Members Present: Osama Abudayyeh, Suzan Ayers, Richard Gershon, Janet Hahn, John Jellies, Marilyn Kritzman, William Rantz, C. Dennis Simpson, Bret Wagner  
Member Absent: Carla Chase  
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 Simpson, seconded by Ayers, to accept the agenda as provided. Motion carried.

*Approval of the Faculty Senate Executive Board Minutes – 28 September 2018*

A motion was made by Kritzman, seconded by Simpson, to approve the 28 September minutes as revised. Motion carried.

*Approval of the Faculty Senate Executive Board Minutes – 12 October 2018*

A motion was made by Wagner, seconded by Rantz, to approve the 12 October minutes as presented. Motion carried.

**INFORMATION ITEMS**

*President's Update – Gershon*

Gershon's comments included the following:  
- **President Edward Montgomery Meeting:** school of choice is a theme that will be continued by each of the presenters at the Faculty Senate meetings. There are opportunities for the Faculty Senate to help shape the vision of a school of choice.  
- **Football Tailgating at Health and Human Services:** Director of Public Safety and Chief of Police Scott Merlo emailed earlier in the week providing the specifics about HHS parking lot restriction for tailgating which was disseminated to the dean, Hahn, Chase, and Simpson. It was noted that the provost also should have been included. Gershon will be meeting Merlo and has already met with Director of Athletics Kathy Beauregard. Beauregard had stated that campus security plans to have all staff and students park in lot 104 where tailgating will not be allowed. There will be digital signs in the area directing students, staff, faculty, and tailgaters to their respective areas. Students, staff, and faculty will need to notify tailgate money takers that they are there to attend class so that they are not charged to park.  
- **Institutional Effectiveness:** Associate Provost Jody Brylinsky would like to meet with the EB to discuss the 2020 Strategic Plan. Gershon recommends extending her an invitation to the 9 November EB meeting, and consideration for inviting her to present at the 6 December Faculty Senate meeting regarding the Signature Program. It was suggested that she be asked to address the EB regarding lessons learned from strategic planning and preparations needed for the 2020 Higher Learning Commission visit.

- **Visiting Scholar Fee:** Gershon met with Associate Provost Paulo Zagalo-Melo, Haenicke Institute for Global Education to discuss the visiting scholar orientation program designed by HGE. The purpose of the program would be to provide structure and consistency for visiting scholars. The program would have an associated cost payable to HGE by the department hosting the scholar. During that meeting, it was discussed if departments and other academic units could afford, or should be required to pay, the proposed $3,500 to $5,000 per scholar fee. Gershon suggested that Zagalo-Melo be invited to the EB in January as a precursor to inviting him to present at the February Faculty Senate meeting. A concern was raised that by allowing him to present to the Senate it may be perceived that the EB is endorsing the fee implementation.

- **Accessible Technology Committee:** Gershon attended the first meeting. This committee will be an advisory group to address the overlapping responsibilities of Disability Services for Students, Extended University Program, and the Office of Information Technology. It was confirmed at the meeting that OIT has been provided funding to hire an accessible technology specialist. It was suggested that Simpson be added to the committee roster. Gershon will follow up.

- **Appraisal of WMU President:** it was suggested that the survey be distributed on Tuesday, November 6, rather than Monday, November 5. Also, to extend the return date to Monday, November 19.

- **Administration Dinner Meeting:** a request was made that a summary of the administration dinner meeting be sent to the EB in order to update members that could not attend.

A motion was made by Simpson, seconded by Rantz, to extend appreciation to the members of Academic and Information Technology Council for the work on the ADA issue, and to discharge AITC from that charge going forward. Motion carried.

*Vice President’s Update – Hahn*

Hahn’s comments included the following:  
- **Provost Jennifer Bott Meeting:** topics included English standards for graduate students, strategic planning, programmer position request for Haworth College of Business, and MOA-18/05: Creation of an Undergraduate GPA Revision.

**ACTION ITEMS**

*Approval of the Faculty Senate Minutes – 27 September 2018*

A motion was made by Simpson, seconded by Kritzman, to accept the 27 September minutes as presented. Motion carried.

**MOA-18/08: eLearning Standards**

It was acknowledged that the Extended University Programs Council chair had requested via email that the eLearning Standards be implemented, but not be an Memorandum of Action. Discussion was held regarding the process, the standards had been vetted. No action was taken on MOA-18/08.

A motion was made by Jellies, seconded by Ayers, to forward the eLearning Standards to the Provost with a recommendation of the EB that the standards as presented on this date be implemented by EUP and reviewed/revise by EUPC annually. Motion carried.
MOA-18/09: Creation of Service Learning Course Approval Procedures
Kritzman provided background on the progress the Undergraduate Studies Council has made on this topic in order to create the MOA. It was confirmed that the proposed approval committee would be a subcommittee of USC. It was noted that a change to the electronic curriculum process might require an update to accommodate these procedures. It was stated that these procedures were modeled on the Honors College designation. Discussion was held.
A motion was made by Simpson, seconded by Ayers, to move MOA-18/09 to the floor of the Faculty Senate at the 1 November meeting. Motion carried.

MOA-18/10: Creation of Service Learning Course Identification Procedure
The intent of the MOA was questioned, as it appears to be an MOA. Kritzman stated that the Registrar asked for it to come forward as an MOA. Since the entire process was modeled after the Honors College designation, USC will review how the designation is managed in that process.
A motion was made by Simpson, seconded by Ayers, to return MOA-18/10 to USC for clarification. Motion carried.

Acceptance of the Faculty Senate Agenda – 1 November 2018
MOAs 18/08 and 18/10 were removed from the agenda. Gershon will contact the presenters to request specific talking points. Discussion was held regarding length of presentations. Brodasky was asked to inform presenters of a 10 to 15 minute time limit, with questions to follow.
A motion was made by Jellies, seconded by Ayers, to accept the agenda as modified. Motion carried.

Curriculum Proposals
Discussion was held regarding prior variations about how majors and minors were housed and the change to creating institutes. It was noted that the EB has already approved the creation of the institute based on the recommendation of the Faculty Senate Centers and Institutes Committee. The College of Arts and Sciences curriculum committee has approved these proposals. It was suggested that the Provost be asked for clarification and insight. Brodasky was asked to schedule a meeting with Provost Jennifer Bott, Gershon, Ayers, and Kritzman.
- CAS17-335: African and African American Studies Major
- CAS17-336: African and African American Studies Minor
- CAS17-337: Anthropology Master of Arts
- CAS17-338: Anthropology Major
- CAS17-339: Anthropology Minor
- CAS17-340: Africana Studies Program
- CAS17-341: Department of Anthropology

A motion made by Jellies, seconded by Rantz, to postpone this topic to the next EB meeting. Motion carried.

DISCUSSION ITEMS
Baccalaureate Writing
A Faculty Senate statement is being drafted regarding the exclusion of baccalaureate writing from WMU Essential Studies to be posted to the website. It was suggested that the statement include that WMU Essential Studies was designed to endorse writing across the curriculum.

A topic was raised regarding the College of Arts and Sciences reviewing the Liberal Education Curriculum within the college in order to enforce required courses. Discussion was held.

Extended Meeting Possibilities
It was decided to extend the EB meeting times by ½ hour. An additional meeting was added for 16 November.

COUNCIL AND COMMITTEE REPORTS
International Education Council: Hahn explained details of the 2017-18 engagement survey that were presented, such that there is a high interest from faculty to visit foreign countries to attend conferences but low interest in bringing foreign scholars to WMU. There was discussion at IEC about the need to clarify international courses being submitted to WMU Essential Studies.

Undergraduate Studies Council: Kritzman reported about the USC discussion of the final exam policy that allows students to defer more than two exams on one day. There is an issue with undergraduate certificates minimum requirement of 15 to 24 credits because some are being requested with only nine. Associate Provost Dave Reinhold is denying any less than 15 credit hours, so it is anticipated the topic may come before the EB for discussion at a future date. Also, there is a concern regarding an 24 credit hour accelerated graduate degree program from the Medieval Institute from a minor because the program does not have a bachelor’s degree. The AGDP was designed to build on a major not a minor. Discussion was held.

Extended University Programs Council: Rantz stated that EUP has been directed to stop all programs in Punta Gorda, FL except aviation. Discussion was held. The Dual Enrollment sunset clause is coming due. It is anticipated that EUP will provide program data. There is a new program in cybersecurity that is anticipated to obtain resources through EUP.

Academic and Information Technology Council: Simpson provided a report via email prior to the meeting.

Campus Planning and Finance Council: Wagner reported that the council was provided a review of the south neighborhood redesign master plan.

Transfer of Credit Committee: Wagner questioned if a committee charge should be developed regarding the programing fix necessary for which Provost Bott may supply funding. Kritzman noted TCC is a subcommittee of USC and would not receive charges from the EB but rather from USC.

Graduate Studies Council: Chase provided a report via email prior to the meeting.

WMU Essential Studies Executive Advisory Committee: Ayers provided a report via email prior to the meeting.
OTHER
Gershon raised a question about the mission and effectiveness of the Faculty Technology Lab in terms of its structure. Ayers and Kritzman noted the support they have received from the lab has been very valuable. Gershon asked to have this as a future discussion item.

It was noted that Keith Hearit should be invited to a future EB meeting to provide a report of the Sucess@WMU program. In addition, Vice President Tony Proudfoot should be invited to a future EB meeting.

Ayers reminded the EB to submit their faculty fees.

ADJOURNMENT
The Executive Board will meet next on 9 November 2018 from 10 a.m. to 12:30 p.m. Faculty Senate Vice President Janet Hahn adjourned the meeting at 12:27 p.m.

Submitted by: Sue Brodasky, Faculty Senate Administrator