Faculty Senate President Richard Gershon called the meeting to order at 10:24 a.m.

**PROCEDURAL ITEMS**

**Acceptance of the Agenda**

An amendment was made to add an Action Item regarding the Centers and Institutes Committee.

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

**Approval of the Faculty Senate Executive Board Minutes – 13 September 2019**

A motion was made by Kritzman, seconded by Rantz, to approve the 13 September minutes as provided. Motion carried.

**ACTION ITEMS**

**Acceptance of the Faculty Senate Agenda – 3 October 2019**

A modified agenda was presented.

A motion was made by Jellies, seconded by Hains, to approve the revised agenda. Motion carried.

**Centers and Institutes Committee – Abudayyeh**

The committee’s lack of a presiding chair was discussed. The Faculty Senate office had received a proposal for a new center and contacted Abudayyeh to call and lead a committee meeting. He acknowledged being willing to chair, but asked the Executive Board for direction.

A motion was made by Jellies, seconded by Abudayyeh, to refer the new proposal to the EB for consideration. Motion carried.

Brodasky was asked to distribute the Centers and Institutes Committee’s New Proposal Review Form to the EB for use in considering the proposal.

**Employee Engagement Survey Town Hall Sessions – Jellies**

A motion was made by Jellies, seconded by Simpson, to distribute an email to all faculty in support of attendance at the Employee Engagement Survey Town Hall sessions scheduled for next week. Motion carried.

**DISCUSSION ITEMS**

**The Changing Role of Faculty Senate – Senior Administration Engagement**

Gershon explained that the purpose of the Faculty Senate recognition event was twofold. The first was to recognize the longstanding history of the Faculty Senate and the importance of shared governance. The second was to provide the University’s largely new senior leadership a better opportunity to know more about the purpose of the Faculty Senate. It was questioned, that since there are many new members of senior leadership, should the Executive Board change interactions with them and their respective offices. It was suggested that the University President and members of the Board of Trustees be invited to future Executive Board meetings. Discussion was held regarding scheduling such reoccurring meetings.

**WMU Academic Program Review**

Provost and Vice President for Academic Affairs Jennifer Bott and Vice Provost Christopher Cheatham had recently reported to Jellies about the upcoming Academic Program Review. They indicated a new review template would be published within a few days. The review website will be updated with details of the new review process. Bott confirmed that the review process is not intended to reduce or eliminate programs. It is scheduled to begin in January and be completed in six months.

**Profiling Faculty Academic Achievements – Marketing and Strategic Communications**

Gershon has developed a communication template that enables faculty to share information with the office of Strategic Marketing and Communications. It was stated that further development of this idea be referred to the Research Policies Council, as it is one of its charges for this academic year.

**American with Disabilities Act Compliance – Attendance Consideration Agreement**

An email had previously been disseminated regarding an accommodation for attendance consideration agreement. The Office of Disability Services for Students had issued an agreement that faculty were to sign in cases of ADA compliance that stated class attendance is not essential. Discussion was held regarding federal regulation stating class attendance may not be required. It was questioned if DSS had misunderstood the federal language. Gershon was asked to verify with DSS its interpretation of the federal regulation.

**MOA-08/05: Comprehensive Campaign Faculty Input Process and MOA-09/05: Faculty Input to and Participation in the Development and Fund Raising Process**

Discussion was held regarding the role of faculty in the upcoming WMU Capital Campaign and fundraising in general. A motion was made by Simpson, seconded by Kritzman to refer revision of MOA-09/05 to the Campus Planning and Finance Council. Motion carried.

**Syllabus Template**

The EB had previously suggested the creation of an ad hoc committee to review syllabus requirements and create a syllabus template. It was suggested that membership include members of the Undergraduate Studies Council, the Graduate Studies Council, and a representative from General Counsel. Membership and charges will be developed at the next EB meeting. A motion was made by Jellies, seconded by Simpson, to establish the Ad Hoc Syllabus Committee. Motion carried.

**Think Big Initiatives – Faculty Engagement**

This item was postponed.
Jellies’ comments included the following:

- **Provost Meeting Update:**
  - **Graduation Rates:** it was explained that other Michigan universities affect their reported graduation rates by gathering attendance and census data differently than WMU. Provost Bott would like faculty to consider taking attendance during the first week of classes. EB members expressed concerns. It was noted that this information may already be gathered electronically.
  - **Leadership Search Updates:** the Graduate College Dean and the College of Engineering and Applied Sciences Dean searches have begun with the selection of search firms. The Lee Honors College Dean and Associate Provost for Enrollment searches are being delayed for six months.
  - **Signature Program:** the perception is that the program is doing well. It is anticipated to be moved under the umbrella of OneWMU. At that time it will be reviewed in anticipation of revision.
  - **Elearning Grade Books:** it has been discovered that the default in D2L is to have grade book calculations off. Provost Bott has suggested changing that default to on, as it would be beneficial for midterm grade collection. EB members supported that change. Jellies was asked to offer support to the Provost at his next meeting with her.
  - **Writing Across the Curriculum:** it was noted that there are many endeavors on this topic taking place at WMU. When asked if those efforts should be centralized, Provost Bott agreed, but that colleges need to be able to have specific focuses. Academic Affairs is funding a fellowship within the Office for Faculty Development to focus on writing in the disciplines in hopes of supporting the faculty and the colleges. Also, it was noted that the Office of Faculty Development and the Faculty Technology Center will change reporting structure to Extended University Programs.
  - **OneWMU:** the new college will host centralized advising, meta-majors and changing majors, the Signature Program, first-year experience, unified academic success services, career services and planning, orientation and fall welcome, and the University Studies curriculum. A Faculty Senate Council will need to be established to serve as the college curriculum committee. She was asked to provide regular updates of the OneWMU committees’ progress to the EB.
  - **WMU Essential Studies:** when asked if WMU Essential Studies should be part of OneWMU, Provost Bott agreed that it is a possibility, but it not currently determined if it will be. EB members supported the concept of housing WMU Essential Studies curriculum within OneWMU. Jellies expressed the concerns of the EB to Provost Bott regarding the WMU Essential Studies Director position continuing to have a course load despite being assigned full-time to WMU Essential Studies. Additional support of WMU Essential Studies is needed. Provost Bott will meet with Elliott, Summy, and Hains to assess the current needs.

Kritzman reported that she will distribute notes from the USC and GSC meeting with Provost Bott regarding processing of curriculum proposals to the EB, having been approved by Provost Bott, Kritzman asked to add the topic as a future EB discussion item.

**ADJOURNMENT**

The Executive Board will meet next on 4 October 2019 – Bernhard Center, Room 215 from 10 a.m. to 12:30 p.m. Faculty Senate President Richard Gershon adjourned the meeting at 12:48 p.m.

Submitted by: Sue Brodasky, Faculty Senate Administrator