

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE**

**PROFESSIONAL CONCERNS COMMITTEE
Meeting Minutes of 14 November 2018
Bernhard Center Faculty Lounge**

Members Present: Kelly Ackerson, Rob Eversole, Melissa Intindola, Valerian Kwigizile, Cindy Linn, John Miller

Members Absent: Matthew Mingus, Marcel Zondag

Ex Officio Member Present: John Jellies

Advisory Members Present: Nicole Albee, Director, Office of Student Conduct, Kathy Mitchell, Ombudsman

Guests: Billy Clayton, Military Advocate and Ashley Goodwin, Military Outreach and Recruitment Coordinator, Office of Military and Veterans Affairs

Staff: Sue Brodasky

The meeting was called to order by Chair Eversole at 12:30 p.m.

PROCEDURAL ITEMS

Acceptance of the Agenda

A motion was made by Intindola, seconded by Ackerson, to accept the agenda as provided. Motion carried.

Approval of 10 October 2018 Minutes

A motion was made by Miller, seconded by Linn, to approve the 10 October minutes as presented. Motion carried.

ACTION ITEM

*MOA-18/01: Revision to Undergraduate Catalog-Course
Grade Appeal Student's Deadline*

Mitchell provided nine letters of support for the suggested change to 20 days.

A motion was made by Miller, seconded by Jellies, to move MOA-10/01 forward to the Executive Board at its next meeting. Motion carried.

INFORMATION ITEMS

Military Short-Term Absence Policy – Clayton and Goodwin

Clayton explained that last academic year the National Guard/Reserve were called to assist in two hurricane relief efforts, which called up several WMU students. While there is an active duty policy, WMU does not have policy specifically to address these situations. The proposed policy is anticipated to provide direction for students that are called up for short-term service. There are 150 National Guard/Reserve students on campus per year, but not all 150 are expected to be called up at one time. For natural disasters, on average 15 students are called to action. Discussion was held regarding current policy available to students such as an Incomplete or a hardship withdrawal. For such actions, students are expected to be away for only two weeks so a hardship withdrawal does not apply. Discussion was held. Clayton noted that part of the need for the policy is to explain what military short-term leave is and to identify the

student population it applies to, as well as to have faculty provide in writing what, if any, accommodations would be made for the student. It was agreed that defining the military short-term absence would be advisable, but once it is defined, that definition could be added to the current policy as an appropriate reason for an incomplete grade, and be added to the catalog. With a specific definition then it would be the faculty member's discretion to determine how it is accommodated. Discussion was held regarding terms for the definition. It was acknowledged that a military short-term absence is no different than any other excused absence, and should be allowed the same accommodations, and recorded in the same way. It was noted that other universities have similar policies. It was suggested that a section be added to the catalog that is specific to the needs of military personnel. It was also suggested that there be an advisor in place for military personnel rather than each student being advised by their department advisors. Clayton was asked to provide a draft definition of military short-term leave for the next committee meeting.

Disabled Student Accommodations

Linn described a concern regarding preferred seating accommodations. Discussion was held. It was determined that the issue was just a misunderstanding of the instructions from the office of Disabled Student Services.

Examine Grade Submission Timeline

Jellies revised the data provided by the Registrar. It was noted that if the outliers were removed most of the instances that grades were submitted late were very few and typically by teaching assistants rather than the professor. This item was postponed to the next committee meeting.

ADJOURNMENT

The meeting was adjourned at 1:33 p.m. by Chair Eversole.

Sue Brodasky, Faculty Senate Administrator