

EXECUTIVE BOARD
Minutes of 11 November 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 11 November 2022, in Ellsworth Hall, room 3201 and via Webex video conferencing by Sarah Summy, president.

Roll Call

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

Members Absent: Kieran Fogarty, Kyle Jehnzen

Guests: Christopher Cheatham, Interim Provost and Vice President for Academic Affairs; Amy Bocko, Chair, Academic and Information Technology Council

Recording Secretary: Sue Brodasky, Faculty Senate Administrator

Quorum

A quorum was present.

Agenda

The agenda was amended to change order of new items and to add the appointment of a Undergraduate Studies Council member. It was moved by Hains, seconded by DeChano-Cook, to accept the agenda as amended. The motion carried.

Minutes

It was moved by DeChano-Cook, seconded by Vidic, to approve the 28 October 2022 meeting minutes as presented. With one abstention the motion carried.

Interim Provost and Vice President for Academic Affairs

Cheatham addressed several topics that were provide prior to the meeting, including curriculum appeal process suggestions, coordination and consolidation of student data requests, University Strategic Planning, Student Center construction delays, Cybersecurity training participation encouragement, WMU job application system and processing delays, and the College of Education and Human Development search.

Reports of Officers

President Summy reported on her meeting with the Vice President for Research and Innovation. Vice President Seker expressed interest in the creation of an undergraduate research institute/center. Discussion was held. President Summy will continue to meet with Vice President Seker quarterly.

Vice President Rantz reported that the provost had already covered all topics, no further report was provided.

Unfinished Business

Jellies reported on Action Plan Objective 1-Task 1: *Revise General Principles of Curriculum Change appeals process*. The document he drafted is a Frequently Asked Questions regarding how an appeal should be processed and does not require and MOA since it is procedural only. It was suggested that the document be copy edited. It was moved by Jellies, seconded by DeChano-Cook, to accept the FAQs as edited. The motion carried.

Wagner reported on Action Plan Objective 1-Task 2: *Revise General Principles of Curriculum Change*. He intends to schedule the first meeting of the workgroup early next semester. Brodasky volunteered to assist in scheduling once the participants have been identified.

New Business

Academic and Information Technology Council chair Bocko introduced Memorandum of Action-22/02: Recommendation of Course Delivery Definitions for Undergraduate and Graduate Catalogs. She provided the background and creation of the MOA. Questions were raised regarding the need for a definition of HyFlex. Discussion was held regarding in-person classes that have a small portion, less than 50%, of participation online. The Executive Board returned the MOA to AITC for revision.

President Summy introduced the 1 December Faculty Senate agenda. It was moved by Hains, seconded by DeFulio, to accept the agenda as presented. The motion carried.

President Summy stated that the College of Engineering and Applied Sciences has put forward a faculty member to fill the vacant seat on the Undergraduate Studies Council. It was moved by Hains, seconded by Rantz, to appoint Said Abubakr to the vacant CEAS seat on USC that expires in 2023. The motion carried.

University Committees

President Summy postponed the Employee Engagement Survey Committee and University Policy Committee reports.

Faculty Senate Councils and Committees

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

- Carnell gave a synopsis of the process for Elearning in relation to WMU Essential Studies data each semester. Additionally, he gave a review of how the data is used. There are templates for the different WMU Essential Studies courses that are limited access. There are two staff members that faculty will interact with about the data from their classes.
- Bush continues to provide presentations on the use of WMU Essential Studies for strategic planning to departments.
- The cyclical review for this academic year is underway while WMU Essential Studies Course Review and Approval Committee is finishing up the cyclical review from last year.
- The WMU Essential Studies Data Spotlight event has been scheduled for 9 December in the College of Health and Human Services, room 4010.
 - Attendees will need to register
 - Registration comes with a customized pack for the individual's department
 - Attendees will have the opportunity to interact and discuss their data.
- The spring 2023 WMU Essential Studies courses have been added to the website for advisors and others to reference.
- The WMU Essential Studies course change form in Curriculog is being modified and is currently unavailable.
- The WMU Essential Studies Handbook is targeted for completion by the end of spring 2023. It is also anticipated that it will be a set of documents that are posted to the website.
- Currently the scientific literacy and the scientific literacy with laboratory student learning objectives are the same, so a review is underway.

DeChano-Cook provided the Undergraduate Studies Council report via email. She raised a concern regarding the council approving and/or rejecting proposals based on unclear or uncompleted proposals. Discussion was held.

- Witschi stated that 500 proposals were submitted last academic year and there are already 660 this year. Another rush of proposal is expected in March.
- Martini reported:
 - A workgroup will be convened to address the MATH competency issue in place of the Intellectual Skills Program Advisory Committee
 - The Student Success Hub will launch by February
 - There was a significant decrease in mid-term grades reported across WMU
 - The Faculty Development Advisor Board has been reassembled to review the process for mid-term grade reminders

- USC agreed upon charges for the Service Learning and Transfer of Credit Committees. The USC chair will deliver charges to each. A USC liaison to each committee was appointed.
- Recommendations for the MOA-20/03: Syllabus Template were accepted and will be passed on to John Miller.
- Several curriculum proposals were reviewed and acted upon.

DeFulio provided the Research Policies Council report via email.

- Representatives from the Office of Research and Innovation presented data regarding the FRACAA/SFSA/PPPE/FRTF spending over the last five years. Based partly on this data the committee was able to set a budget for these funds.
- The ORI staff described the status of the HSIRB, IAAUC, and federal compliance as per ethics and research. They reported that WMU is doing well. It was asked, as it relates to RPC charge #4 whether there are any ethics-related policies that RPC should review, however, it was stated that ORI policies are believed to be up to date as per the federal guidelines.
- The council plans to review member suggestions for updates to the PPP&E policy at the next meeting.

Announcements

None.

Adjournment

President Summy adjourned the meeting at 11:37 a.m. The next Executive Board meeting will be held on 9 December 2022 at 10 a.m. in room 3201 of Ellsworth Hall and via Webex.

Approval

Submitted by Sue Brodasky, Faculty Senate Administrator

Minutes were approved 9 December 2022.