Members Present: Osama Abdurayeh, Suzan Ayers, Richard Gershon, Janet Hahn, John Jellies, Marilyn Kritzman, William Rantz, C. Dennis Simpson, Bret Wagner
Members Absent: Carla Chase
Guest: Candy McCorkle, Vice President for Diversity and Inclusion
Staff: Sue Brodasky

Faculty Senate President Richard Gershon called the meeting to order at 10:04 a.m.

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

Approval of the Faculty Senate Executive Board Minutes – 28 September 2018
Edits were suggested. Approval was postponed to the next meeting pending revisions.

INFORMATION ITEMS
Vice President for Diversity and Inclusion – McCorkle
McCorkle provided details of her experience in higher education. She expressed goals for the office of Diversity and Inclusion:
- Develop diversity educational opportunities for faculty and staff
- Work with students of color to engage more with research and study abroad
- Work with high schools to get students of color to think about going to college
- Review the Kalamazoo Promise program to expand the summer program.
- Work with departmental student organizations to engage them with students of color.
- Expose children to the option of college at a young age
- Help faculty and staff understand that student services in Diversity and Inclusion helps them.

Concern was expressed regarding the lack of ADA compliance and the office of Diversity and Inclusion’s limited budget. McCorkle acknowledged that there is not enough funding to provide the necessary services to the students as required by ADA. The number of students that need ADA accommodations has increased without the services being increased. Gershon noted that the Faculty Senate has been working with President Montgomery on this issue, but acknowledged the difficulty due to the distribution of resources across several different areas. An advisory committee is being convened by Associate Provost Chris Cheatham to further address the issue. Brodasky was asked to provide McCorkle the ADA reports from the Academic and Information Technology Council. Discussion was held. When asked how to ensure diversity is incorporated into WMU Essential Studies, McCorkle stated that faculty should be encouraged to find ways to incorporate diversity into any course topic. For example, use diversity in the examples faculty provide during lecture, be considerate of international students who may not understand westernized culture, have an understanding of those cultures ensuring that student engage and react, and help students see themselves in course examples.

President’s Update – Gershon
Gershon’s comments included the following:
- Brodasky, Simpson, Chase, and Gershon had met to finalize the draft president’s appraisal survey. It has been reduced to 20 questions, which are more targeted and provide more value.
- A response was sent to Senator Sarah Hill about concerns she expressed about baccalaureate writing. Gershon intends to distribute a statement regarding baccalaureate writing as it pertains to WMU Essential Studies. It was noted that a Memorandum of Action to amend MOA-17/05 regarding baccalaureate writing is needed as soon as possible.
- Gershon will be meeting with Athletic Director Kathy Beauregard and Public Safety Director Scott Merlo to discuss the issues with parking at the College of Health and Human Services during weeknight football games.
- There was a meeting with the Western Student Association and the Graduate Student Association leadership regarding WSA and GSA special activities and personal finance. WSA and GSA will present at the 6 December Faculty Senate meeting.
- Gershon provided an update on the search committee for the Vice President for Development, which he is serving on.
- Cheryl Bruey and Todd Barkman, the Faculty Senate representatives on the Strategic Resource Management revenue and cost allocation committees, have been asked to provide monthly updates to the Executive Board.
- Gershon will be meeting with Associate Provost Paulo Zagalo-Melo to discuss the Haenick Institute for Global Education fee for visiting scholars.
- Gershon will be meeting with President Montgomery next week and asked the EB members to supply additional topics. Those that are already planned include:
  - School of Choice
  - Admissions
  - University campus tour
- The EB is scheduled for a dinner meeting with the administration. Topics for the agenda were suggested:
  - Academic Affairs reorganization
  - University Strategic Plan changes
- It was suggested that Associate Provost Jody Brylinsky be given an EB resolution at the 6 December 2018 Faculty Senate meeting.

Vice President’s Update – Hahn
Hahn’s comments included the following:
- Provost Meeting: Hahn asked the EB members to supply topics for the meeting.
- Provost Bott attended the most recent International Education Council meeting. Although it was mentioned that funding from the provost office might be available, IEC chair Stephen Covell explained that the council is not capable of receiving any funds. Discussion was held regarding Provost Bott’s funding of a Haworth College of Business project.
ACTION ITEMS

Faculty Senate Appraisal of the President Instrument – Gershon
Gershon explained that all but one of the questions included had appeared on past appraisals. Discussion was held. Edits were suggested. A motion was made by Jellies, seconded by Kritzman, to approve the instrument, pending amendments, contingent on a final review by the EB without objections. Motion carried.

MOA-18/05: Creation of Undergraduate GPA Revision Policy – Jellies
Jellies reported that MOA-18/05 had been unanimously approved by the Professional Concerns Committee. Wagner provided the history, need, and development of MOA-18/05. Discussion was held. It was suggested that members of PCC be invited to the Faculty Senate meeting when the MOA will be voted on. Wagner will provide a detailed presentation at that FS meeting to introduce the MOA. A motion was made by Jellies, seconded by Rantz, to move MOA-18/05 to the floor of the Faculty Senate at the 6 December meeting. Motion carried.

Undergraduate Studies Council Faculty Engagement in Recruitment and Retention – Kritzman
Kritzman reported that in 2016 the Undergraduate Studies Council prepared a report regarding faculty engagement in undergraduate recruitment and retention. Due to transition of the Associate Provost for Enrollment Management at that time, it was not until 2018 that new Associate Provost Terrance Curran reviewed the report and recommended a list of items. However, despite these two documents the topic again appears as a 2018-19 charge for USC. Therefore, Kritzman was asked by the council to bring both documents before the EB. Discussion was held regarding possible conflict with the WMU-AAUP, but since the documents include recommended strategies they would not be in opposition to the WMU-AAUP agreement. Discussion was held. It was suggested that both documents be added to the Faculty Senate website. Kritzman was asked to inform USC of the EB’s action and to defer that charge at this time. A motion was made by Rantz, seconded by Ayers, to provide the documents to the provost noting they are recommendations because of prior administration’s request. Motion carried.

Undergraduate Studies Council Elections
A motion was made by Ayers, seconded by Rantz, to elect Vickie Edwards, Arts and Sciences (one-year term) to the USC. Motion carried.

Department of Public Safety Oversight Committee Appointments
A motion was made by Ayers, seconded by Simpson, to appoint John Jellies and Judith Rypma to the Department of Public Safety Oversight Committee. Motion carried.

DISCUSSION ITEMS

Administration Dinner Agenda Suggestions
The topics were reiterated:
- Disability Services for Students
- Centers and Institutes

Additional topics were suggested:
- Academic Affairs reorganization
- University Strategic Plan changes

At 12 p.m. President Gershon left the meeting and Vice President Hahn served as chair for the remainder of the meeting.

Research Policies Council and WMU-AAUP Concerns – Kritzman
Kritzman provided details of the concern expressed by WMU-AAUP regarding the lack of notification by the Research Policies Council required by the agreement. It was thought that previous staff in the Office of the Vice President for Research might have inadvertently circumvented the verification process necessary through WMU-AAUP for research funding awardees. The current staff in OVPR was unaware of the situation. Verification was completed this past week by WMU-AAUP. Discussion was held. It was suggested that a Memorandum of Understanding between the FS and the WMU-AAUP be created to stipulate the process.

Ad Hoc Electronic Curriculum Process Committee – Wagner
Wagner provided suggested membership and charges. A motion was made by Simpson, seconded by Rantz, to accept the membership and charges and to appoint Wagner as chair. Motion carried.

Committee Charges and Leadership

Center and Institutes Committee: It was noted that any suggested agenda items should be provided to the Faculty Senate office.

Committee on University Strategic Planning: Brodasky was instructed to cancel the 3 December 2018 meeting.

COUNCIL AND COMMITTEE REPORTS

Extended University Programs Council: Rantz reported that the council expressed confusion regarding charge 6 pertaining to EUP. It was suggested that the council defer that charge to work on other charges first.

Committee on University Strategic Planning: Hahn provided a report via email prior to the meeting.

Campus Planning and Finance Council: Wagner stated that the council is unclear about what procedures of Follett need to be reviewed. It was confirmed that Follett’s order procedures have been causing shortages of textbooks available.

Undergraduate Studies Council: topic postponed to the next meeting.

Professional Concerns Committee: Jellies provided a report via email prior to the meeting.

Research Policies Council: Abudayyeh reported that the council determined the recipients of the Support for Faculty Scholars Awards. It was announced that Vice President Terri Goss Kinzy would not be providing additional funding to cover the awards beyond the budgeted amount.

International Education Council: topic postponed to next meeting.
WMU Essential Studies Executive Advisory Committee: Ayers stated that the committee discussed baccalaureate writing, and suggests that it be removed from MOA-17/05. Discussion was held regarding the need for a MOA to revise MOA-17/05. It was suggested that the topic be discussed at the next EB meeting. Concern was expressed regarding the lack of communication of approvals following the Proficiency-2 review conducted by the Committee to Oversee General Education in 2016. It was stated that in 2017 Interim Provost Susan Stapleton was informed that the EB was recommending no action be taken regarding any course that was previously approved for Proficiency-2 due to the expected implementation of WMU Essential Studies.

ADJOURNMENT
The Executive Board will meet next on 26 October 2018 from 10 a.m. to 12 p.m. Faculty Senate Vice President Janet Hahn adjourned the meeting at 12:17 p.m.

Submitted by: Sue Brodasky, Faculty Senate Administrator