

EXECUTIVE BOARD
Minutes of 23 September 2022

Call to Order

The regular meeting of the Western Michigan University Faculty Senate Executive Board was called to order at 10 a.m. on 23 September 2022 via Webex video conferencing by Sarah Summy, president.

Roll Call

Members in Attendance: Lisa DeChano-Cook, Anthony DeFulio; Kieran Fogarty, Decker Hains, John Jellies, Kyle Jehnzen, William Rantz, Sarah Summy, Zeljka Vidic, Bret Wagner

Recording Secretary: Eriz Hughey, Administrative Assistant II

Quorum

A quorum was present.

Agenda

It was moved by Hains, seconded by DeChano-Cook, to accept the agenda as presented. The motion carried.

Minutes

It was moved by Jellies, seconded by Hains, to approve the 9 September 2022 meeting minutes as presented. The motion carried.

It was moved by Rantz, seconded by Hains, to go into executive session at 10:05 a.m. The motion carried.

It was moved by Jellies, seconded by Rantz, to come out of executive session at 10:30 a.m. without any action. The motion carried.

Reports of Officers

President Summy did not provide a report.

Vice President Rantz reported on his meeting with Interim Provost and Vice President for Academic Affairs Christopher Cheatham. Topics included the creation of a work group to revise the General Principles of Curriculum Change policy. Cheatham confirmed that the Faculty Senate fund-23 will not be taxed by the General Fund through the Strategic Resource Management budget model.

Unfinished Business

President Summy led a discussion of the recent changes to MOA-20/03: Syllabus Statement. She explained the revisions offered by John Miller as part of the Ad Hoc Syllabus Template committee. It was recommended that MOA-20/03 be sent to the Undergraduate Studies Council and the Graduate Studies Council for further review.

DeFulio reported on Action Plan Objective 2-Task 1: Create and Implement “*Did You Know*” series. He will be submitting several items for the series to the Senate office. Topics will include the mission and vision, Senate meeting attendance, etc.

Jellies reported on Action Plan Objective 3-Task 2: Develop voting protocol at Senate meetings. It was recommended that voting be allowed in-person only. It was noted that Senators should provide a substitute if they are unable to attend to represent the department’s vote.

New Business

President Summy introduced the draft agenda for the Faculty Senate 6 October 2022 meeting.

Discussion was held regarding the concept of featuring the work of one council at each meeting. It was recommended that the International Education Council be invited for the 6 October meeting. It was

confirmed that the meetings would be streamed live on MediaSite at a cost of \$185 per meeting, which includes recording the meeting and posting it to the internet. It was moved by Jellies, seconded by Rantz, to accept the agenda as amended. The motion carried.

President Summy explained the Faculty Senate 2022-23 budget projections as produced by Brodasky.

President Summy introduced the draft Faculty Fee 2022 letter. She confirmed that Faculty Fees were not collected over the past two years. Brodasky is researching designation toward the Faculty Senate in the University Giving Day. Discussion was held regarding the value of routine giving and the establishment of reserve funding. It was moved by Fogarty, seconded by Hains, to solicit Faculty Fees as determined by the Executive Board. The motion carried.

University Committees

President Summy has received a request from Vice President for Business and Finance Jan Van Der Kley for a recommendation for representation on the Department of Public Safety Oversight Committee. Hains volunteered. It was moved by Jellies, seconded by Wagner, to provide Hains as the Faculty Senate representative. The motion carried.

DeChano-Cook provided the Employee Engagement Survey Committee report. The committee continues to discuss engagement and how to move forward. President Montgomery indicated that Interim Provost Cheatham will review service towards promotion and tenure regarding recognition of service. Discussion was held regarding different levels of service and how to change the perception that service does not count toward promotion and tenure, and how service is not recognized or rewarded.

Brodasky attended the University Policies Committee meeting on behalf of Jellies. She provided the committee report via email.

- Keith Hahn, WMU General Counsel chaired the meeting. He confirmed that the committee will continue its important work.
- Hahn asked the membership to think of ways to improve the committee and provide him any changes that should be made.
 - It was noted that a review of the Policy on Policies is warranted.
 - It was suggested to expand membership to include other campus representation, such as APA.
 - There are a lot of policies that are not subject to this process, so they are difficult to locate on the WMU website, specifically Business and Finance policies. It was questioned if they are policy and not just procedures.
 - Add section in policy template to list exceptions in policies for other policies that may conflict, such as athletics having their own policies on topics that are different than the University policy.
 - Definition of “policy”, it is used loosely at WMU. It is necessary to clean up what is and what is not policy.
- The committee reviewed the Student Complaint Tracking and Reporting Policy. This policy has been in existence and is being revised. HLC recommended creation of process to document process improvement. In order to update the policy units were questioned about its use. It was found that the policy is working the way it was intended. There was a lot of procedural language that was removed. It was confirmed that it is up to each department/unit to determine how to track complaints as long as they are being tracked and reported at year-end. No additional changes were suggested. It will proceed forward with minor substantive changes.

Faculty Senate Councils and Committees

DeChano-Cook provided the WMU Essential Studies Executive Committee report via email.

- Brian Tripp was elected as chair and Elissa Allen was elected as vice-chair. The election of secretary was postponed.
- Hains charged committee.
- Interim Curriculum Manager Nic Witschi discussed his role.

- WMU Essential Studies Faculty Director Jonathan Bush discussed his role and how Randy Ott works closely with him.
- The Procedures and Handbook committee reported that work continues.
- The Annual Sharing of Assessment Data event will be held on Friday, 9 December 2022 from 8 a.m. to 2 p.m. The event has previously been held in the spring but will now be held in the fall.
- Discussion was held regarding the number of proposals before the WMU Essential Studies Course Review and Approval Committee and its potential to be delayed.

DeChano-Cook provided the Undergraduate Studies Council report via email.

- Susan Piazza was elected as secretary.
- Summy charged the council.
- Nic Witschi provided training on proposal processing via Curriculog.
- Committee Reports included:
 - A working group was established last year to investigate the continuing need for the Intellectual Skills Program Advisory Committee.
 - It was suggested that the Service-Learning Course Approval Committee be put on hiatus for this year.
 - The USC will need to develop charges for the Transfer of Credit Committee.

DeChano-Cook provided the International Education Council report via email.

- The working group for internationalization submitted their revised plan after receiving feedback and comment from the University Strategic Planning Steering Committee. The plan included more explanations of terminology and more clarification of sometimes.
- WMU International enrollment is up 3%. Undergraduate international student enrollment is up 0.5% and graduation international student enrollment is up 9.5%. Applications are up but yield was low, which was a national trend.
- Charges were discussed and working groups formed to move forward.
- A working group was established to review possible changes to the Global Engagement Award in order to strengthen wording to encourage additional staff nominations and consider if emeriti should be allowed to be nominated. The Fulbright Award working group will investigate the possibility of having institutional guidelines for departments to assist applicants, similar to other institutions.

Fogarty provided the Academic Information and Technology Council report via email.

- Ex Officio Fogarty provided the 2022-23 council charges.
- Since the council was unable to elect a secretary, the responsibilities will be rotated to each member.
- The council approved the Course Delivery Definitions. Next a MOA will be created.
- Holmes reported about an annual cybersecurity training program for WMU staff and faculty that will launch 17 October 2022.
- The WMU Cybersecurity Summit, in recognition of national cybersecurity month, will be held 17 October 2022, from 1 to 4 pm at the Fetzer Center. Mandatory participation is not being suggested at this time.

Summy provided the WMU Essential Studies Course Review and Approval Committee report via email.

- The committee has a vacancy from the College of Education and Human Development, for which Summy will follow up.
- There are some proposals still pending from last year.

Vidic provided the Campus Planning and Finance Council report via email.

- President Summy provided the 2022-23 council charges.
- The Board of Trustees approved the University budget at its June meeting. The overall budget is balanced with no reductions planned and it was based on a 6% decline in enrollment with the use of contingency reserves.

- The first-year Strategic Resource Management documentation can be found on the University's budget website. Deans took part in a conversation about SRM.
- Business and Finance report:
 - The 2021-22 year-end University budget is completed.
 - There is a new market analysis of staff salaries underway.
- Marketing and Communications report:
 - Publications for recruitment are being created to assist in a marketing campaign.
 - Next year messaging and visuals will be refined.
 - This year saw the largest increase in the freshmen class; the largest increase in giving; and the final trademarks and licensing.
 - Ranking and comparison to the industry (e.g., comparing sales and royalties) improved every quarter compared to the previous year.
- Campus Facility Development report:
 - The five-year capital outlay plan was approved by the Board of Trustees. The list can be found in the BOT meeting minutes
 - Status of current projects was recorded
 - It is challenging to schedule projects due to labor market and supply deficiencies

Jellies reported that the Professional Concerns Committee meeting was canceled. The committee has a few new members. Interim Director Joe Erskine will be representing the office of Student Conduct, however, a need for a representative from Student Affairs was indicated.

Rantz provided the Graduate Studies Council report via email.

- Dawn Anderson was elected chair, Marcellis Zondag was elected vice chair, and Louanne Bierlein Palmer was elected secretary
- The council was charged, and discussion was held.
- Graduate College Dean Byrd-Jacob reported:
 - Graduate enrollment is down 7.7%. There are no known causes, but it will be investigated.
 - 238 graduate students were welcomed to WMU.
 - This weekend there will be a gathering of GSC & BGSA with 260 students expected.
 - The third floor of Waldo has been dedicated to Graduate students.
- Martini provided the WMUx report:
 - New beginner student enrollment is up 25%
 - The office of Faculty Development hosted 500 instructors at an online summer workshop for teaching and professional development, of which 52% were graduate students.
 - Still offering market research for curriculum development
- Witschi answered individual questions regarding Curriculog. GSC will place Witschi on the October agenda to provide additional training.

Discussion was held by the EB members regarding Curriculog procedures.

Announcements

EB members congratulated President Summy on her receiving the Distinguished Service Award.

Adjournment

President Summy adjourned the meeting at 11:20 a.m. The next Executive Board meeting will be held on 14 October 2022 at 10 a.m. in room 3201 of Ellsworth Hall and via Webex.

Approval

Submitted by Sue Brodasky, Faculty Senate Administrator and Eriz Hughey, Administrative Assistant II

Minutes were approved 14 October 2022.