

**PROFESSIONAL CONCERNS COMMITTEE  
Minutes of 16 November 2022**

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Professional Concerns Committee was called to order at 12:30 p.m. on 16 November 2022 via Webex video conferencing by John Jellies, Ex Officio.

**Roll Call**

**Members in Attendance:** Elizabeth Isidro (substitute for Rena VanDerwall), John Miller, Timothy Palmer

**Member Absent:** Karen Schieman, Elizabeth Terrell

**Advisory Members Present:** Joseph Erskine, Kathy Mitchell

**Ex Officio:** John Jellies

**Quorum**

A quorum was present.

**Agenda**

It was moved Jellies, seconded by Miller, to accept the 16 November 2022 agenda as presented. The motion carried unanimously.

**Election of Officers**

Miller was elected as Chair.

Vice chair position remains vacant.

**Approval of Minutes**

It was moved by Jellies seconded by Mitchell, to approve the 20 April 2022 minutes. The motion carried unanimously.

Quorum was not present at the 21 September 2022 meeting. Informational notes were acknowledged for 21 September 2022 meeting.

**Reports of Officers**

Chair Miller will look into PCC membership.

Ex Officio Jellies reported he had advised the Faculty Senate Executive Board of insufficient members appointed/elected. Requested Chair Miller to also apprise Executive Board of historical precedents related to PCC.

**Reports of University Representatives**

There will be a search for a new director of the Office of Student Conduct. Erskine will act as liaison for foreseeable future.

Mitchell announced her retirement. She will leave her post in the Office of the Ombuds on 7 May 2023.

**Reports of Council/Committee Standing Committees**

None.

**Unfinished Business**

None.

### **New Business**

Chair Miller request PCC to review role statement and charges:

<https://wmich.edu/facultysenate/committees/professionalconcerns>

For Charge #2, create and approve a Memorandum of Action to establish a cycle of review of all University policies and procedures related to student academic conduct. PCC will request feedback through the Faculty Senate from academic unit chairs and directors. Review the following form and suggest changes:

[https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=USJ2Jal6ckyQXzm\\_AmqKhJQI6j91LX5Bpv23PeM-tIIUMFhIVUhWUDdPSFM0RVYxOFFLODRaQINDVS4u&Token=7bc19d9e6698477698c690095dbcf6c4In](https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=USJ2Jal6ckyQXzm_AmqKhJQI6j91LX5Bpv23PeM-tIIUMFhIVUhWUDdPSFM0RVYxOFFLODRaQINDVS4u&Token=7bc19d9e6698477698c690095dbcf6c4In)

Charge #3 will be addressed at the 7 December 2022 meeting. PCC to review the scope and description of the role statement and assess the effectiveness of committee practices. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action. For this process, it would be beneficial to have analyzed the committee's archived charges, agendas, and minutes, available here:

<https://wmich.edu/facultysenate/committees/professionalconcerns/professionalconcernsarchives>.

### **Announcements**

None

### **Adjournment**

Ex Officio Jellies adjourned the meeting at 1:30 p.m. The Professional Concerns Committee will next meet on 7 December 2022 at 12:30 p.m. via Webex video conferencing.

### **Approval**

Submitted by John Jellies, Ex Officio

Minutes approved on 7 December 2022.