Western Michigan University
Faculty Senate Executive Board
Minutes of 22 June 2018

Members Present: Osama Abudayyeh, Suzan Ayers, Carla Chase, Richard Gershon, John Jellies, Marilyn Kritzman, Bret Wagner

Member Absent: Janet Hahn

Guests: Andrew Holmes, Executive Director Technology; Brian Carnell, Associate Director Educational Technology; Extended University Programs

Staff: Sue Brodasky

Faculty Senate President Richard Gershon called the meeting to order at 10:03 a.m.

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

Approval of the Faculty Senate Executive Board Minutes – 25 May and 8 June 2018
A motion was made by Jellies, seconded by Ayers, to approve the 25 May minutes as presented. Motion carried.

A motion was made by Kritzman, seconded by Chase, to approve the 8 June minutes as presented. With one abstention, the motion carried.

INFORMATION ITEMS
President’s Update – Gershon
Gershon’s comments included the following:

- **Deans Meetings**: The goal in meeting with the deans is to use some of their comments and suggestions in helping develop council charges for the coming year. Discussion also focused on WMU Essential Studies, presidential initiatives including the Responsibility Centered Model modified budget transition and its possible intersection with WMU Essential Studies. Since the last Executive Board meeting, Gershon has met with the following deans:
  - Satish Deshpande, Haworth College of Business
  - Earlie Washington, Health and Human Services
  - Ming Li, Education and Human Development

- **President Edward Montgomery Meeting**
  - WMU Essential Studies Update
    - Survey and roll out plans.
    - Director’s position will defer to the new provost, and it is expected she is on top of it.
    - Electronic submission process and review.
    - Assessment and his concern is that WMU Essential Studies fulfill its mission to have students exposed to general education courses outside of their major and/or college and be able to provide students the breadth and depth that WMU has to offer.

  - Professional Concerns Committee’s GPA Revision Proposal:
    - President Montgomery was intrigued with the idea because it focuses on student success.

  - Role of Faculty Working with Enrollment Management and Admissions: faculty make the difference and the goal is to consider how to involve faculty without mandating activity. It was suggested that this topic may be a point of conversation between the Faculty Senate and the AAUP in the future. Discussion was held.

  - President’s Goals
    - School of Choice – Undergraduate Studies Council
    - Student Success – Undergraduate Studies Council
    - Retention/Graduation Rate – Undergraduate Studies Council
    - Enrollment Management – Campus Planning and Finance Council

  - Profiling Faculty Achievement – President Montgomery agreed that the new Vice President for Marketing and Strategic Communication, Tony Proudfoot, should assist with distribution of WMU Essential Studies details.

- **WMU Essential Studies Update**
  - Received an update on the status of committee’s work.
  - Working through the electronic submission form.
  - The survey was distributed to the department chairs.
  - Sarah Summy and Decker Hains suggested distributing details on finalizing the decision about baccalaureate level writing courses to WMU departments at the beginning of fall semester.

- **International Education Council**: Gershon met with members to discuss possible leadership.

- **eLearning Standards**: Gershon met with the Academic Information and Technology C and the Extended University Programs Council in preparation for today’s meeting.

- **Haworth College of Business Center for Analytic and Big Data**: when presented to the provost council, it was requested that the center be changed to a University center rather than a college center. Discussion was held.

A motion was made by Ayers, seconded by Abudayyeh, to recommend that the Executive Board support the change to the University level. Motion carried.

- One of the EB meetings in late September will be held at Director Carla Chase’s farm.

DISCUSSION ITEMS
**eLearning Standards – Carnell**

Gershon explained that the standards were modified based on concerns expressed by the Executive Board. Clarification was given regarding the percentage of "up-time". Questions were raised and discussion was held regarding the inclusion of item 6 that designates allocation of budget. Discussion was held regarding possible conflict with the WMU-AAUP Agreement requiring development of course to completion prior to enrollment. Consideration was given to the target audience for the document, and there were suggestions of breaking it into different documents based on detail specific for faculty, the Office of Information Technology, Extended University Programs, etc.
It was questioned that if this is not a policy or Memorandum of Action, has it been communicated to the Provost office and other areas that may be impacted. It was suggested that it be postponed until it can be discussed with incoming Provost Jennifer Bott. Wagner, Kritzman, Carnell, and Holmes were asked to meet in order to shape the document further to avoid conflict with the WMU-AAUP Agreement.

**ACTION ITEMS**

*Electronic Curriculum Process Committee – Wagner*

Wagner reiterated the need for the committee. He was asked to provide suggested membership and charges. Discussion of membership was held. A motion was made by Wagner, seconded by Ayers, to appoint an ad hoc committee to provide recommendations to the EB for revision to the electronic curriculum process. Motion carried.

*International Education Council Membership*

Gershon reported that he had met with several council representatives for discussion of this topic. From those discussions, it was acknowledged that a former member is knowledgeable and significantly contributes to international education. Gershon will contact the suggested council member regarding the possibility of chairing the council. Discussion was held. The motion was postponed until an October Executive Board meeting.

**DISCUSSION ITEMS, Cont.**

*Study in the States*

The topic was postponed to the next meeting.

*Council Year-End Reports*

Gershon noted that the charges are not up for approval, but rather for review in preparation for approval at the next EB meeting.

- **Professional Concerns Committee**: Gershon provided an overview of the issue where faculty do not turn in grades by the deadline. The registrar is asking for assistance in addressing this need. The scale of the issue is significant and seems best suited for PCC. It was identified that this is a contractual issue but PCC may be able to explore options to support faculty in being successful. Discussion was held. A charge regarding examining the effects of cluster hires was removed and suggested it be an identical charge for Graduate Studies Council, Research Policies Council, and Undergraduate Studies Council. It was clarified that the charge related to academic conduct should be specific to student academic conduct.

- **Campus Planning and Finance Council**: Gershon expressed interest in promoting marketing and planning for the CPFC charges. He noted that concerns have been expressed about the University website focusing on just admission. It was suggested that an invitation be made for the new Vice President of Marketing and Strategic Communication, or his designee as an advisory member. Further, it was suggested that the Associate Provost for Enrollment Management be reassigned from USC to CPFC.

**COUNCIL/COMMITTEE REPORTS**

**University Policies Committee**: Jellies reported that the updated website provides the details regarding the committee purpose and authority. The committee reports to President Edward Montgomery and is comprised of representatives from the various vice presidential areas and includes Jellies as the Faculty Senate representative. The committee does not approve/disapprove policy but rather confirms that a recommended policy meets all criteria and offers a recommendation to the president for approval/disapproval based on its findings. Concern was expressed about the recently published Student Complaint Policy. Jellies will bring those concerns to the committee and follow up with the EB at a later date.

**WMU Essential Studies Executive Advisory Committee**: Ayers reported that 41 intent surveys had been received by the deadline. The committee is following up with the departments that have not responded to clarify if they do not wish to submit or are still in the process of completing the survey. The data from the surveys will be analyzed to determine what course categories are represented as well as how Diversity and Sustainability are represented. The committee discussed the capacity and enrollment of the projections provided by the departments. It reviewed the course submission process. The committee recommends that the EB consider an amendment to MOA-17/05: Revision to WMU General Education Curriculum, such that courses in the Societies and Cultures category be mandated as 3000 or 4000 level courses due to the two prerequisites. Concern was expressed about restrictions for courses in Level I or Level II. Discussion was held.

**ADJOURNMENT**

The Executive Board will meet next on 13 July 2018 from 10 a.m. to 12 p.m. in the Bernhard Center, Faculty Lounge. Faculty Senate President Richard Gershon adjourned the meeting at 12:31 p.m.

Submitted by: Sue Brodasky, Faculty Senate Administrator