Members Present: Osama Abudayyeh, Richard Gershon, Decker Hains, John Jellies, Marilyn Kritzman, William Rantz, C. Dennis Simpson, Sarah Summy

Guests: Jennifer Bott, Provost and Vice President for Academic Affairs; Andrew Holmes, Executive Director of Technology, Extended University Programs; Terri Goss Kinzy, Vice President for Research

Staff: Sue Brodasky, Suzanne Davenport

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

PROCEDURAL ITEMS

Acceptance of the Agenda

The agenda was amended to add one discussion item.

A motion was made by Jellies, seconded by Simpson, to accept the agenda as amended. Motion carried.

Approval of the Faculty Senate Executive Board Minutes – 2 August 2019

A motion was made by Simpson, seconded by Rantz, to approve the 2 August minutes as provided. Motion carried.

DISCUSSION ITEMS

Provost and Vice President for Academic Affairs – Bott

Bott introduced her guests Executive Director for Technology, Andy Holmes, and Vice President for Research Terri Goss Kinzy.

Bott announced that Holmes has been appointed as Executive Director for University Accreditation in preparation for the Higher Learning Commission visit, in addition to his current duties in Extended University Programs. Holmes provided a handout of the HLC 10-year review cycle and timeline of WMU’s site visit. The Campus Labs software will be used to collect data and produce electronic evidence. WMU’s self-study report will be submitted in July 2020. Writing of the report is scheduled to begin this fall. The HLC site visit communications plan is in its final stages which includes the creation of a website that will launch this fall. Bott and Holmes emphasized the need to educate the campus community about the benefits of HLC as a partner in WMU’s success. It was suggested that a presentation be provided at an upcoming Faculty Senate meeting.

Kinzy explained a proposed plan for research incentives for administrators. Faculty have the opportunity for summer salary as an incentive; however, at the administration level that is not an option. Kinzy noted that it is not just financial incentives, but also release time, and other incentives that are not typically available to administrators for research. In developing the proposal, national best practices were reviewed. Discussion was held. The proposal is still in development. A handout was distributed following the meeting.

Bott was asked to provide an update on University Academic Program Review, to which she noted that Academic Review is on track with WMU’s review calendar as established by institutional effectiveness. It was cautioned that academic program review should be as transparent as possible. Bott stated that the goal is not to cut programs, but rather to understand the resources to run programs, and how to create contingencies plans. She noted there will not be faculty review teams as there were previously and data will be generated from Cognos whenever possible. Discussion was held. It was suggested that a presentation be provided at an upcoming Faculty Senate meeting.

Bott explained that the Academic Affairs retreat had been provided in response to requests for professional development, and updates on academic initiatives. She gave an overview about the guest speaker and sessions provided by each of the Vice Presidents. Several initiatives were set up as break-out sessions for input and information distribution. OneWMU is the new name of the newly created University College. Bott explained that while two faculty have been involved in initial committees, it was due to specific expertise and not because of their faculty rank, which was an oversight. There was a request to involve the Faculty Senate in the OneWMU planning. Bott asked the Executive Board to provide recommendations of faculty members to serve on a design committee. Bott asked for as many faculty names as possible that would represent faculty from across colleges, across gender, and across roles. She would like faculty that are deeply engaged in student success, and can recognize that students are part of the University and not just a college. She would like the list of faculty as early as possible. Only undergraduate level faculty are needed at this time. When asked, Bott defined the various committees already in place, and the membership of each as staff initiatives. Discussion was held regarding having the EB serve as the faculty advisory committee for the project. Bott explained that there is need for a current faculty design committee to service this initiative, but not the EB. She explained that there would be a future need for an FS council/committee for shared governance of the future college. When asked, Bott stated it is a possibility that OneWMU could house the WMU Essential Studies program; it would make sense to have it there. Discussion was held.

INFORMATION ITEMS

President’s Update – Gershon

Gershon’s comments included the following:

- President Edward Montgomery meeting update including:
  - Land Acknowledgement Statement: It has been decided that the statement is available as a choice to be included in printed materials for meetings, but it will not be a requirement to recite the statement.
  - Employee Engagement Survey: survey data indicates that WMU needs to make certain improvements in terms of employee engagement.
  - Accessible Technology Committee: discussion was held on ways to improve the work of this committee.
  - Marketing of Faculty Research and Creativity: it was noted that a process should be developed. It was suggested that the EB host the Vice President for Marketing and Strategic Communication and the Vice President for Research for further discussion.

- Writing Across the Curriculum: Gershon met with the Office of Faculty Development fellow, Maria Gigante from English. Gershon suggested the
Jellies’ comments included the following:

- **Think Big Initiative**: the initiative was a major topic of the administration retreat. There was strong emphasis on developing WMU’s brand and statement of academic mission.

**Vice President pro tem’s Update – Jellies**

Jellies’ comments included the following:

- **Provost Jennifer Bott meeting update** including:
  - **Accessible Technology Committee**: the committee is focusing on specific disabilities such as deafness and blindness, but those are not the student disabilities which faculty report are high instances in the classroom, as are mental health issues. Discussion was held.
  - **Future of EUP**: it was acknowledged that while some items remain undecided, there will still be a need for the EUPC to continue for at least one more year.
  - **Centers and Institutes**: there needs to be further discussion about how to call for reports and reviewing the reports.
  - **Credit by Examination**: a coming topic will be expansion of the credit by examination policy in order to give credit for life experience.

**WMU Essential Studies Update – Summy**

Summy’s comments included the following:

- **Curriculum Mapping**: the email requesting department chairs/directors to map courses the department will be offering has been slow in response.
  - Mervyn Elliott, Director, WMU Essential Studies, has been meeting with departments that need assistance in completing the mapping.
  - A crosswalk has been distributed that shows the current General Education curriculum and WMU Essential Studies curriculum.
  - 80% of current General Education courses will be part of WMU Essential Studies.
  - Summy provided examples of mapping expected from chairs.
  - This mapping is necessary to ensure there will be enough courses offered in each category because it is known that holes currently exist. Discussion was held.

- **Deadline Extension**: the 31 October curriculum deadline is also the deadline for program changes. The EB was asked to consider extending the deadline because courses may need additional time once programs have been submitted if the programs contain WMU Essential Studies courses. Discussion was held. It was asked to have this topic on the next EB agenda.

**ACTION ITEMS**

**2019-20 Council Charges**

- **Graduate Studies Council**: Discussion was held and edits were made.
  - A motion was made by Rantz, seconded by Jellies, to approve the revised GSC 2019-20 charges. Motion carried.

**Campus Planning and Finance Council**: it was acknowledged that CPFC has a long list of charges before it. A council chair still needs to be elected. Discussion was held and edits were made.
  - A motion was made by Jellies, seconded by Hains, to approve the revised CPFC 2019-20 charges. Motion carried.

**Extended University Programs Council**: it is expected that the Provost may ask for additional charges to be added. Discussion was held and edits were made.
  - A motion was made by Hains, seconded by Rantz, to approve the revised EUPC 2019-20 charges. Motion carried.

**WMU Essential Studies Executive Advisory Committee**: Discussions was held and edits were made.
  - A motion was made by Hains, seconded by Summy, to approve the revised WMU Essential Studies Executive Advisory Committee 2019-20 charges. Motion carried.

**Ad Hoc Committee for Interdisciplinary Academic Studies Membership**

Gershon asked the EB for approval of membership as it has been distributed. Discussion was held.
  - A motion made by Kritzman, seconded by Summy, to approve the committee membership as provided. Motion carried.

**DISCUSSION ITEMS, Cont.**

**Faculty Senate 2019-20 Year-End Report**

Gershon explained the necessity for the report. Discussion was held.

**Discussion Planning for EB Meeting – 27 September 2019**

Gershon provided a handout of topics for discussion at the 27 September EB meeting. It was suggested that an additional meeting be added.

**WMU Essential Studies Executive Advisory Committee Chair Appointment**

Gershon asked the EB to consider replacing Leigh Ford with the new chair of Communication on the committee. Discussion was held. It was agreed if the position is changed to an advisory role rather than administrative role. Other seats on the committee that need to be filled were discussed. Gershon suggested having the committee elect its own chair as is the precedence for PCC. Discussion was held. There was disagreement as to whether to allow an EB Director to also serve as chair of the WMU Essential Studies Executive Advisory Committee and of the WMU Essential Studies Course Review and Approval Committee. Succession planning was discussed. It was confirmed that the Bylaws do not prohibit an EB Director serving as chair of a Council or Committee.
  - A motion made by Jellies, seconded by Rantz, for the EB to go into executive session beginning at 12:48 p.m. Motion carried.
  - A motion made by Jellies, seconded by Rantz, for the EB to come out of executive session at 1:14 p.m. Motion carried.

A motion was made by Jellies, seconded by Rantz, to appoint Sarah Summy as Chair pro tem and Ex Officio of the WMU Essential Studies Executive Advisory Committee, and be tasked with creating a transition plan for a new chair to be appointed as of 16 December 2019. With two abstentions the motion carried.
A motion was made by Jellies, seconded by Rantz, to appoint Decker Hains as Chair pro tem and Ex Officio of the WMU Essential Studies Course Review and Approval Committee, and be tasked with creating a transition plan for a new chair to be appointed as of 16 December 2019. With two abstentions the motion carried.

Writing Across the Curriculum
Gershon met with the Office of Faculty Development fellow, Maria Gigante from English. He suggested that this may be a more efficient way to teach intensive writing. Gershon suggested the topic be presented at an upcoming Faculty Senate meeting. It was requested that Gigante be asked to present to the EB prior to being asked to present to the FS. It was noted that it should not be confused with writing across the curriculum that is already incorporated in WMU Essential Studies, or with baccalaureate writing. Discussion as held. The topic was postponed to the spring semester.

OTHER
Questions were raised regarding one of the topics at Gershon’s meeting with President Montgomery. It was noted that since it had not been previously a discussion of the EB, it should not be presented as a Faculty Senate topic. The marketing of faculty research and creative activities was discussed.

ADJOURNMENT
The Executive Board will meet next on 13 September 2019 – Bernhard Center, Faculty Lounge from 10 a.m. to 12:30 p.m. Faculty Senate President Richard Gershon adjourned the meeting at 1:25 p.m.

Submitted by: Sue Brodasky, Faculty Senate Administrator