Members Present: Suzan Ayers, Carla Chase, Richard Gershon, Janet Hahn, John Jellies, Marilyn Kritzman, Bret Wagner  
Member Absent: Osama Abudayye  
Guests: Dave Reinhold, Chair, Transfer of Credit Committee; Sarah Summy, Chair, Decker Hains, Vice Chair, WMU Essential Studies Executive Advisory Committee  
Staff: Sue Brodasky

Faculty Senate President Richard Gershon called the meeting to order at 10:05 a.m.

PROCEDURAL ITEMS  
Acceptance of the Agenda
Action item C2 was moved to discussion item B3.  
A motion was made by Wagner, seconded by Kritzman, to accept the agenda as presented. Motion carried.

Approval of the Faculty Senate Executive Board Minutes – 25 May 2018
Discussion was held regarding modification of the level of details included in the minutes.  
A motion was made by Wagner, seconded by Chase, to approve the minutes as presented. The motion was postponed until the next Executive Board meeting.

INFORMATION ITEMS  
President’s Update – Gershon
Gershon’s comments included the following:
• Deans’ Meetings: the goals of these meetings are:
  o To discuss the need of the colleges to have the review process in place for the WMU Essential Studies course submissions.
  o To gain insight into the academic goals of each college.
  o To gather suggestions and perspective on interdisciplinary academic programs and cluster hires.
  o To solicit suggestions in developing council charges.
  o Concerns have been raised regarding the intersection of the Responsibility Centered Model budget and implementation of WMU Essential Studies. It was expressed that there are a surprising number of faculty who are unaware of the WMU Essential Studies curriculum. It was confirmed that the WMU Essential Studies Executive Advisory Committee is preparing a communication plan. Discussion was held.
  
• President Edward Montgomery Meeting: the Executive Board members were asked to submit topics for discussion at the meeting scheduled for next week. Topics already include a WMU Essential Studies update, the proposed GPA revision Memorandum of Action, council charges, and the possible changes to the number of honor credit hours. Suggestions were made.

• eLearning Standards: immediately following today’s EB meeting the representatives from the Academic and Information Technology Council and the Extended University Programs Council will be meeting on this topic.

Vice President’s Update – Hahn
Hahn asked staff to schedule a meeting with incoming Provost Jennifer Bott as soon as her schedule allows.

Electronic Curriculum Process Committee – Wagner
Wagner explained that an informal committee had evolved during the creation and implementation of the electronic course revision process. As revisions to the process continue to be implemented, it is apparent there is a need to formalize an ad hoc committee. Such a committee should also be charged with revision to policy and implementation of the electronic program revision process. When asked, Wagner provided examples of the continuing changes needed that could be guided and addressed by an expanded committee involving more faculty. Discussion was held regarding any possible overlap between a new committee and the Undergraduate Studies Council and the WMU Essential Studies Executive Advisory Committee.
Reinhold was asked, and confirmed the need for such a committee. Discussion was held. Gershon asked to have this topic as an action item on the next EB meeting agenda.

ACTION ITEMS  
Transfer of Credit Committee Report – Honors Upon Graduation – Reinhold
Reinhold explained that the report is in response to a student complaint regarding 3+1 students being unable to graduate with honors due to the current policy. Those students transfer to WMU with a requirement to obtain 30 credit hours at WMU but the honors policy requires 50 WMU credit hours to be considered for honors. TCC consulted the Registrar’s office to draft the proposed policy language. The revised policy would be applied university wide. TCC was unable to determine why WMU had originally adopted the 50 credit hours criteria. Concern was expressed that lowering the credit hour requirement would reduce the rigor to graduate with honors. Discussion was held. Reinhold was asked to provide the number of students the change would affect. Reinhold when asked, confirmed that Lee Honors College was consulted and is in agreement with the proposal.
A motion was made by Hahn, seconded by Ayers, to accept the report and return it to TCC for the development of an MOA. Motion carried.

International Education Council Membership
A motion was made by Jellies, seconded by Ayers, that the topic be postponed until the next EB meeting. Motion to postpone carried.

COUNCIL/COMMITTEE REPORTS  
WMU Essential Studies Executive Advisory Committee: Summy reported that the reminder email asking for completion of the intent survey for course projections has been sent to deans and department chairs/directors. Surveys are being received. The revised rubrics have been finalized and uploaded to the website. A student has been contracted to create an interactive webpage to assist faculty in proposing courses.

www.wmich.edu/facultysenate
Hains explained the proposed structure for the initial proposal review and approval committee. Based on the anticipated workload, it is being suggested that the committee is divided into review workgroups based on course categories. The diversity and sustainability learning outcomes would have a workgroup specific for courses proposed to include them. It is anticipated that the committee will be convened, charged, and trained by 1 September. It was noted that consideration is being given to creating a rubric for rating the proposals. Discussion was held.

The electronic submission form will be presented to the WMU Essential Studies Executive Advisory Committee at the next meeting. Discussion was held regarding the inclusion of acknowledgement that the course would be offered online.

Summy provided an overview of the information given to the WMU Essential Studies Executive Advisory Committee by Associate Provost Dave Reinhold regarding the WMU Essential Studies Director position. It was stated that the position is confirmed for one academic year, with the possibility of renewal. The position will be a part-time faculty two-course buy out. The committee has expressed the need that the position be appointed as soon as possible. Discussion was held.

Summy stated that the committee recommended that clear communication be distributed confirming that baccalaureate writing is not part of WMU Essential Studies and ultimately up to the departments to determine if it continues. The EB stated that an MOA would need to be crafted to rescind the language in MOA-17/05. It was suggested that Gershon draft a letter of intent to rescind the language of MOA-17/05 and explain the delay of that action until the Senate is in session in the fall.

**University Policies Committee:** Jellies reported that the committee continues to make progress. He provided an overview of the committee’s purpose. The University wide policies website continues to expand, but will take some time to complete. Gershon asked Jellies to provide a breakdown of relevant policy issues of the committee that may affect the Faculty Senate at the next EB meeting.

**OTHER**

Ayers noted a message from the Lee Honors College regarding Study in the States indicating possible general education credits. Concern regarding misrepresentation was expressed. Gershon will contact the Honors College dean for clarification. It was requested that this topic be added to the next EB agenda.

**ADJOURNMENT**

The Executive Board will meet next on 22 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 12:16 p.m.

Submitted by: Sue Brodasky, Faculty Senate Administrator