Gershon's comments included the following:

- **Procedural Items**
  - **Acceptance of the Agenda**: A motion was made by Simpson, seconded by Rantz, to accept the agenda as provided. Motion carried.
  - **Approval of the Faculty Senate Executive Board Minutes – 10 May 2019**: A motion was made by Rantz, seconded by Jellies, to approve the 10 May minutes as provided. With two abstentions, the motion carried.

- **Information Items**
  - **President’s Update – Gershon**
    - Liberal Education Curriculum Update: several members of the Executive Board met with the College of Arts and Sciences leadership. The college has yet to develop a proposal for consideration. Dean Carla Koretsky stated at the meeting that she does not want to increase the number of courses, or lengthen the time to graduation for students. The college is expecting to retain baccalaureate writing, foreign language, and possible consider differing LEC requirements between a BA and BS degree. The college plans to incorporate courses into WMU Essential Studies but not at the introduction language level. It is expected that a proposal will be finalized over the next few months. Discussion was held.
  - **President Edward Montgomery Meeting**:
    - Honorary Degree Policy – the suggested edits made by the EB were incorporated, and the new policy is expected to launch in the fall.
    - Space Allocation – President Montgomery suggested that once the Bernhard Center has been demolished, there needs to be consideration in term of using other spaces on campus as well as the possibility of use of existing facilities in downtown Kalamazoo, such as the Radisson. Also discussed were the costs of current facilities on campus such as the Fetzer Center and Heritage Hall. Designated space for the Faculty Senate has also been discussed.
  - **Vice President for Research Terri Kinzy Meeting**: in the meeting Gershon explained the role of the vice president in relation to the Research Policies Council and walked her through the Memorandum of Action process. Abudayyeh noted that following that meeting, he reviewed with her the exact MOAs that would be subject to RPC approval.

- **WMU Essential Studies Update – Hains**
  - Hains’ comments included the following:
    - **Retreat 10 May**:
      - 338 courses were reviewed
      - 124 courses were denied and asked for revision. Of those about half were very simple corrections.
      - The committee conducted a Strengths Weakness’ Opportunities and Threats (SWOT) analysis.
      - It is expected that substitutions will be needed through the first year to allow for courses to be revised and added.
      - Future task list for summer includes marketing, admissions, policy, course submission guides.
    - At the 11 June meeting it is planned that the approved courses will be processed in the workflow.
    - It is anticipated that there will be 200 courses in need of review in the fall due to resubmitted courses and new courses.
    - An email to all faculty who submitted courses, with details on how to find the status of the proposal, was distributed this week. It was suggested that another email be sent after the 11 June meeting to the campus community on the status of the WMU Essential Studies program.
    - There is a need to clarify the roles between the administration and the Faculty Senate.
    - A need was identified for a WMU Essential Studies website located within academic affairs. It will need to include maintenance. The object of the website is to promote the curriculum the same as all other academic programs.
  - **Discussion Items**
    - **MOA-19/02: Adding a Major or Minor to a Previously Awarded Degree Policy**
      - This topic was postponed to the next meeting.
    - **Council 2019-20 Charges**
      - Gershon asked for suggestions to be considered for council charges in 2019-20. He is planning to begin creation of charges over the summer. Discussion was held regarding the status of Extended University Programs. It is expected that the Provost will announce a determination about EUP by 1 July. It was suggested that charges for EUPC be held until such an announcement has been made by the Provost. It was suggested that implementation of preferred names be charged to Academic and Information Technology Council. The Professional Concerns Committee should continue its work on a time line for faculty to report academic dishonesty and add a charge to develop catalog language regarding the two misconduct policies from Student Affairs and OVPR.
    - **Accessible Technology Committee**
      - Simpson reported about a lack of momentum of the committee due to indecision of resource allocation toward committee recommendations. Discussion was held. It is thought that President Montgomery charged the committee, but it may be a Provost committee. It was suggested that Gershon bring the issue to President Montgomery.
Gershon asked if the committee still serves a purpose. He provided a brief history of the committee. There was a review of the last charges for the committee. Discussion was held. It was suggested that the committee be tasked with developing a role statement, and that the request to do so be distributed to all of the committee members.

Committee on University Strategic Planning
Gershon stated that with the strategic plan being replaced the committee is no longer viable. He suggested it be dissolved and that an ad hoc committee be created as needed once a new strategic plan is being developed.

Centers and Institutes Committee
The committee had a very productive 2017-18 year but nothing has come before the committee this year, so no meetings have been held. MOA-14/03: Revised Policy on Centers and Institutes calls for the formation of the committee. The processes for Centers and Institutes reporting is still unclear. Discussion was held. It was suggested that the make-up of the committee be reviewed. It was noted that creating the committee as a standing committee of the Faculty Senate was probably the incorrect action since it reports directly to the Executive Board and not the full Senate. Gershon asked for consideration of having it be a subcommittee of RPC.

Policy on Policies Committee Representation
Several members of the EB have served on the committee. Since it is a standing committee its work will never be completed. Suggested representation was discussed.

MOA-19/04: Creation of Student Attendance Expectation Policy
A suggestion for revision had been received and the EB reviewed and opted not to include it. Gershon asked for clarification on evolution of the MOA. Jellies provided history of the development of the MOA by the Professional Concerns Committee, noting that it was modeled after the religious observance policy. It was noted that catalog language stated that the only reason a faculty member can give the grade of “I” (incomplete) is due to necessary absence, but a necessary absence has never been defined. Therefore faculty do not have guidance to determine what a necessary absence is. It was noted that the policy will give the administration a basis to issue an administrative withdrawal, including a refund of tuition. Discussion was held.

COUNCIL AND COMMITTEE REPORTS

Undergraduate Studies Council: no report provided.

Research Policies Council: Abudayyeh reported that the council reviewed policies in comparison to the MOA list provided by staff. Kinzy has been asked to split procedures out of the policies by the Policy on Policies committee. He told her that would require revision of MOAs.

International Education Council: Hahn reported that the council elected officers.

Extended University Programs Council: Rantz reported that Kritzman attended in his place. No report was provided.

Academic and Information Technology Council: Simpson provided a report via email prior to the meeting. He reported that two factor authentication will be installed for all WMU computing access. The Office of Information Technology will be meeting with the Western Student Association and Graduate Student Association regarding the loss of computer lab space due to the demolition of the Bernhard Center. Utilization of computer labs is highest (30% to 40%) at Bernhard and the computer center.

Graduate Studies Council: Rantz did not attend the meeting because staff failed to inform him of the date and time. No report was provided.

OTHER
Hahn asked to have a letter of appreciation sent to the Registrar acknowledging the work of Laurie Foster and Kelley Oliver in support of the Faculty Senate.

A motion was made by Simpson, seconded by Rantz, to thank and commend Dr. Suzan Ayers for her excellent service, dedication, and expertise in service to the Faculty Senate, Executive Board, and the councils. Motion carried.

ADJOURNMENT
The Executive Board will meet next on 21 June 2019 – Bernhard Center, Faculty lounge from 10 a.m. to 12:30 p.m. Faculty Senate President Richard Gershon adjourned the meeting at 12:19 p.m.

Submitted by: Sue Brodasky, Faculty Senate Administrator

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