
 - Laura G. Manis, associate professor emerita, university counseling and testing center.
 - Diann J. Miller, assistant professor emerita, university counseling and testing center.
 - Charles M. Woodliff, professor emeritus of instructional communication and former director of the Division of Academic Services.
- University Relations distributed an email to inform faculty and staff that WMU will be revamping TIAA investment options to simplify choices, reduce plan administrative costs, and boost the effectiveness of retirement investments. All benefits-eligible faculty and staff are invited to attend one of the multiple meetings across the day on both April 10 and 18 in the Fetzer Center.
- Memorandum of Action – 18/01: WMU Essential Studies Learning Outcome Amendments has been signed and returned by the Administration.
- At the March Board of Trustees meeting, Western Student Association President Chianté Lymon shared that spring mid-term grades were entered for a record high 34% of sections. Arts and Sciences faculty have set the bar at entering 43% of all graduate and undergraduate sections' mid-term grades.
- Workshops began in March to orient faculty, staff, and students to Virtual Reality, and introduce them to the tools and processes used to create Virtual Reality content. Workshop topics included:
 - Introduction to Virtual Reality
 - Getting Started with Virtual Reality in Unity
 - Making 3D Objects for Virtual Reality
 - Making Art in Virtual Reality with Medium, Quill and Blocks.Each workshop is being offered three times, starting March 16. All workshops are held in the Virtual Reality Lab on the lower level of Waldo Library. For a complete list and description, visit: <https://wmich.edu/vr/learning>
- An Office of Faculty Development session will be offered, *21st Century Activism and Social Justice in the Classroom* on April 20, 2018. Register here: <https://wmich.edu/facultydevelopment>

- The Western Student Association, specifically Vice President Logan Brown, held a Public Service Announcement contest to advertise WMU's Tobacco-free policy. The winning video created by Austin Lee can be viewed at: <https://youtu.be/qcgencZkGoU>
- A joint working group of the Faculty Senate's International Education Council and the Research Policies Council is asking for your participation in a survey to aid in developing strategies for global engagement, one of WMU's three pillars. The survey should take just 5-10 minutes to complete. The survey is designed to collect information for internal uses only on international scholarly and creative activities at WMU over the last five years; so regardless of past or current engagement, please participate at: https://wmichcas.qualtrics.com/jfe/form/SV_dpB6bpELAYLmqVf
- A new Program Improvement form has been developed for processing all program changes. This form will replace the Curriculum Improvement form on the Faculty Senate website. This new processing of program improvement is intended to be the pre-cursor for moving to an electronic process similar to the electronic curriculum process currently in use for course changes. Please direct any questions regarding the form to the Faculty Senate office and questions about the processes to Associate Provost Dave Reinhold. The form is located at: <http://www.wmich.edu/facultysenate/policies/curriculumreview>
- Appreciation was expressed to the Ad Hoc General Education Logistics Committee. The outcome of its important work is a revised general education program that is more flexible and nimble than the current program and is outcomes-based and faculty-driven, which reflects the will of this body. The committee members are:
 - Mervyn Elliot
 - Leigh Ford
 - Jan Hahn
 - Dennis Simpson
 - Staci Perryman-Clark
 - Elke Schoffers
 - Sarah Summy
 - Carrie Cumming
 - Dave Reinhold
 - Bill Warren
 - Terrell Hodge
 - Ed Martini, and
 - Sharon Van Dyken

The committee's efficiency has produced the requested work, completed by the charged timeline. The Executive Board has received the final Logistics recommendations, including:

- MOA-18/01 (amendments to MOA-17/05)
- recommended WES implementation timeline
- recommended course approval guidelines (MOA-18/02)
- recommended student requirements (MOA-18/03)

- recommended charges and membership categories for the requested WMU Essential Studies Executive Advisory Committee
 - recommended WES guidelines for required student learning outcomes by course category
- Receipt of this work ends this part of the planning phase. The Logistics materials will be forwarded verbatim to the WMU Essential Studies Executive Advisory Committee to facilitate the next stage of planning, oversight, assessment, and improvements.
- Faculty Senate President Elect Richard Gershon was welcomed and provided a brief introductory statement.

Remarks by Edward Montgomery, WMU President

President Montgomery's remarks included the following:

Commencement

- Faculty were thanked for attending and participating.

Student Admit Days

- Applications are up but waiting for yield numbers.

Match Day

- The WMU Homer Stryker M.D. School of Medicine has its first graduating class. The first young doctors in the class will graduate this spring. Match Day for medical students across the nation took place last week, and all 48 of WMU's students learned they had secured residencies at hospitals around the nation.
- Also, the WMU Homer Stryker M.D. School of Medicine announced acceptance of its new residents from medical schools nationwide on Match Day. Sixty young doctors will come to our community for the next steps in their medical training.

South Neighborhood

- Work is about to begin on the South Neighborhood development. On April 12 at 4 or 6 p.m. in the Bernhard Center faculty, staff, and students are welcome to participate in two brainstorming sessions to bring together consulting firms and architects engaged to create a sub-campus master plan, design new campus housing, and a student center. The first tangible signs will be in May when Elmwood Apartments are demolished to make way for new housing.

WMU Florida Regional Site

- WMU's footprint in Florida is about to grow with the addition of seven additional degree and certificate programs available to Florida students. Those programs include engineering management, supply chain management, music therapy, and aviation management.

Phi Beta Kappa 20th Anniversary

- The oldest and most prestigious academic honor society in the U.S., Phi Beta Kappa, celebrates its 20th anniversary for the WMU chapter on April 10. Some 80 top juniors and seniors will be inducted.

Search Update

- Provost Search: will be conducting airport interviews next week.
- Vice President for Marketing and Strategic Communication Search: conducted airport interviews this week.

Development Successes

- An \$850 thousand gift has been received from Robert S. Kaiser for sales labs in the Haworth College of Business.
- A \$500 thousand gift has been received from Gretchen Ishler for speech pathology, art therapy, and occupational therapy labs in the Unified Clinics.

Student Accolades

- The Gold Company vocal jazz ensemble, won a Monterey competition, and with that win comes an invitation to perform in September at the 61st Annual Monterey Jazz Festival, what College of Fine Arts Dean Dan Guyette calls the Rose Bowl of the jazz world.
- Competing against top students from 35 universities, a team of two WMU sales and business marketing students placed first overall at the University of Toledo Invitational Sales Competition, with Ryan Demas of Naperville, Illinois, placing first in the sophomore division and Stacy Zoeller of Portage, placing second in the junior division.

Faculty Accolades

- Dr. Andrea Beach, professor of educational leadership, research and technology, has been named a fellow of the American Council on Education for the 2018-19 academic year. This year ACE selected just 45 fellows nationally to lend their talents to universities beyond their home institutions, as well as build their own knowledge and skills.
- Dr. Daniel Kujawski, professor of mechanical and aerospace engineering, was recently recognized as the force behind one of three technologies funded in the latest round of awards for a Michigan ADVANCE grant. The ADVANCE Grant Proof of Concept Fund provides an incentive for faculty with early stage technologies at Michigan public universities to engage with their university's technology transfer office to advance their technologies toward commercialization. Dr. Kujawski is an expert on stress and fatigue in industrial materials and is developing an interactive web-based fatigue analysis tool that will be useful to industry and university researchers.
- Cat Crotchett, professor in the Frostic School of Art received a fellowship from the Virginia Center for the Creative Arts

Remarks by Jody Brylinsky, Associate Provost for Institutional Effectiveness

On behalf of Interim Provost Susan Stapleton, Associate Provost Brylinsky's remarks included the following:

- Town Hall Meeting: topics included a new signature program for staff; policy implementation from Human Resources; and Success@WMU is gearing up.
- The interim provost met with the directors of advising to ask them to encourage students to take 15 credit hours as minimum load per semester. Research shows a positive impact of this on retention and student success.
- Congratulations to the College of Arts and Sciences for winning the engagement award for its level of mid-term grades submitted.
- Congratulations to all of the Presidential Scholars.

- Honors College Associate Dean Search: a short list has been identified and candidates will making presentations the last two weeks of the semester.
- Health and Humans Services Dean Search: four candidates will be presenting on campus next week. The schedule of presentations can be found on the interim provost website.

ACTION ITEMS

Bylaws Amendments – Suzan Ayers, Faculty Senate President

The Executive Board proposed two amendments to Article VII: Committees, Sec. 1, of the Faculty Senate Bylaws. The first amendment is to add a standing committee to conduct the Centers and Institutes approval and review process on behalf of the Faculty Senate, as mandated in MOA-14/03: Revised Policy on Centers and Institutes. The second amendment is to add a standing committee to oversee the implementation, assessment, and revision of the WMU Essential Studies curriculum.

With the addition of both amendments, the article would then read:

*Article VII: Committees, Sec. 1. In addition to those committees named in Article VII, Part 2, Sec. 2, of the constitution, the following shall be standing committees of the Senate: Committee on University Strategic Planning, Faculty Retirement Recognition, Professional Concerns, ~~and~~ Libraries, ~~and~~ **Centers and Institutes, and WMU Essential Studies Executive Advisory.***

A motion was made by Rudge, supported by Asefa, to approve the first amendment to establish the Centers and Institutes Committee. Motion carried.

A motion was made by Heun, supported by Krawutschke, to approve the second amendment to establish the WMU Essential Studies Executive Advisory Committee. With two opposed, the motion carried.

Discussion covered the following questions and statements:

- It was questioned how this new WMU Essential Studies Committee will change the oversight of the Undergraduate Studies Council, which has authority over undergraduate curriculum. Ayers noted that the WMU Essential Studies Executive Advisory Committee would supervise only WMU Essential Studies. The core curriculum is too big for the Undergraduate Studies Council and the Committee to Oversee General Education to manage. USC will have to revise its role statement.

MOA-18/02: WMU Essential Studies Course Approval Guidelines – C. Dennis Simpson, Faculty Senate Director

The Faculty Senate Executive Board recommends the WMU Essential Studies course approval guidelines as identified in MOA-18/02.

A motion was made by Simpson, supported by Cooper, to approve MOA-18/02 as published. With one opposed, the motion carried.

Discussion covered the following questions and statements:

- It was questioned why there is an explanation required for courses seeking approval that are not three credits. Ayers stated that is part of the current policy that the committee believed should continue.
- What does the reference of accommodations to high credit hour programs mean? Elliott stated that those programs currently have waivers for general education and have expressed concern about how the program will accommodate WMU Essential Studies courses. Therefore, the statement for accommodations was included. The WMU Essential Studies Executive Advisory Committee will have to review and approve any such accommodations. If there currently is a waiver in place, then it still may be possible but the learning outcomes will be required to be assessed for the course category for which the intended course is waived.
- An explanation was requested for the requirement that courses be offered every academic year. Elliott stated that it is currently part of the general education policy.
- It is unclear that the policy for courses to be offered once an academic year is being adhered to, so does it make sense to continue with such a policy? What will be the consequence for not following the policy? Ayers explained that the WMU Essential Studies Executive Advisory Committee will be keep an eye on the curriculum in this and many other regards. Schoffers stated that the Logistics committee felt that it is part of the existing policy and it is important to maintain regardless of it being followed.
- How will assessment data collection be enforced if faculty fail to conduct assessment? Caution was expressed about how the program is going to be evaluated versus measuring how courses fair. Ayers stated that for courses that do not provide assessment data, upon their regular review they would not be reapproved as part of WMU Essential Studies. Assessment data and its management will be the purview of the WMU Essential Studies Executive Advisory Committee. Elliott confirmed that assessment data will be grouped by course category to make improvements to the curriculum. Individual course data will not be the unit of analysis.
- Explain variable topics and how it will be applied. Perryman-Clark stated as long as a course is proposed as its own course it would be considered; variable topics would be considered when there is not a specific topic but rather when the course topic would change each time the class is offered.
- It was noted that the Higher Learning Commission requires assessment to guide improvement.

MOA-18/03: WMU Essential Studies Student Requirements – C. Dennis Simpson, Faculty Senate Director

The Faculty Senate Executive Board recommends the student requirements for matriculation through the WMU Essential Studies curriculum as specified in MOA-18/03.

A motion was made by Simpson, supported by Nash, to approve MOA-18/03 as published. Motion carried.

Discussion covered the following questions and statements:

- The restriction for no more than three courses in one prefix causes concern for high credit hour programs. Ayers stated that in the current general education program there are only two allowed. Elliott suggested applying for an accommodation.
- Can students ask to be changed to WMU Essential Studies if they came in under an older catalog? Ford explained that students can move forward in catalogs but not backward, however, they would need to understand that their entire program would change according to the new catalog.

INFORMATION / DISCUSSION ITEMS

Bookstore Update – Rob Pennock, Director, Auxiliary Enterprises

Pennock introduced Dennis Brooks, director of WMU bookstore, and Mark Kuepfer from Follett. In trying to find ways to improve and streamline services at the bookstore, a switch was made last fall to author shelving. Students can print out a list of books alphabetically or have it sent to their phone. This new system eliminates confusion regarding out of stock books in one section of the course versus another section. The bookstore has received positive responses from students about the change. There are learning curves and the bookstore is working out the kinks. Another benefit is to get books on the shelf quicker, and cut back on work force. Previously, the course material manager had issues with students getting wrong books and with team members getting confused and giving students the wrong book. The bookstore will be making placards indicating professor and course for which each textbook is required to correct that problem. Return lines are shorter but there are no other data to offer right now.

Discussion covered the following questions and statements:

- It was asked if faculty were considered in this effort. Faculty routinely review what textbooks other faculty are offering. Brooks stated that the information about the change was provided to the students and they have reacted well to it. If faculty want to see what colleagues are offering the bookstore staff can print or electronically send that list.
- Can a cross list of books be provided? Brooks stated that the staff can provide such a list.
- Is this a change for convenience of the bookstore, or driven by student demand? Brooks explained it is for student ease and to ensure the books are on the shelf.

Ad Hoc General Education Logistics Committee Update – Mervyn Elliott, Chair
Elliott reported that the committee has completed its charges and this work has laid the foundation for the work moving forward.

PROFESSIONAL AND ACADEMIC CONCERNS

WMU's Department of Public Safety has been recognized as the number three university police force in the nation for its campus safety initiatives.

Discussion covered the following questions and statements:

- The policy allowing only final exams to be scheduled in classrooms during final exam week has a negative side effect for certain student-centered activities. The example of final student presentations to which friends and

family are invited, creating an audience of 60 to 80 people on the Friday before graduation was highlighted. Curran will ask the registrar's office to offer flexible options.

- The Office of Information Technology has a policy related to network restrictions for security but it does not offer procedures for requesting exceptions. Chief Information Officer, Tom Wolf acknowledged there is not a procedure to grant this type of exception and he will look into that.
- OIT does not support more than 20 connected devices in classrooms. Wolf responded that it is not a policy, but an informal practice. On average, it is possible to get only 20 devices working in a room with one access point. Additional access points can be requested and impacted departments can work with OIT for accommodations.
- The electronic curriculum process is not intuitive; is it possible to make tutorials? Ayers reported that Executive Board Director Bret Wagner is creating such tutorials.
- On 8 February other schools closed due to weather but WMU did not. If Kalamazoo Valley Community College and public high schools close, the faculty member has told students not to attend class.

ADJOURNMENT

The Senate will meet next on 10 May 2018, in the College of Health and Human Services, room 4010. The meeting adjourned at 6:57 p.m.

Sue Brodasky and Suzanne Davenport, Faculty Senate Office