Minutes of 8 November 2019

Members Present: Richard Gershon, Decker Hains, John Jelies, Marilyn Kritzman, William Rantz, C. Dennis Simpson, Sarah Summy
Member Absent: Osama Abudayeh
Guests: Jennifer Bott, Provost and Vice President for Academic Affairs
Staff: Sue Brodasky and Suzanne Davenport

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

PROCEDURAL ITEMS

Acceptance of the Agenda

Approval of the Faculty Senate Executive Board Minutes – 25 October 2019

A motion was made by Rantz, seconded by Hains, to approve the 25 October minutes as presented. Motion carried.

DISCUSSION ITEMS

Provost and Vice President for Academic Affairs

Bott’s comments included the following:

- **Operation Respectful Engagement:** is a project to get ahead of the upcoming national election and to promote civility and respectful behavior throughout.

- **MOA-19/01: Revision of Undergraduate Catalog to Define Practice for Major, Minors, and Cognates:** department chairs have raised questions about the Memorandum of Action adding time to degree. The provost is reaching out to advising directors to gather more information. Discussion was held and an example was provided. It was suggested that it may be a matter of misunderstanding of the MOA language, specifically surrounding cognates. Kritzman was asked to present the MOA details to the Academic Forum.

- **Midterm Grades:** based on the discussion at the previous night’s Faculty Senate meeting, it was suggested that in order to increase the submissions of midterm grades, midterm week needs to be expanded to week eight of the semester. There needs to be a two week margin since not all midterm exams are given at the same time. The provost agreed that it needs to be communicated well in advance, and noted that midterms are to completed prior to the mid-fall break. It was stated that faculty need to be allowed time to grade midterm exams before having to turn in midterm grades. It was noted that it should be added to the academic calendar.

- **Academic Program Review:** the previous academic program review was not tied to budget allocations, however EB members have heard that deans are suggesting that program review will be tied to Strategic Resource Management, as well as other considerations. There was general agreement that Academic Program Review should be included in SRM but not the only data source to be included. Bott acknowledged faculty concerns tied to the program review conducted 10 years ago. This year’s review is to plan for the future, and resources should follow, but not drive that planning. Academic Program Review is intended to focus on continuous improvement and should define who are we and where we want to go at the department level. Discussion was held.

- **Summer I and II Drops and Adds:** Bott questioned if the proposed Memorandum of Action from the Undergraduate Studies Council is necessary to adjust the drop/add dates for summer. She proposed to address the change with the Registrar herself. Gershon was asked to send a formal request on behalf of the Faculty Senate asking for the Provost for the change.

- **Student Mental Health:** Discussion was held regarding the creation of an emergency number for assistance in dealing with a student in crisis. It was suggested that a triage approach be created based on the type of emergency. There were concerns expressed about services not being provided after graduation for reasonable accommodation. Questions were raised regarding attendance accommodations. Summy was asked to prepare a presentation for the next EB meeting regarding the Americans with Disabilities Act.

- **First Week Attendance:** Bott asked for Faculty Senate support, specifically the development of an MOA, to require faculty to take attendance during the first week of classes in order to improve the accuracy of census data.

INFORMATIONAL ITEMS

President’s Update – Gershon

Gershon’s comments included:

- **WMU President Edward Montgomery Meeting:** a report was provided via email prior to the meeting, topics included:
  - WMEd
  - Cooley Law School
  - Faculty Senate Appraisal of the Provost

- **Two topics were not covered due to lack of time and they included Graduate Student Association and the Capital Campaign. It was suggested that Gershon and Kritzman schedule meetings with GSA and WSA leadership, as well as AAUP leadership.**

Vice President’s Update – Kritzman

Kritzman discussed the results of the Day of Giving. The reported amount raised included a $300 thousand gift for Arts and Sciences and a half million dollar gift for Engineering and Applied Sciences that had been secured well in advance of the date for the Day of Giving. The discrepancies in reporting of monies raised is an issue of transparency and perception. Discussion was held.

ACTION ITEMS

Center for Principled Leadership and Business Strategy – Gershon

The EB continued discussion of this proposal from a prior meeting. The document from the initiators that addressed the EB concerns should be included as an addendum to the proposal. It was suggested that confirmation from the dean in
writing be secured to acknowledge the change to a college level center rather than a department center.
A motion was made by Jellies, seconded by Rantz, to recommend the Center for Principled Leadership and Business Strategy contingent upon receipt of official notification of support from the college dean to change the proposal to a college level center. Motion carried.

Ad Hoc Syllabus Subcommittee – Membership and Charges
Rantz provided a suggested member from the Graduate Studies Council to serve on this committee. One suggested Undergraduate Studies Council member was selected. It was suggested adding a progress report due to the Executive Board no later than 1 March 2020, and that any MOAs created be vetted through the EB first. A motion was made by Jellies, seconded by Simpson, to appoint the ad hoc committee members and charge the committee. Motion carried.

DISCUSSION ITEMS, Cont.
Transfer of Credit Committee Charge – Kritzman
Kritzman confirmed that EB members were in favor of the Transfer of Credit Committee moving forward with investigation of the transfer of Associate Degree Minors from Community Colleges.

Curriculum Proposal Processing – Kritzman and Rantz
Kritzman reported that the members of USC and GSC met, discussed the issues at hand, and set another meeting. The workgroup is looking at what the role of USC and GSC is in the curriculum improvement process, because the policy states that any proposal that would typically be completed with dean approval can be reviewed by USC, GSC and the provost. The question is how to request such a review by USC and GSC. The workgroup is also investigating how its work may interface with the Ad Hoc Electronic Curriculum Committee, as it may be necessary to collaborate efforts. It was suggested that the workgroup resolve the primary role with the provost, in writing, before addressing any additional concerns. Discussion was held.

COUNCIL AND COMMITTEE REPORTS
Faculty Senate Council Reports
Extended University Programs Council: Rantz stated that Andy Holmes, Executive Director of Technology for EUP, provided a report about EUP establishing change management teams. The council has yet to elect a secretary.

Graduate Studies Council: Rantz reported that the Council is looking into embargoed theses as well as the option of having co-chairs for dissertation committees. It was noted that WMU does not prohibited co-chairs, but would require that both co-chairs be WMU faculty. Discussion was held.

Faculty Senate Committee Reports
WMU Essential Studies Executive Advisory Committee: Summy’s report included:
- WMU Essential Studies leadership continues to meet with faculty who have courses that were denied. They are encouraged to respond to the team notes.
- The committee is working on creating a specific and supportive process for resubmission.
- There is only one high credit hour program that is having difficulty aligning their program to WMU Essential Studies. They have been offered help to map the curriculum to the program and now have a plan to move forward.
- Elearning is ready for the pilot phase.

Summy was asked to provide a more in depth report at the next EB meeting and to include a demonstration of the Elearning component.

University Committee Reports
The following reports were postponed:
- Accessible Technology Committee
- Bernhard Center Advisory Board
- OneWMU Design Committee

OTHER
Summy reported that he has a conflict over the next semester and cannot attend the Accessible Technology Committee meetings. Summy volunteered to attend as his substitute.

ADJOURNMENT
The Executive Board will meet next on 22 November 2019 – Bernhard Center, Faculty Lounge from 10 a.m. to 12:30 p.m. Faculty Senate President Richard Gershon adjourned the meeting at 12:35 p.m.

Submitted by: Sue Brodasky, Faculty Senate Administrator