Western Michigan University
WMU Board of Trustees
April 23, 2020
Faculty Senate Two Year Summary Report: 2018-20

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The Western Michigan University Faculty Senate is an all-volunteer organization. Some of the most important work of the Faculty Senate lies in its seven councils as well as its many committees and subcommittees. We are grateful to the many WMU Faculty, Administrators and Professional Staff who voluntarily serve as chairs and representatives in these groups. The Faculty Senate councils include:

- Academic and Information Technology Council (AITC)
- Campus Planning and Finance Council (CPFC)
- Extended University Program Council (EUPC)
- Graduate Studies Council (GSC)
- International Education Council (IEC)
- Research Policies Council (RPC)
- Undergraduate Studies Council (USC)

Special committees include, but are not limited to:
- Professional Concerns Committee (PCC)
- WMU Essential Studies Executive Advisory Committee
- Ad Hoc Committee on Interdisciplinary Academic Studies
- Faculty Senate Restructuring Committee

As you can see from the diverse set of councils and committee structures, the WMU Faculty Senate covers a broad range of subjects pertaining to the academic mission and life of the University.
Western Michigan University
Faculty Senate

I am pleased to present this two-year summary report of the Faculty Senate. This report is a “we effort.”

This report is divided into four parts:

• Communication Goals
• Curriculum and Strategy Goals
• Memorandum of Action (MOA)
• Councils, Special Projects and Initiatives
COMMUNICATION GOALS

One of the important goals for these past two years was for the Faculty Senate to improve its communication to both our faculty colleagues as well as the administration. This included a number of communication initiatives:

• Providing Summary reports to the Faculty following the completion of each Faculty Senate meeting (started under President Ayer’s administration).
• Reception Honoring the 60-year history of the Faculty Senate.
• Enhancing the Faculty Senate Website including brief history of the Faculty Senate [https://wmich.edu/facultysenate/about/fspresidents](https://wmich.edu/facultysenate/about/fspresidents)
• Meeting with WMU senior leadership as well as the various WMU college deans.
• Lending Senate support for a number of WMU initiatives:
  • Training and support for distance learning in response to the COVID-19 Pandemic.
  • Decision-making and Support for FRACAA and SFSA Faculty Scholars Awards.
  • Undergraduate and Graduate support for Credit/No Credit options during COVID-19 Pandemic.
  • Lending Support for We Vote “student voting” initiatives in general elections.
Faculty Senate 60th Year Celebration and Recognition

SENATE LEADERS - Former chairpersons of the Faculty Council as well as former presidents of the Faculty Senate gathered with current Senate President Stanley S. Robin, standing third from right, at the Fetzer Center for the Senate's annual dinner April 14. They are, seated from left, former council presidents and faculty presidents and Russell H. Selbert; Zack L. York (1957-58), Anne V. Fuller (1956-57) and Donald J. Brown (1976-78); Samuel L. Clark, (1971-73, 1978-79), Philip Denesfeld (1961-63), Laurel A. Geertruyder (1975-76) and Fred V. Hartmanstein. (1963-64).
CURRICULUM and STRATEGY GOALS

• WMU Essential Studies
• Undergraduate Studies Council
• Graduate Studies Council
• International Education Council

Works in Progress

• Interdisciplinary Academic Studies
• Faculty Senate Restructuring Committee
• Curriculum Review Process
The WMU Essential Studies program provides Western Michigan University undergraduate students with an integrated curriculum, designed around a University-wide set of essential studies learning outcomes which enhance the quality of the undergraduate experience. The program targets essential intellectual skills, by integrating and applying them in content courses.

- WMU Essential Studies is the new required curriculum for undergraduate students.

- Creating the new WMU Essential Studies has been several years in the making and has been a very deliberate and thoughtful process that will change the lives of students in a meaningful way.

- WMU Essential Studies is scheduled and ready to launch in the Fall of 2020. We are on track to start.

- There is a planned launch and recognition celebration scheduled for early fall 2020.
WMU Essential Studies Update

To date, 330 courses have been reviewed and approved, but there are still some resubmissions to be finalized.

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<th>Level 1 Foundations</th>
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<td>Societies and Cultures (54)</td>
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WMU Essential Studies (330 Courses)
WMU Essential Studies-Courses by College
The new student focused WMU Essential Studies website is now complete and ready-to-go in preparation for the fall 2020 launch.
Undergraduate Studies Council

The USC has been fully engaged during the two-year time period having reviewed 103 curriculum proposals (49 during AY 2019 and 54 during AY 2020) with proposed changes in place for the start of the fall 2020 semester.

Graduate Studies Council

The GSC has been fully engaged during the two-year time period having reviewed 39 curriculum proposals with proposed changes in place for the start of the fall 2020 semester.

* Additionally, both councils helped developed policies leading to the passage of two sets of Prior Learning Assessment (PLA) MOAs.
International Education Council

The IEC continues to look at new ways to guide students into attaining global awareness. These ideas include:

- Faculty development programs to assist professors in adding global content to their courses.
- Mechanisms to encourage more interaction of domestic and international students; and ongoing promotion of study abroad in one of the many programs WMU has around the globe.
- Worked in conjunction with the Haenicke Institute for Global Education to develop a new Global Classrooms initiative, which has the potential to transform cross-cultural student interaction at WMU.
Ad Hoc Committee for Interdisciplinary Academic Study

Currently, Western Michigan University is home to several different types of interdisciplinary and multidisciplinary programs that span both colleges and departments across campus.

In April 2019, the Faculty Senate Executive Board established an ad hoc committee to examine the current practices of interdisciplinary academic study at WMU and evaluate both obstacles and opportunities going forward. The committee was charged to provide examples of best practices of current programs here at WMU and elsewhere, and to provide a set of recommended strategies with the goal of helping to advance interdisciplinary academic study at WMU.

The ad-hoc committee will submit its final report in June 2020, which will include four perspectives on the future of academic studies at Western Michigan University.
15 MEMORANDUM of ACTION

- MOA-18/05: Creation of Undergraduate GPA Revision Policy
- MOA-18/06: Honors Upon Graduation
- MOA-18/07: Revision of Undergraduate Studies Council Role Statement
- MOA-18/09: Creation of Service-Learning Course Approval Procedures
- MOA-18/11: Revision of Undergraduate Catalog-course Grade Appeals Student’s Deadline
- MOA-19/01: Revision of Undergraduate Catalog to Define Practice for Majors, Minors, and Cognates
- MOA-19/02: Adding a Major or Minor to a Previously Awarded Degree Policy
- MOA-19/04: Creation of Student Attendance Expectation Policy
- MOA-19/05: Revision of MOA-16/08: High School Dual Enrollees Undergraduate Catalog Language
- **MOA-19/06: Creation of Final Exam Schedule Policy**
- MOA-19/11: Revision to Graduate Catalog to Allow Graduate Certificate Credits for Use in Graduate Programs
- MOA-19/12: Revision to Graduate Catalog to Redefine Full-time Graduate Student Status for Loan Deferment and Insurance Eligibility
- MOA-19/13: Revision to the Appeal for a Hardship Withdrawal Procedures
- **MOA-20/01: Revision to Create Prior Learning Assessment (PLA) Graduate**
- **MOA-20/02: Revision to Create Prior Learning Assessment (PLA) Undergraduate**
MOA-18/05: Creation of Undergraduate GPA Revision Policy

Professional Concerns Committee
MOA-18/05 is intended to give WMU undergraduate students a second chance with respect to changing majors to another department or college. The policy initiative is about second chances and long-term student success at Western Michigan University.

GPA Revision Features:

- A student can change majors to another department with an expectation that up to three courses may be removed from the student’s GPA calculation.
- The credits earned for these courses will be removed from the student’s academic record.
- All grades will remain on the official transcript but will not be calculated into the GPA or credits earned.
- GPA revision applies only to courses within the student’s previous major.
MOA-19/06: Creation of Final Exam Schedule Policy

What is the maximum number of exams that a student should have to take in a single day during final exam week? MOA-19/06 is about student success in the classroom. MOA-19/06 was drafted to create a new policy that is in line with peer institutions.

If a student is assigned three or more exams on any single day of final exam week, the student is allowed to arrange with their instructor(s) to reschedule one or more exams so the student will have no more than two exams scheduled on any single day of final exam week.
Prior Learning Assessment (PLA) takes into consideration experiential learning such as on-the-job training, business training, military service, and volunteer service as a consideration for being accepted into a graduate or undergraduate program of study at Western Michigan University.

The goal is for interested departments to have available a set of prior learning assessment tools, including portfolio review, for purposes of evaluating a prospective student’s prior learning experience.

Both MOAs are intended to revise existing graduate and undergraduate catalog language to allow for the creation of voluntary faculty-driven PLA opportunities for graduate and undergraduate programs.
MOAs: Works in Progress

- MOA-19/03: Faculty Deadline for Reporting Student Academic Misconduct
- MOA-19/08: Creation of the Eligibility to Serve as WMU Principal Investigators on Sponsored Projects Policy
- MOA-19/09: Revision of Research Misconduct Policy
- MOA-19/10: Revision of the Intellectual Property Policy
- MOA-19/13: Revision to the Appeal for a Hardship Withdrawal Procedures for Erroneous Third Party Documentation
- MOA-19/14: Fixed-Price Agreements Policy
- MOA-20/03: Syllabus Template
- MOA-20/04: WMU Essential Studies Data Governance
- MOA-20/05: Creation of Faculty Engagement in Fundraising and Development Activities Policy
- MOA-20/06: Establishment of Support for the Adoption of Open Textbooks and other Open Educational Resources
COUNCILS, SPECIAL PROJECTS and INITIATIVES

• Academic and Information Technology Council
• Campus Planning and Finance Council
• Extended University Programs Council
  – WMUx
  – Elearning Standards
• Research Policies Council
• 2018 WMU Faculty Senate Appraisal of the President
• Faculty Senate 2019-20 Restructuring Committee Recommendations
• WMU Honorary Degree Policy Revisions
• Ad Hoc Faculty Senate Syllabus Template Committee
• Curriculum Review Advisory Committee
• WMU Special Event Activities
  – Co-hosting 2019 Presidential Scholars Convocation
  – Co-hosting 2019 WMU Faculty Retirement Recognition dinner
  – Participating in WMU Commencement ceremonies
  – Participating in WMU Matriculation Ceremony
Academic and Information Technology Council

- Assisted in the formation of the Accessible Technology Committee tasked with looking at methods and approach for providing improved disability services to students at WMU.
- Assisted in faculty training for the transition to distance learning in response to the COVID-19 Pandemic.
- Hosted a presentation from Paul Gallagher, Associate Dean, University Libraries, regarding Open Education Resources which has the potential to improve student learning outcomes and save students money in the area of textbook purchases. It is expected that the Faculty Senate will take up MOA-20/06: to establish support for the Adoption of Open Textbooks and other OERs.

In your academic career, has the cost of required textbooks caused you:

<table>
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<th>Reason</th>
<th>2012</th>
<th>2016</th>
<th>2018</th>
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<tr>
<td>Not purchase the required textbook</td>
<td>63.6%</td>
<td>66.5%</td>
<td>64.2%</td>
</tr>
<tr>
<td>Take fewer courses</td>
<td>49.2%</td>
<td>47.6%</td>
<td>42.8%</td>
</tr>
<tr>
<td>Not register for a specific course</td>
<td>45.1%</td>
<td>45.5%</td>
<td>40.5%</td>
</tr>
<tr>
<td>Earn a poor grade</td>
<td>33.9%</td>
<td>37.6%</td>
<td>35.6%</td>
</tr>
<tr>
<td>Drop a course</td>
<td>26.7%</td>
<td>26.1%</td>
<td>22.9%</td>
</tr>
<tr>
<td>Fail a course</td>
<td>17.0%</td>
<td>19.8%</td>
<td>NA</td>
</tr>
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Campus Planning and Finance Council

• Provided input to institutional processes for enrollment forecasting and recruitment strategies and supports continued strategic and innovative approaches to ensure WMU matriculation targets are met.

• Reviewed project design plans for ongoing project development on the WMU campus, including the new student center, Arcadia Flats and WMU Aviation in Battle Creek.

• Reviewed the Strategic Resource Management (SRM) budget model and concurred that if implemented carefully, SRM will transform resource allocation and encourage cost-effective practices at WMU.

• Worked with the Office of the Vice President for University Advancement and reported on the planned capital campaign, as it relates to the role of faculty towards that initiative.
Extended University Programs Council

• WMUx (formally EUP) continues to serve as the instructional design site for online education, E-learning support, regional location operations, the Osher Lifelong Learning Institute, Collegiate Pathways dual enrollment programs, and market research. WMUx will also expand its role as an academic support unit by unifying instructional support services under one umbrella, by assuming responsibility for the Faculty Technology Center (FTC), and for the Office of Faculty Development (OFD).

• The Faculty Senate Executive Board, on behalf of the Extended University Programs Council, has recommended for implementation a new set of Elearning Standards. The goal is to have an agreed upon set of standards for WMUx when working with faculty in the development of new on-line courses. This is intended to formalize the process in terms of responsibilities for both WMUx as well as faculty and their respective departments.

• These standards and methodologies have become every more critical as faculty had to quickly adapt to remote teaching technology as a response to the COVID-19 Pandemic.
Research Policies Council

- Advanced MOA-19/08 Creation of the Eligibility to Serve as WMU Principal Investigators on Sponsored Projects Policy that was passed and approved by the Faculty Senate in January 2020.
- RPC revised SFSA timeline so that the time between notification and award will be shortened to two weeks at the September meeting.
- Advanced MOA-19/14 Fixed-Price Agreements Policy that was passed at the January 2020 meeting.
- RPC hosted Holly Blanks, Marketing Specialist, College of Engineering and Applied Sciences and Michael Worline, Marketing Manager, College of Arts and Sciences to learn about how faculty’s research and creative work can be recognized and disseminated beyond WMU for the benefit of departments and individual researchers.
- RPC, in cooperation with the Office of Research and Innovation, completed its work in identifying FRACCA and SFSA grant award recipients.
On November 6th, the Faculty Senate launched the faculty appraisal for President Edward Montgomery with a return date of Monday, November 19, 2019.

There was a response rate of 210 faculty.

The revised survey was 20 questions in length, down from the previous 38. The completed survey results were presented to the WMU Board of Trustees and the President on November 30, 2019.
Faculty Senate 2019-20 Restructuring Committee

Every five years, the Faculty Senate creates a committee of past Presidents to engage in an internal review of the Senate Constitution and Bylaws.

Faculty Senate Constitution: Article VII, Part 1: Executive Board, Section 5.

The Executive Board shall review the structure of the Senate at least every five years and shall recommend to the Senate any modifications deemed prudent or necessary. These recommendations shall take the form of proposed amendments to this constitution and to the bylaws and their approval shall follow procedures established in Article IX of the constitution and Article XII of the bylaws.

The committee has recommended nine amendments to the Constitution and 14 amendments to the Bylaws.
WMU Honorary Degree Policy

- The Office of the Vice President for Academic Affairs in cooperation with the Faculty Senate undertook and completed a major revision of the University’s current Honorary Degree policy.
- The purpose of awarding an Honorary Degree is to recognize persons of exceptional scholarly, artistic, professional, or humanitarian achievement whose work exemplify the mission of Western Michigan University and whose career or lifetime accomplishments serve as models of University ideals and aspirations for its students, faculty, staff, and alumni.
- The newly revised policy has the capability to recognize and award Honorary Degrees in four separate categories of scholarship and service to the WMU community.
  - Doctor of Humane Letters, honoris causa (L.H.D.), given to persons with outstanding achievement in the humanities.
  - Doctor of Science, honoris causa (Sc.D.), given to persons with outstanding contributions to and service in the sciences.
  - Doctor of Letters, honoris causa (Litt.D.), given to outstanding scholars in specific disciplines, exclusive of the sciences and humanities.
  - Doctor of Laws, honoris causa (L.L.D.), given to persons with outstanding service to humankind at large, to learning, and/or institutions benefiting the public.
Ad Hoc Syllabus Template Committee

• Works in Progress
• All WMU faculty are required to provide their students with a working syllabus for purposes of helping them understand the purpose, structure/organization, and requirements for all courses of instruction.
• The question sometimes comes up; what information is essential and what information is optional in terms of what needs to be conveyed?
• The Faculty Senate Executive Board created an ad hoc syllabus template committee to research best practices, review, and update required items to be included on WMU syllabi. The committee is tasked with developing a set of recommendation for improved syllabi items (required and suggested.
• The committee is made up of representatives from the Executive Board, the Professional Concerns Committee, the Undergraduate Studies Council, and the Graduate Studies Council.
Curriculum Review Advisory Committee

Works in Progress

In order to improve and achieve greater efficiency in the WMU curriculum review process, the Faculty Senate Executive Board is undertaking a review for a new committee to be called WMU Curriculum Review Advisory Committee that would be responsible for overseeing curriculum review process in all its aspects. The committee is still in the early stages of development.

Committee Charges:

• Develop and implement process improvements for the WMU curriculum process as needed.
  • Review and assess the current curriculum review calendar.
  • Work to develop more efficient listing of courses in the University catalogue.
• Develop and implement process improvements for the WMU electronic curriculum process as needed.
  • Develop revised procedures and documentation for the WMU electronic curriculum process.
• Develop, schedule, and coordinate college level curriculum trainings.
As we conclude this presentation, I’d like to take a moment to say thank you to my colleagues who serve on the Faculty Senate Executive Board, as well as the many FS Council and Committee Chairs and members of such groups who willingly volunteer in support of the academic mission of this University. At different points along the way, I’ve called on each of you for your thoughts, suggestions and comments.

Thank you to Sue Brodasky and Sue Davenport in the Faculty Senate office who did their best to keep me on the straight and narrow despite having to work with someone who continuously likes to color outside the lines.

And last but not least, a special Thank you to President Edward Montgomery, President’s Chief of Staff Kahler Schuemann, Provost and Vice President for Academic Affairs Jennifer Bott, Vice President for Business and Finance Jan Van Der Kley, Vice President for Student Affairs Diane Anderson, WMU Board of Trustees James Bolger, Lynn Chen-Zhang and Jeffrey Rinvelt, as well as the various members of the WMU Board of Trustees and WMU College Deans.

Respectfully Submitted,
Richard A. Gershon
President, WMU Faculty Senate