Members Present: Osama Abudayyeh, Suzan Ayers, Carla Chase, Richard Gershon, Janet Hahn, John Jellies, Marilyn Kritzman, William Rantz, C. Dennis Simpson

Member Absent: Bret Wagner

Guests: Jody Brylinsky, Associate Provost for Institutional Effectiveness; Marilyn Duke, Chair, University Assessment Steering Committee; Todd Barkman, Strategic Resource Management Cost Allocation Committee; Sarah Summy, Chair, Decker Hains, Vice Chair, WMU Essential Studies Executive Advisory Committee; Mervyn Elliott, WMU Essential Studies Director

Staff: Sue Brodasky and Suzanne Davenport

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

PROCEDURAL ITEMS

Acceptance of the Agenda

Gershon asked to add an action item of Policy of the Faculty Senate Executive Board – Limited Electronic Voting on Draft Faculty Senate Minutes, and two information items for WMU Essential Studies Extension Request by the College of Arts and Sciences and Curriculum Process Change Provost Request. A motion was made by Kritzman, seconded by Ayers, to accept the agenda as amended. Motion carried.

Approval of the Faculty Senate Executive Board Minutes – 26 October 2018

Ayers requested a modification to the Accessible Technology Committee report that reflected the recommendation of inclusion of Simpson on the committee. A motion was made by Simpson, seconded by Rantz, to approve the 26 October minutes as revised. Motion carried.

DISCUSSION ITEMS

University Assessment Steering Committee – Duke

Duke reported on the work of the University Assessment Steering Committee in preparation for the Higher Learning Commission visit in 2021. The committee conducted two surveys to gather data from the academic colleges and student learner support units. The survey focused on discovering any gaps prior to the HLC visit. Some of the key findings are:
- The need to distinguish between assessment, program review, and unit accreditation requirements.
- Several colleges are looking for support in designing and implementing graduate student assessment practices.
- Six of the seven academic colleges believe they can respond favorably to the HLC’s request for evidence of student learning and program improvement based on assessment results.
- Every college has either a college-level or unit-level assessment committee.
- Colleges and units would like additional support in developing learning outcomes.
- There is a need for comprehensive and consistent reporting systems.

Recommended actions of the UASC, which have been provided to the Provost and Vice President for Academic Affairs and Vice President for Student Affairs, are as follows:
- The UASC needs to share the results of the surveys with University leadership.
- Develop additional support for writing and measuring learning outcomes.
- Create a common assessment reporting template and feedback process.
- Establish assessment champions within each academic and learner support unit.
- Develop University-wide student learning outcomes.

The senate is being asked to aid in the fostering of an assessment culture by mentioning assessment highlights in the Executive Board report at each of the Faculty Senate meetings. When asked what HLC will be looking for in the category of assessment during the site visit, Duke noted it would be data to support closing the loop of assessment, such that assessment data is being used to make improvements. Duke noted the biggest problem facing assessment at WMU is the confusion between evaluation and assessment. Discussion was held. The UASC was asked to provide highlights to be announced at the Faculty Senate meetings, specifically focusing on definitions. It was asked how WMU could institutionalize assessment beyond the HLC visit in 2021. Duke stated that ideally faculty would see the benefit assessment makes in improving teaching.

Office of Institutional Effectiveness – Brylinsky

Brylinsky provided a PowerPoint to note the following points:
- The strategic plan was written with strong faculty engagement, which will be a continuing important factor.
- Branding of the University should speak to the mission.
- The strategic plan is based on five goals; the less the goals are changed the more WMU needs to change its infrastructure.
- There are 24 objectives with 100 metrics.
- The first reiteration of the plan included benchmarks with WMU’s Carnegie peers; however, recently the benchmarks have been removed. This will be an imperative issue for HLC, because WMU must have benchmarks.
- The metrics currently being used are lag metrics, whereas, WMU needs to develop lead metrics.
- Recently the work of the CROMs was paused.
- The annual report shows results of actions being taken.

When asked, Brylinsky stated the following items as her recommendations for strategic planning moving forward:
- The largest reporting areas are the on-going initiatives taken up by reporting areas, there needs to be an effort for reporting areas to develop annual initiatives to provide data on as well.
- A mandatory standardized data collection and reporting system must be realized.
- The CROMs should continue. The CROMs included Committee on University Strategic Planning members. Have CUSP become more visible.
- The reporting of resources linking to planning needs to be improved.
- Develop lead metrics.
- Connect messaging and branding back to the strategic plan.

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Brylinsky stated that the HLC visit timeline has been established and the visit date will be April 13, 2021. Planning was begun a year ago. The more the Faculty Senate councils know about the visit, the more effective the Senate will be. The University Self-Report will be published in 2020. Brylinsky suggested that the Senate council charges for next year should include HLC Criterion 2: Integrity-Ethical and Responsible Conduct. There is a need to tie integrated program review into accreditation. Administrative program review is currently underway, but without the Faculty Senate’s help, it could easily be overlooked. Centers and Institutes oversight will be an impactful topic for HLC, as well as the transition to WMU Essential Studies. A motion was made by Simpson, seconded by Jellies, for Gershon and Ayers to create a resolution on behalf of the Faculty Senate to be presented to Brylinsky at the 6 December Senate meeting. Motion carried.

Strategic Resource Management Committee Updates – Barkman

Barkman explained that after four meetings there is not a lot to report. He provided his impressions of the process as being ambitious about achievements for each meeting; it will result in a Responsibility Centered Model where monies will flow directly to responsibility centers (i.e. colleges) and costs for support services will be charged back to those centers. Barkman noted that the committee he serves on is developing rules only for costs, of which the rule for allocating direct costs has been voted on as of this date. Discussion was held.

WMU Essential Studies Update – Summy, Hains, and Elliott

Summy reported that as of this morning 199 courses have been submitted. Elliott noted that an email has been distributed to chairs and deans regarding inclusion of syllabus and assessment plan attachments with proposals. Apart from the concern of attachments, the electronic process is working well. The committee has put a hold on discussion of equivalencies until such time that there are requests for them. The College of Arts and Sciences International Committee has asked for an exemption of courses being offered every year for study abroad, which the committee agreed. Members of the committee recently met with Vice President Tony Proudfoot regarding a marketing plan. Discussion was held. Hains reported that the WMU Essential Studies Course Review and Approval Committee has formed its six review subcommittees. Each is comprised of four to five committee members with an equal mix of faculty and advisory members. Arrangements are being made to modify the proposals that reviewers will have just one file to read, by combining the three that are submitted. A checklist for approval has been created, and a tracking sheet will be created to chart and organize the submissions. Discussion was held regarding mapping the curriculum. It was requested that Summy provide an update at the 6 December Faculty Senate meeting.

WMU Essential Studies Extension Request by the College of Arts and Sciences

Gershon explained that the College of Arts and Sciences has requested an extension to 25 January 2019 from the original submission deadline of 31 December 2018. The college is estimating submission of 200+ courses. It was questioned why all of the colleges submissions need to be held until the 25 January date. Discussion was held. It was suggested that the WMU Essential Studies Course Review and Approval Committee be encouraged to review courses by the date they are submitted following the 31 December deadline. Brodasky was asked to schedule a meeting with Dean Carla Koretsky, Associate Dean James Cousins, Gershon, Kritzman, Summy, Elliott, and Hains.

INFORMATION ITEMS

President’s Update – Gershon

Gershon’s comments included the following:

- In a meeting with Board of Trustee Chair Jeffrey Rinvelt, an update on the WMU Presidential Appraisal was provided by Gershon.
- Board of Trustees 7 November Meeting Update:
  - Vice President Terri Goss Kinzy spoke about tracking WMU Research efforts with universities.
  - Professor Devin Bloom, Biological Sciences recipient of a major science grant for studies of fish migration gave a presentation titled A Life on the Move: Unraveling the Mysteries of Fish Migration
  - The Board of Trustees approved a medical chaperone policy.
- Vice President for Development and Alumni Relations Search Update: candidate Lance Burchett was on campus for a presentation that included the following:
  - There were $450 billion given last year in terms of private donations. Of that money, the organizations that are the first two priorities are places of worship and universities.
  - There are four influencing factors for alumni and private contributors:
    1. Alumni and special people at the university
    2. Faculty who have made a difference in the past
    3. University President
    4. Development officer
  - Faculty can play an important role by talking about what they are interested in. They can help shape the vision or reason for private giving. Donors don’t give abstractly. They want to connect with a project or campaign that has clear vision and purpose.
  - The new Vice President for Development and Alumni Relations will be tasked with leading a major capital campaign. The last one conducted at WMU was in 2003. Burchett has led three and participated in five campaigns.
- Accessible Technology Committee: Gershon reported that he was able to confirm with Associate Provost Chris Cheatham that the position on the committee could be filled by any member the Faculty Senate would like and was not restricted to the Faculty Senate president. Therefore, he is asking Simpson to be the EB representative on the committee.

Vice President’s Update – Hahn

Hahn’s comments included the following:

- Policy Committee Update: Hahn is now serving on the committee since Jellies had a teaching conflict. The committee provided a list of Faculty Senate Memoranda of Action that are being requested be modified to the established policy format and added to the policy webpage. Hahn will meet with Brodasky to organize that process.
- It was suggested that Hahn discuss the College of Arts and Sciences Liberal Arts Education Curriculum at her next meeting with Provost Jennifer Bott.

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Curriculum Process Change Provost Request

Gershon provided details regarding a request of the provost for the opportunity to become aware of new program proposals earlier in the process than at a time she is asked to approve the proposals in order to ensure resources are available. Discussion was held regarding possible solutions. A motion was made by Kritzman, seconded by Rantz, to modify the proposal form to require letters of support regarding resources from the college dean and the provost. A motion was made by Jellies, seconded by Simpson, to postpone this topic for further discussion at the 16 November EB meeting. Motion to postpone carried.

ACTION ITEMS

Email Vote

Gershon reported the multiple requests for distribution of the Faculty Senate notes as soon after the meeting as possible, as was done in prior years. He is proposing the distribution of draft minutes to take the place of notes. The value in providing the draft minutes is for Senators to be able to report to their departments the activities of the Senate. This action will not be an approval of the minutes, but rather an acceptance of the draft minutes to be distributed. Discussion was held. Jellies submitted the written motion as follows, seconded by Ayers. Motion carried.

WMU Faculty Senate Policy of the Executive Board

Limited Electronic Voting On Draft Faculty Senate Minutes

Rationale:
In order to facilitate the earliest possible distribution of draft minutes of the regular Faculty Senate meetings, the Executive Board must agree in advance to a policy and procedure for using email to review and approve that limited action.

Unless specifically authorized in the bylaws, the voting members of the Executive Board are not allowed to act by proxy on any final determination. Thus, an email vote to render a final approval is not allowed, but an email vote to affirm that draft minutes have been reviewed and may be placed on an agenda for presentation to the Faculty Senate and final disposal is not prohibited.

Email cannot be used to discuss, debate, or modify an action in any officially acceptable way. Thus, a vote to approve must be unanimous among the Executive Board voting members who attended the Faculty Senate meeting. If a single Executive Board voting member does not accept or abstains then the draft minutes MUST be held for review at the next in person meeting of the Executive Board.

Policy of the Executive Board for limited electronic voting on draft minutes:

1. This policy and following email procedures must be reconsidered with each change of composition of the Executive Board.
2. Draft minutes of the regular Faculty Senate meetings shall be prepared by the Faculty Senate Office staff. These draft minutes shall conform to the guidelines outlined in American Institute of Parliamentarians Standard Code of Parliamentary Procedure as the parliamentary authority of the Faculty Senate. Until final approval at a regular meeting of the Faculty Senate, all copies of these minutes shall carry a watermark clearly indicating DRAFT.
3. The draft minutes shall be submitted to the Faculty Senate President for review at a time mutually agreed upon by the President and the Faculty Senate Administrator. The President shall review the draft minutes for accuracy and conformance.
4. The President shall authorize the initially reviewed and corrected draft minutes to be distributed by email to Executive Board members, who attended the Faculty Senate meeting, for review and acceptance, per the email process described below.
5. Following acceptance of the draft minutes by the Executive Board, the President may choose to direct that they be distributed to Faculty Senators via email by the Faculty Senate Office staff. The communication to Senators shall specify that the draft minutes are for review and that they will not be official until approved at the next regular Faculty Senate meeting.

NOTE: The Executive Board acceptance is limited to procedural acceptance and ONLY authorizes the draft minutes to be distributed to Senators for their use and review in anticipation of review and approval at the next regular Faculty Senate meeting.

Process of the Executive Board for limited email voting on draft minutes:
The email requesting a vote must originate from the Faculty Senate Office. All Executive Board voting members, who attended the Faculty Senate meeting, must be listed in the primary “To” address line. The President shall only be listed in the “Cc” address line. No others shall be in line of receipt of the email and the email may not be forwarded. The subject line must be “Executive Board Action Request”.

The email text shall read: “The Executive Board is being asked to review the DRAFT minutes of the (insert relevant date) Faculty Senate meeting for accuracy, conformance to parliamentary guidelines, and authorization for inclusion on the agenda at the next regular Faculty Senate meeting for approval. Please reply (not “reply all”) to this email by (insert date and time no less than 3 business days from the send date and time) with “accept” or “do not accept”.

NOTE: Any response other than “accept” or “do not accept” such as, but not limited to “yes”, “sure”, or “ok”, shall disqualify the vote and render a decision by email impossible.

A vote to accept must be unanimous, such that all voting members must vote on the same side, either to accept or not accept. Any other outcome shall automatically direct the draft minutes to be held until the next Executive Board meeting where they can be discussed and disposed of in person by the Executive Board.

Draft minutes must be included as a direct attachment as a “.pdf” file. There shall be no direction to a storage site or cloud server and no other action shall be required beyond opening the attachment. If any Executive Board voting member is unable to access the attachment before the voting deadline, his/her vote shall not be allowed and the minutes must be held until the next meeting of the Executive Board. If there is a concern about the ability to open an attachment, then the verbatim text of the minutes must be inserted directly into the body of the email message.
After all responses have been received, the Faculty Senate Office staff shall send a follow-up email to all Executive Board members and the President as above, except that the subject line shall be “Executive Board Action Decision”. This shall inform the Executive Board of the outcome of the vote. The Faculty Senate Office staff shall make this determination and shall print out hard copies of each Executive Board voting member’s response. The response emails shall be retained as documentation for not less than one calendar year. Any Executive Board member or Senator may request to view these. Failure to provide them for review and confirmation of a unanimous vote may render all actions subsequent to the disputed vote out of order.

Appointment to the South Neighborhood Transportation Committee
A motion was made by Ayers, seconded by Rantz, to recommend the appointment of Valerian Kwizigile, a member of the Campus Planning and Finance Council, to the South Neighborhood Transportation Committee. Motion carried.

General Election Timeline
A motion was made by Jellies, seconded by Abudayyeh, to approve the general election timeline as provided. Motion carried.

Curriculum Proposals
Postponed to future date
- 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 was made by Simpson, seconded by Kritzman, to postpone this topic to a future EB meeting date. Motion carried.

COUNCIL AND COMMITTEE REPORTS
University-wide Learning Outcomes
Research Policies Council
WMU Essential Studies Executive Advisory Committee: Ayers provided a report via email prior to the meeting.
A motion was made by Simpson, seconded by Kritzman, to postpone the reports to the next EB meeting. Motion carried.

OTHER
Gershon asked the Executive Board to consider extending an invitation to Associate Provost Brylinsky to present at the 6 December Faculty Senate meeting regarding the University Strategic Plan in addition to another individual to address the Signature Program. Discussion was held, however, this item was not added to the Senate agenda.
A motion was made by Simpson, seconded by Rantz, for the creation of a resolution of the Faculty Senate for Brylinsky’s work on behalf of the University. Motion carried.

A motion was made by Simpson, seconded by Kritzman, to add an upcoming agenda item for the creation of a committee to review and revise the Faculty Senate Bylaws and Constitution, as required by the Faculty Senate Constitution. Motion carried.

ADJOURNMENT
The Executive Board will meet next on 16 November 2018 – Room 157 from 10 a.m. to 12:30 p.m. Faculty Senate President Richard Gershon adjourned the meeting at 1:12 p.m.

Submitted by: Sue Brodasky, Faculty Senate Administrator