WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE EXECUTIVE BOARD
Minutes of 25 May 2018

Members Present: Osama Abudayyeh, Suzan Ayers, Carla Chase, Richard
Gershon, Janet Hahn, John Jellies, Marilyn Kritzman, Bret Wagner
Staff: Sue Brodasky

Faculty Senate President Richard Gershon called the meeting to order at 10 a.m.

ACTION ITEMS
Acceptance of the Agenda
A motion was made by Ayers, seconded by Wagner, to accept the agenda as presented. Motion carried.

Approval of the Faculty Senate Executive Board Minutes – 27 April 2018
A motion was made by Chase, seconded by Wagner, to approve the minutes as presented. With one abstention, the motion carried.

Acceptance of the Faculty Senate Minutes – 10 May 2018
A motion was made by Hahn, seconded by Ayers, to accept the minutes as presented. With one abstention, the motion carried.

INFORMATION ITEMS
President’s Update – Gershon
Gershon’s comments included the following:
• Welcome and appreciation expressed to the members of the Executive Board for their willingness to serve.
• Gershon has attended each of the councils’ meetings over the past month. All were very informative in getting up to speed.
• President Edward Montgomery Meeting: the meetings have been very productive; however, there will be a reduction in the meeting frequency over the summer. Discussion covered WMU Essential Studies and priorities identified by Gershon, which include interdisciplinary programs, cluster hires, and enrollment management.
• Disabled Student Support Meeting: it was acknowledged that WMU serves more disabled students than other universities. At the meeting, it was stated that there is not just one problem with one solution. WMU needs to improve faculty capability in dealing with disabled students, and the support for the students and faculty members. No final decision have been made regarding the level of support or future hires in this area.
• Academic Dean Meetings: Gershon began meeting with each of the academic deans, with a goal of introducing the priorities he has identified, WMU Essential Studies, as well as determining how the Faculty Senate can collaborate with the colleges to further college initiatives. Discussion was held regarding the Libraries Committee as it is unclear how it will move forward.
• WMU Essential Studies: Gershon met with the WMU Essential Studies Executive Advisory Committee Chair Sarah Summy and Vice Chair Decker Hains. The committee’s focus is on implementation, the electronic submission form, and creating super users who will assist others. The committee reiterated that baccalaureate writing is not to be part of WMU Essential Studies, so it will be left to the departments to determine if they chose to continue with those courses. It was noted that writing across the curriculum is imbedded in WMU Essential Studies. Previously, baccalaureate writing was a General Education requirement that was forced on the departments to deliver. Additionally, there is confusion about baccalaureate writing because it is included in MOA-17/05 which states “a baccalaureate level writing course within a major remains a requirement of the program but is not included within one of the 12 course categories.” There appears to be a need to create a Memorandum of Action to rescind that statement. Discussion was held. It will be referred to the WMU Essential Studies Executive Advisory Committee to draft an MOA as well as a new policy document. The committee is surveying the academic deans, chairs, and directors in order to determine the estimated course offerings. Those details will be collected by the Senate office.
• eLearning Standards Meeting: Gershon met with the Academic and Information Technology Council and Extended University Programs Council chairs. The standards document was provided to AITC. Another meeting will be held to finalize the standards document. Discussion was held regarding the question raised by the EB regarding the authorization of Extended University Programs to discontinue a course that they determine a faculty is not ready/qualified to teach. It was suggested that it would make EUP for an approver of academic content. It was expressed that EUP manages the delivery system but questioned if EUP should be allowed to be the administrative unit, and hold the role of a college dean, for these courses. It was suggested that EUP be required to refer any issues with course development to the department chair. Further discussion will be held at a future EB meeting.

Vice President’s Update – Hahn
Hahn’s comments included the following:
• Interim Provost Meeting:
  o Interim Provost Susan Stapleton suggested that the EB share all of the councils’ year-end reports with the incoming provost.
  o Stapleton is unsure when the WMU Essential Studies Director position will be filled, but suggested a search start in the fall. It was noted that Stapleton expressed that it is expected that the position will report to Associate Provost Dave Reinhold and if so would be reasonable for him to fill the position. Since it is just a two-year appointment, it was suggested that it be discussed with the new provost soon after her 1 July start date.
  o Stapleton suggested that the FS bring back specific topic forums to the monthly meetings. The value in doing that was expressed and the EB was asked for topics to be considered for the coming academic year.

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ACTION ITEMS, Cont.

International Education Council Membership
Gershon explained his recent discussion with the International Education Council’s leadership. He suggested that a prior council member be appointed to IEC as an advisory member without voting rights and without the eligibility to chair the council. It was confirmed that the EB is empowered to do so without reflecting on the election process. EB members expressed concern. Discussion was held. It was noted that all council meetings are open meetings, which any faculty member may attend, and if recognized by the chair can contribute to discussion. Additionally, faculty need not be a member of the council to hold a seat on a council subcommittee(s). At the recent IEC meeting the council elected a vice chair and secretary, but a chair has not yet been elected. Gershon was asked to assist the council in identifying a chair in consultation with the newly elected vice chair, secretary, and administrative representative.
A motion was made by Jellies, seconded by Kritzman, that the Executive Board, in direct response to President Gershon’s recommendation, consider appointing an advisory member to IEC for one year, in recognition of his expertise.
A motion was made by Wagner, seconded by Ayers, that the prior motion be postponed to allow for Gershon to follow-up with the council membership. Motion to postpone carried.

MOA-18/04: Creation of a Centralized Instructional Technology Accessibility Unit
Ayers reported on the two meetings that were held. She stated that following the most recent meeting with President Montgomery the attendees were hopeful. It was acknowledged that President Montgomery is interested in coordinating University Relations and EUP technology staff in order to get technology issues in compliance.
A motion was made by Ayers, seconded by Wagner, that the MOA-18/04 be returned to AITC for consideration. Motion carried.

COUNCIL/COMMITTEE REPORTS

Campus Planning and Finance Council: Wagner reported that the council has a seat on the Asylum Lake Committee. Vice President Timothy Terrentine attended to discuss the need for faculty inclusion in development. Council leadership was elected.

Graduate Studies Council: Chase reported that the council elected leadership, reviewed charges, and identified possible new charges. Reinhold informed the council that WMU must implement University-wide learning outcomes prior to the Higher Learning Commissions 2020 site visit in order to be in compliance.

International Education Council: Hahn shared that the council leadership plans to invite the new provost to a fall meeting.

Research Policies Council: Abudayyeh reported that the council elected leadership and reviewed possible charges for next year. A concern was raised regarding the council being named “Research Policies” since it is more extensive than just policy. Discussion was held.

Undergraduate Studies Council: Ayers distributed an email report prior to the meeting. The council discussed reducing the number of charges, revised its role statement, and elected leadership and representatives to serve on the Committee on University Strategic Planning and the Transfer of Credit Committee.

Centers and Institutes Committee: Abudayyeh reported that two proposals were approved for which the EB voted approval via email.

WMU Essential Studies Executive Advisory Committee: Ayers reiterated that the electronic course submission form is being created.

OTHER
Gershon has asked the academic deans for input on the council charges. He will be asking the EB to recommend charges that will identify major initiatives that will make a difference. He asked the EB members to consider the councils they serve and propose charges that encompass items the council should be working on but has not done so previously. It was suggested framing council charges on President Montgomery’s three key initiatives, budgetary constraints, WMU as a school of choice, and graduation rates, in order to align the FS with the administration and the University.

Wagner asked for a topic to be included on the next EB agenda regarding the creation of a committee to oversee the electronic curriculum process.

Chase asked to host a summer EB meeting at her farm.

ADJOURNMENT
The Executive Board will meet next on 8 June 2018 from 10 a.m. to 12 p.m. in the Bernhard Center, Faculty Lounge. Faculty Senate President Richard Gershon adjourned the meeting at 11:56 p.m.

Submitted by: Sue Brodasky, Faculty Senate Administrator