
EXECUTIVE BOARD
Minutes of 9 December 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 9 December 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, Kieran Fogarty, Decker Hains, Kyle Jehnzen, John Jellies, William Rantz, Sarah Summy, Bret Wagner, Zeljka Vidic

Guests: Candy McCorkle, Vice President for Diversity and Inclusion

Recording Secretary: Sue Brodasky, Faculty Senate Administrator

Quorum

A quorum was present.

Agenda

The agenda was amended to add a new business item of academic holds resulting from student self-reported ACT/SAT scores.

It was moved by Hains, seconded by Rantz, to accept the agenda as amended. The motion carried.

Minutes

It was moved by Hains, seconded by DeChano-Cook, to approve the 11 November 2022 meeting minutes as presented. The motion carried.

Vice President for Diversity and Inclusion

McCorkle stated that the Racial Justice Advisory Committee report is expected to be published by the end of January. One recommendation of one of the seven subcommittees is to increase Diversity, Equity, and Inclusion (DEI) in the curriculum. The recommendation is not specific to course content and is not mandatory but has the possibility of being implemented in other ways. McCorkle noted that WMU Chapter of the American Association of University Professors has included in the current agreement a requirement for faculty to participate in DEI training, which is expected to address the idea of pedagogy. She acknowledged that there is a focus for DEI in the WMU Essential Studies program, but not all WMU students are required to take such a WMU Essential Studies course. She suggested that the Faculty Senate could assist this initiative by hosting a conversation on the subject at a future Faculty Senate meeting. Discussion was held. President Summy questioned the timeline for the required faculty DEI training, as it would be most appropriate to introduce this initiative at the Senate at the same time. McCorkle is currently collaborating with several faculty members to develop a three-part online training module that will focus on faculty and DEI integration into the classroom. It was suggested that faculty experts/champions be established as resources. McCorkle will distribute more information regarding the RJAC report to the campus community once it is published.

Reports of Officers

President Summy reported on her meeting with President Montgomery. She confirmed that he chose to have the Presidential Scholars remain with one selected student per department. Additionally, they discussed the distribution of the University Strategic Plan following its review by incoming Provost and Vice President for Academic Affairs Vasquez Heilig. The provost office staff are working to schedule a lunch meeting with the Executive Board and Provost Vasquez Heilig during his first week on campus. President Summy reported on her meeting with AAUP President Cathryn Bailey, who discussed the grievance documentation. Discussion was held. President Summy asked for topics for her meeting with President Montgomery to be directed to her.

Vice President Rantz indicated that he has an upcoming meeting with Interim Provost Cheatham at which he will be inquiring about the format of the Faculty Retirement Recognition event. Additionally, he will follow up on the curriculum proposal to create a school from Theatre and Dance.

Unfinished Business

Wagner reported on Action Plan Objective 1-Task 2: *Revise General Principles of Curriculum Change*. He will work with the Senate office staff to schedule the first meeting of the workgroup. President Summy asked for a timeline to ensure that the revisions go before the full Faculty Senate prior to the end of this academic year. Vice President Rantz is seeking confirmation of University Libraries and the Haenicke Institute for Global Education as part of the proposal review process. Discussion was held. Staff were asked to find documentation regarding the addition of HIGE in the processes.

President Summy reported on Action Plan Objective 2-Task 3: *Distribute Senate Snapshot summary of Senate semester work* (Dec. 2022/May 2023). Discussion was held regarding topics to be included. She reported that Interim Curriculum Manager Witschi will be drafting communication regarding lessons learned from the first semester using Curriculog.

President Summy reported that Memorandum of Action-20/03: Syllabus Template has been reviewed by the Undergraduate Studies Council which offered significant recommendations for revision. It was agreed to refer MOA-20/03 and the recommendations from USC to the Professional Concerns Committee for further action.

New Business

President Summy led a review of three program proposals.

- It was stated that the Graduate College does not have faculty lines, so the ISDD program needs to be reallocated. It was confirmed that the program is currently serving 11 students and lacks proper mentors. It was questioned how the CAS will absorb the degree that is to be interdisciplinary across all colleges without additional resources allocated. It was suggested that the proposal should specify that the degree will be interdisciplinary only across the units within CAS, or that the degree is being eliminated. Discussion was held.

It was moved by DeChano-Cook, seconded by Jellies, to approve the program proposal to transfer ISDD from the Graduate College to the College of Arts and Sciences as presented. With three opposed and one abstention, the motion carried.

It was moved by Rantz, seconded by Hains, to approve the program proposal to transfer Race and Ethnic Relations from the Lewis Walker Inst to the College of Arts and Sciences as presented. With one abstention, the motion carried.

- DeChano-Cook noted the proposal was generated as a result of an interdisciplinary initiative. When asked she confirmed that the new school will be keeping all course prefixes as is. There are expected to be small resource savings. DeChano-Cook confirmed that the faculty fully support the proposed changes.

It was moved by Rantz, seconded by Hains, to approve the program proposal to create the School of Environment, Geography, and Sustainability as presented. With one abstention, the motion carried.

It was moved by Rantz, seconded by DeChano-Cook, to appoint Brett Geier to replace David Szabla on the Campus Planning and Finance Council. The motion carried.

President Summy asked office staff to prepare and distribute membership listings for both Professional Concerns Committee and the WMU Essential Studies Course Review and Approval Committee with notations of college representation. The Executive Board members were asked to review the membership once provided and solicit faculty to serve from colleges not represented. It was stated that Registrar Carrie Cumming has asked to be appointed to PCC as an advisory member. Discussion will continue at the next meeting.

Wanger reported that it has just been discovered that the application software creates an academic hold on accounts of students who self-report ACT/SAT scores until such time that official scores are reported. However, ACT/SAT scores are not required for admission, and this appears to be a glitch created only when students self-report scores. President Summy will raise the issue with Associate Vice President for Enrollment Manager Charles Cotton.

University Committees

The report of the Employee Engagement Survey Committee was postponed.

Jellies provided the University Policy Committee report via email stating that input was requested on the Telecommuting Policy.

Faculty Senate Councils and Committees

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

November:

- There is not a formal enrollment forecast yet for University budgets.
- Due to the State election results no additional capital outlay is expected; more attention will be focused on social issues.
- The College of Aviation dean search is expected to be completed next week.
- The College of Education and Human Development dean search will soon be posted and is expected to be completed in February.
- Enrollment headcount is down 5.5% down; student credit hours are down 4.2%; nonetheless outperformed enrollment forecast; fall to spring retention rate is positive.
- Details regarding the SRM budget model subventions can be found at: <https://wmich.edu/budget/budget-model/srm-training-tools>
- Marketing and Strategic Communication reported overall first quarter growth in the social media presence, royalties, and sales of WMU gear.
- Facilities reported on plans for further construction projects and noted that Dunbar will be adjusting a couple of classrooms for HyFlex teaching.
- The council will make recommendations to the Executive Board regarding the WMU Neighborhood Association Proposal.
- The council has arranged to have a panel of deans at the January meeting to discuss the SRM Budget Model.

December:

- The appointment of the Interim Associate Vice President for Facilities may be extended until a new search is completed.
- University Budgets has been asked to improve understanding of the SRM budget model.
- Undergraduate applications are in line compared to last year, 23% increase in master's and 3% increase in doctoral. Headcount is down 6% as expected; the budget built on a 5.9% decrease
- The College of Aviation has a new dean appointed.
- The College of Education and Human Development dean search is underway.
- The fall Marketing and Strategic Communication marketing campaign has finished with an 83% increase in impressions (adds heard and seen) and 26% increase in click-throughs since Fall 2021; advertising overall 9.8 times than higher education benchmarks.
- The new display technology allows the advertiser to customize content.
- The Dunbar, Hilltop village parking structure, Student Center, and President's suite construction projects are making progress.
- There is not a projected demolition date for Bernhard.
- The council endorsed the Western Student Association proposal for creation of a WMU Neighborhood Association.
- The OIT strategic plan was presented:
 - Goal1-Strengthen the information technology that empowers research and instructional administration.
 - Goal 2- Enable the advancement of WMU mission through the delivery of contemporary and sustainable IT services.

- Goal 3- Provide outstanding customer service and support to all constituencies.
- CPFC discussed strengthening data networks, storage capacity, providing contemporary resources (VR); extremely aged network, funding.
- A search has begun for a Cyber Security Administrator.
 - Annual cyber security training is encouraged, preferably by the end of January.
 - Creation of a umbrella security policy and researching who has access to what systems and who doesn't for security protection purposes as well as identity and access management.

Jellies provided the Professional Concerns Committee report via email.

November:

- Erskine is continuing director for the Office of Student Conduct for the foreseeable future.
- Mitchell is retiring as Ombuds on 7 May 2023. She has formally announced her retirement, yet it has yet to be determined what will happen to the position. The Ombuds office handles hardship withdrawal, grade appeals, and program dismissal in concert with Faculty Senate.
- PCC discussed the creation of a Memorandum of Action to establish a cycle of review of all University policies and procedures related to student academic conduct. The committee will request feedback from academic unit chairs and directors regarding any academic conduct policies that the unit's program(s) might have in addition to those in the WMU Student Code of Conduct and the graduate and undergraduate catalogs.
- Review of the scope and description of the role statement and assess the effectiveness of committee practices will be done in December. For that discussion, it would be helpful to analyze the committee's archived charges, agendas, and minutes.

December:

- The committee continued discussion regarding review of policies related to student conduct. PCC developed and approved a web form for soliciting information from the chairs and directors which will be provided to the Executive Board for review. The intent is that it be distributed by the Faculty Senate office on behalf of PCC. There are some departments, programs, and/or colleges that have unique policies regarding student conduct. In order to determine the scope, PCC will seek information about possible policies not already found in the Student Code of Conduct.
- PCC will seek clarity from the Executive Board regarding the need to review or craft policies related to diversity and inclusion in light of institutional emphasis (i.e., inclusion in the University Strategic Plan). The concern is wanting to avoid working at cross purposes or in parallel to other units.
- PCC discussed the committee's role statement, charges, activities, and membership.
 - The PCC has historically had 10+ members, however there are currently five with one of those not having attended or provided a substitute.
 - The historical scope of PCC activities has been broad, touching on everything from threats to faculty, privacy concerns, hardships, military service obligations, attendance, discipline, appeals, program dismissal, etc. From 2014-20 there were pressing issue before PCC for discussion and resolution at every meeting including advice on Senate processes.
 - Chair Miller reviewed and documented the charges over the past 10 years. Ex Officio Jellies reviewed the minutes for the same timeframe. Up until 2020-21 the PCC has been highly active with Senate presidents relying heavily in it to address questions not related to other councils/committees and it was engaged to advise on many issues and produced several MOAs on policies that required multiple year commitments across several administrations to enact.

Rantz provided the Graduate Studies Council report via email.

November:

- The Graduate College awarded the fall round of travel and research grants and the Internal excellence in teaching award.
- Two graduate programs housed in the Graduate College are moving to the College of Arts and Sciences and the College of Education and Human Development.

- Enrollment is up for graduate students.
- The Office of Faculty Development Advisory Board is being reinstituted.
- The Graduate Student Association is developing departments because there have been problems with student internal networking with the GSA structure. There are many disconnects in process understanding.
- Graduate students are struggling with understanding how to do research. GSA is trying to help students understand it by developing a department.
- Witschi was confirmed as the GSC liaison to the Transfer Credit Committee.
- Cumming and Zondag reviewed the undergraduate Posthumous Degree policy as well as other institutions policies. The same process will be used as the undergraduate policy with a 75% completion to degree.
- Byrd-Jacobs noted that the graduate catalog specifies 30 doctoral credits plus 12 credits after admittance to the doc program with a 60-credit minimum, with some master credits. Some departments are proposing doctoral programs containing only 45 credits. Peer institutions compared have a minimum number of 90 credits after a bachelor's degree.

December:

- The Graduate College awarded travel and research grants of \$42 thousand to 43 graduate students.
- There is a meeting in Lansing of graduate deans for an update on Michigan Legislature.
- Graduate enrollment is down 1% across the State
- It was told to the incoming provost the opportunities for WMU on graduate education and research is a benefit.
- Graduate Student Association is expanding some roles for initiatives in research excellence.
- A new GSA board will be nominated early in 2023.
- A Memorandum of Action for a graduate posthumous degree was approved.
- A Memorandum of Action for doctoral program credit requirements establishing a minimum number of credit hours accommodating the required 60 hours was approved.

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

November:

- College level international committee reports:
 - The Aviation College is discussing study abroad programs and polled students about interest so are planning on Rome and Greece next academic year.
 - The College of Health and Human Services will be hosting a luncheon for international students.
 - The College of Education and Human Development committee is not meeting this semester.
- Working groups reports:
 - Global Engagement Award workgroup wants to include more language on the website to advertise the award, especially for staff. This should not require an MOA.
 - Fulbright workgroup is reviewing the scope in the documents that came from Fulbright about best practices compared to WMU's current policies.
- IEC discussed events that create stress for international students, and a campaign to reach out to students from countries effected. Faculty need to be proactive with such students. It was suggested to have the Faculty Senate office distribute reminders of best practices to residence life and dining services because they serve a largest number of international students.

December:

- IEC approved the proposal to change the Duo-Lingo scores so that they align with other institutions.
- IEC had discussions with Charles Cotton and Paulo Zagalo-Melo about IEC/HIGE and Enrollment collaboration. Many ideas were suggested that both areas should be examined more fully.

Fogarty provided the Academic and Information Technology Council November report via email and noted that the December meeting had been canceled.

- Bocko presented the revised MOA-22/02- Recommendation of Course Delivery Definitions for Undergraduate and Graduate Catalogs which was then approved to be sent back to the Executive Board.
- Cybersecurity training has been deployed to all faculty and staff to be completed by 27 January 2023.
- A new planned and unplanned OIT notification site has been created: <https://wmich.status.io/>
- The OIT strategic planning process continues:
 - OIT, DOSA, college IT representatives have drafted strategies.
 - Next phase is prioritization and sequencing.
 - Follow up will be to share with the wider campus community.
- OIT continues to work towards a FA23 launch of AppsAnywhere, including working on securing financial, technical, and human resources.
- OIT is implementing a OneDrive integration with Mediasite which will allow faculty, staff, and students to place a video file in a special OneDrive folder which will automatically import it into Mediasite. This will help avoid issues that instructors and students run into uploading files to Mediasite directly from Elearning.
- OIT is rolling out an Mediasite archiving process in fall 2023 to archive videos that have not been viewed at least once in the past five years.
 - Process Overview: when a video satisfies the criteria, an initial email will be sent to the owner of the video noting that the video has not been viewed in five years and will be archived in 90 days. The email will include a link that the video owner can click to have the video opted out of the process so that the video will be retained in Mediasite and removed from the archiving process.
 - There will be two additional reminders sent to the video owners notifying them of the archive process giving them the option to opt out and have the video retained.
 - When the 90-day threshold point is reached, the video will be automatically copied to a local storage system for archiving, and then deleted from Mediasite. The video owner again receives a notification that the video has been archived along with instructions on how to request restoration if needed.
 - The archived video will be maintained in the local storage for a time which is yet unknown but would be dependent on local storage costs.
 - While the video is stored locally, it can easily be reimported back into Mediasite if requested by the video owner.
 - At the end of the local storage retention period, the video would be permanently deleted.
- AITC was reminded that 21 December is the end of life for the old WMU portal.

DeFulio provided the Research Policies Studies Council December report via email.

- RPC completed and approved revision of PPP&E procedures and instructions. It was submitted to the Office of Research and Innovation for implementation.
- RPC continued discussion regarding library resources and plans to meet with relevant staff from University Libraries.
- FRACCA applications are open for the current cycle and a workshop is planned.
<https://wmich.edu/events/69561>

DeChano-Cook reported that the WMU Essential Studies Executive Advisory Committee December meeting had been canceled.

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

- USC reviewed and approved several curriculum proposals.
- Five members were appointed to the Transfer of Credits Committee
- USC discussed how to best handle the math challenges such as when a student test into a math course, but the program does not require it and then the student takes something else to fulfill the WMU Essential Studies quantitative literacy.

Announcements

Fogarty announced that the old WMU portal will be shut down as of 21 December.

Adjournment

President Summy adjourned the meeting at 11:50 a.m. The next Executive Board meeting will be held on 13 January 2023 at 10 a.m. in room 3201 of Ellsworth Hall and via Webex.

Approval

Submitted by Sue Brodasky, Faculty Senate Administrator

Minutes were approved 13 January 2023.