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

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

Approval of the Faculty Senate Executive Board Minutes – 9 November 2018
A motion was made by Kritzman, seconded by Rantz, to approve the 9 November minutes as provided. Motion carried.

ACTION ITEMS
Extended University Programs Council 2018-19 Charges – Rantz
Rantz reported that, due to the uncertainty of direction for Extended University Programs, the EUPC has recommended changes to its charges as distributed. A motion was made by Rantz, seconded by Kritzman, to approve the EUPC 2018-19 Charges as revised. Motion carried.

Baccalaureate Writing Statement – Gershon
The Executive Board reviewed the draft statement. It is intended to be a statement of principle. Edits were made. A motion was made by Ayers, seconded by Jellies, to adopt the statement of principle as revised. Motion carried.

SOC-86: New Course SOC3690 Critical Issues in Criminal Justice (baccalaureate-level writing) – Ayers
A course proposal was received for a new SOC3690 baccalaureate-level writing course to start in the fall. There is concern because historically creation and/or revision of baccalaureate-level writing courses has been approved/denied by the Committee to Oversee General Education. However, there is currently a moratorium on any new General Education courses. The WMU Essential Studies Executive Advisory Committee is inclined to allow an exception to the moratorium for this proposal. Discussion was held. It was suggested that the proposal be returned to Associate Provost Dave Reinhold with instruction to deny the proposal based on the Academic Advisors authority to implement substitutes for such courses.
A motion was made by Wagner, seconded by Simpson, to refer the proposals to Associate Provost Reinhold with instruction that Academic Advisors be encouraged to implement substitutes during the transition to WMU Essential Studies. Motion carried.

DISCUSSION ITEMS
University-wide Learning Outcomes – Chase
Chase presented the work of the Ad Hoc Committee’s draft outcomes. She recommends these go forward to the Undergraduate Studies Council, the Graduate Studies Council, and the University Assessment Steering Committee for review. It was noted that compliance with the Higher Learning Commission has been cited as the rationale for development of the outcomes. Discussion was held regarding implementation and assessment. It was suggested that Gershon inquired with Provost Wagner on the necessity of University-wide learning outcomes.

Curriculum Process Change Provost Request
Gershon explained what Senate staff was able to determine about the process in connection with the Provost review of curriculum proposals. It was surmised that department chairs/directors and college deans are not ensuring resource plans are in place prior to approving proposals. It was suggested that Gershon have a more detailed discussion with the Provost regarding approval procedures. Discussion was held.

Organization of MOA-18/05 Presentation at Faculty Senate Meeting – 6 December 2018
Gershon asked to prepare the presentation of MOA-18/05 at the Faculty Senate meeting on 6 December. It was questioned why MOA-18/05 had not been provided to the Undergraduate Studies Council and the Graduate Studies Council, to which it was noted that MOA-18/05 had been developed through the Professional Concern Committee and therefore, was not warranted to go to the councils for approval. Discussion was held. It was decided that Gershon would introduce the Memorandum of Action; Jellies would make the motion to approve. Following a second to the motion, Gershon would acknowledge Jellies as the petitioner, and Jellies would defer his time to Wagner. Wagner would provide a brief PowerPoint presentation addressing expected questions.

ACTION ITEMS, Cont.
MOA-18/10: Creation of Service Learning Course Identification Procedures – Kritzman
Kritzman reported that MOA-18/10 was discussed at the Undergraduate Studies Council meeting and the Registrar and Director of Service Learning have been asked for feedback. A motion was made by Simpson, seconded by Kritzman, to postpone this item. Motion carried.

MOA-18/11: Revision to Undergraduate Catalog-Course Grade Appeals Student’s Deadline – Jellies
Jellies detailed the data reviewed by the Professional Concerns Committee that had been provided by the Ombudsman. The data showed that only two students took more than 20 days to initiate the process. The original concern that established the 60-day deadline was in regards to faculty not being available over the summer, which proved not to be an issue, but in actuality created unintentional consequences. This recommended change to 20 days will bring this policy in line with other policies. A motion was made by Jellies, seconded by Ayers, to move MOA-18/11 to the floor of the Senate. Motion carried.

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Acceptance of the Faculty Senate Agenda – 6 December 2018

Action item MOA-18/10: Creation of Service Learning Course Identification Procedures was removed from the agenda.

A motion was made by Simpson, seconded by Abudayyeh, to approve the agenda as revised. Motion carried.

COUNCIL AND COMMITTEE REPORTS

Research Policies Council: Abudayyeh noted concerns regarding the balance between the council and the Office of the Vice President for Research, specifically in relation to policies and procedures of OVPR. Discussion was held. It was suggested that Gershon bring the issue to President Edward Montgomery. Gershon, Abudayyeh, and Rantz also plan to meet with Vice President Terri Goss Kinzy.

WMU Essential Studies Course Review and Approval Committee: Kritzman reported that funding for catering at two of the scheduled retreats has been secured from the Provost office.

Undergraduate Studies Council: Kritzman stated that there is concern regarding the curriculum change form and the Libraries Dean not providing the required letters of support for new programs. It was noted that the Ad Hoc Electronic Curriculum Process Committee is already reviewing the issue.

Graduate Studies Council: Chase asked for clarification on how the council should respond to issues identified by the Graduate College. Examples of revising catalog language and stacking of graduate certificates and identifying it as a master’s program were provided. The issues are impactful on students and the integrity of the University, but not in the purview of the council. It was suggested that the council inquire of the Graduate College dean as to the decisions being made and the proposed implementation of resolutions to the issues via a written report. Chase noted she was asked by the council to seek Executive Board direction regarding the creation of a service learning course process such as the one created by the Undergraduate Studies Council. It was suggested that GSC use the USC process as a model to develop a similar Memorandum of Action.

International Education Council: having no substitute for Hahn, no report was provided.

Professional Concerns Committee: Jellies provided a report via email prior to the meeting. He reiterated a discussion the committee had regarding the proposed Military Short-term Absence Policy. The PCC will be collaborating with the Office of Military and Veterans Affairs to define short-term military deployment, and how that definition should be included in current policy as a necessary absence. The committee will be taking up the topic of late grade submission. Discussion was held.

Accessible Technology Committee: Simpson reported that the committee is addressing issues with the assumption that there are no resources available for solutions. The committee’s discussion focused on the question about faculty getting from the point of identifying a need to receiving assistance. Discussion was held. Gershon noted that the committee offers an opportunity for all of the departments involved to come together.

Ayers questioned the WMU Essential Studies Executive Advisory Committee’s decision to allow Lee Honors College Study-in-the-States course into the WMU Essential Studies curriculum. It was found that the COGE chair had historically approved such courses, but most recently prior to its dissolution; the committee had questioned that decision. It was suggested that Academic Advisors have the authority to implement substitutes for such courses. Discussion was held. Ayers was asked to communicate to the WMU Essential Studies Executive Advisory Committee that Lee Honors College Study-in-the-States courses will not be allowed as part of the WMU Essential Studies curriculum.

Simpson sought agreement for his service, over one semester, as the AAUP Health Care Advocate, in order for him to train a new advocate. It was unanimously supported by the Executive Board members.

ADJOURNMENT

The Executive Board will meet next on 7 December 2018 – Bernhard Center, President’s Dining Room from 10 a.m. to 12:30 p.m. Faculty Senate President Richard Gershon adjourned the meeting at 12:32 p.m.

Submitted by: Sue Brodasky, Faculty Senate Administrator