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**EXECUTIVE BOARD**  
**Minutes of 13 January 2023****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Executive Board was called to order at 10:01 a.m. on 13 January 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

**Guest:** Dawn Anderson, Chair, Graduate Studies Council

**Recording Secretary:** Sue Brodasky, Faculty Senate Administrator

**Quorum**

A quorum was present.

**Agenda**

An item was added regarding the sponsorship of climate emergency month.

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 Jellies, to approve the 9 December 2022 meeting minutes as presented. The motion carried.

**Reports of Officers**

President Summy reported on her meeting with WMU President Montgomery. Topics included the WMU Essential Studies Data Spotlight event and collaboration with the Faculty Senate for onboarding Provost Vasquez Heilig. She also reported on her meeting with Vice Provost Martini and several WMUx Instructional Designers regarding the syllabus template.

Vice President Rantz reported that his first meeting with Provost Vasquez Heilig next week.

**Unfinished Business**

President Summy led a review of each of the Action Plan Objectives. It was suggested that the Senate 101 PowerPoint presentation being provided to all departments is too ambitious. It was suggested a video of the presentation be created to be distributed and shared at department faculty meetings. At the next Senate meeting announce that Executive Board members are available to attend department faculty meetings. Discussion was held regarding known issues that should be targeted. President Summy confirmed that a presentation should be given at academic forum, the video be created, and a frequently asked questions website be created.

Wagner reported on Action Plan Objective 1-Task 2: *Revise General Principles of Curriculum Change*.

The ad hoc curriculum review workgroup held its first meeting this week and identified major issues in the document to address. The revisions will focus on principles, processes, and assignments.

**New Business**

Anderson introduced the Graduate Studies Council MOA-22/03: Revision of Graduate Catalog Graduation Requirements to Establish Minimum Credit Hours for a Doctoral Degree and Clarify Previous Credit Hour Use Encased in a Completed Doctoral and Socialist Degrees. It was acknowledged that the research included was well thought out. It was questioned how many academic units would be impacted by this change, to which Anderson was unaware. It was noted that the current catalog language and the proposed catalog language must be included in the MOA. It was suggested that GSC confirm that the

recommendations align with the Higher Learning Commissions requirements. Discussion was held. MOA-22/03 was returned to GSC for further discussion and revision.

Anderson introduced the Graduate Studies Council recommendations for revisions to the Posthumous Degree Policy for inclusion of graduate student recognition. Discussion was held regarding the criteria requirements. The recommendations were returned to GSC for further discussion and revision.

#### **Unfinished Business, Cont.**

President Summy resumed the review of each of the Action Plan Objectives. She reported that the Western Student Association is proposing the awarding of challenge coins to be distributed by each of the three shared governance partners. Discussion was held.

#### **New Business, Cont.**

It was moved by Rantz, seconded by Hains, to appoint Louann Bierlein Palmer to replace Rob Lyeria on the Graduate Studies Council. The motion carried.

President Summy introduced the program proposal Transfer of HCOB Supply Chain Management (SCMC) to Marketing. Wagner provided history of the program and the suggested transfer.  
It was moved by Wagner, seconded by Hains, to approve the program proposal to transfer SCMC to Marketing as presented. The motion carried.

DeChano-Cook introduced the Climate Change Workgroup initiative of Climate Emergency Month. The workgroup is seeking the Faculty Senate to be a sponsor. The only requirement would be to support and assist in advertising the activities. Additionally, the workgroup is asking for time on the February Senate agenda to announce the activities. It was suggested that a Senate Snapshot also be distributed.

President Summy reported about another request for inclusion on the February Senate meeting agenda regarding the introduction to the condition analysis and Space Utilization project. Discussion was held.

#### **University Committees**

DeChano-Cook provided the Employee Engagement Survey Committee report. Vice President Proudfoot engaged members of the committee with responses from the townhall meetings to create actionable items that will be reviewed by the entire committee.

#### **Faculty Senate Councils and Committees**

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

- Forty-five people attended the Data Spotlight event.
- An updated list of approved WMU Essential Studies courses has been updated on the website.
- The Instructional Technology Center is offering eight help sessions for WMU Essential Studies and Elearning.
- Any WMU Essential Studies courses that did not get approved by the appropriate dean according to the October 31, 2022 due date have been added to the queue for the 2024 catalog.
- The WMU Essential Studies Curriculum course templates were taken down in November in order to make updates, and should be back online in the next couple of weeks.
- The WMU Essential Studies Handbook has not been moving forward due to several issues:
  - Timing
  - No access to files
  - A lack of faculty to lead the endeavor
- A WMU Essential Studies "Help Day" is being planned for this semester. The date and structure are yet to be determined. It is expected to focus on how to create a proposal and the cyclical review for courses.
- There was discussion regarding a stronger connection between WMU Essential Studies Executive Advisory Committee and WMU Essential Studies Course Review and Approval Committee.

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

- Chair Riggs reported that she has been working with Faculty Senate President Summy and Senate office staff on revising the Curriculog procedures based on lessons learned during the first semester of using the software, as well as updating the USC proposal checklist.
- The WMU Essential Studies Curriculog course templates were taken down in November in order to make updates, and should be back online in the next couple of weeks.
- Vice Provost Martini reported that retention numbers are up across the board for undergraduates; the Student Success Hub is on track to be launched for student success advisors and staff on 3 February; the student concern form(s) are changing so that all student concerns go to a central location and a team is working on a streamlined and consistent response to the person who submitted a concern.
- The council approved seven curriculum proposals.
- Two new members were appointed to the Transfer of Credit Committee.

DeFulio provided the Research Policies Studies Council report via email:

- The chair explained that while most charges were completed in the fall, there's still work to be done on Charge #2-*Strategies to support faculty to advance research and creative scholarship* and Charge #3-*Strategic promotion of funding opportunities*. So that will be the focus for spring.
- It has been the regular practice of the University that faculty who review FRACAA grants are given travel awards equivalent in value to the FRTF. For example, the FRTF has until recently and for a very long time been valued at \$800. So FRACAA reviewers were getting an additional \$800 for their service. Access to these funds expires after one year. However due to the pandemic, funds from 2020 were carried over, and apparently then carried over a second time, but still very few reviewers have used the funds. Vice President Seker asked the council whether the now expired funds should be allowed to roll over a third time, to which the council declined. Vice President Seker also asked for an increase of the \$800, since the FRTF had recently been increased. Lacking data on the effects of the recent changes that were made, the council was unanimous in deciding that there be no change at this time.
- Vice President Seker explained that the conflict of interest and commitment process is not robust and requires revision. He will have more information at future meetings. DeFulio noted the existence of MOA-21/06 that would require modification to implement revisions to the COI policy.
- Vice President Seker encouraging participation in the Broncos Innovators Challenge. The program is for undergraduate students. <https://wmich.edu/research/bronco-innovators-challenge>
- There were 12 applications for this year's SFSA.

### **Announcements**

DeChano-Cook expressed concern about the lack of members attending council and committee meetings. President Summy asked the Senate office staff to work with her to identify absentee members.

### **Adjournment**

President Summy adjourned the meeting at 11:26 a.m. The next Executive Board meeting will be held on 27 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 10 February 2023.