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**EXECUTIVE BOARD**  
**Minutes of 24 February 2023****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Executive Board was called to order at 10 a.m. on 24 February 2023, 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, Zeljka Vidic, Bret Wagner

**Guest:** David DeThorne, Director, Academic Labor Relations

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

**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 Hains, seconded by DeChano-Cook, to approve the 10 February 2023 minutes as provided. The motion carried.

Fogarty and Vidic joined the meeting at 10:03 a.m.

Jellies joined the meeting at 10:05 a.m.

**WMU Academic Labor Relations**

President Summy described the typical interactions between the Faculty Senate and the office of Academic Labor Relations. Director DeThorne addressed topics including shared governance; the proposed closure of Gender and Women's Studies; and the University Policy Committee.

Jehnzen joined the meeting at 10:18 a.m.

**Reports of Officers**

President Summy reported on her recent meeting with Chief of Staff Schuemann. Topics included a new program to onboard the three new WMU Board of Trustees, which will include the three partners in shared governance; the next Board of Trustee meeting on 22 March will be held in Detroit and includes dinner the night before the meeting that includes the three partners in shared governance; the Association of Governing Boards of Universities and Colleges (AGB) has been retained to review the WMU President assessment processes which includes the Faculty Senate Appraisal of the President; Honorary Degree Committee representation needed; and the Graduate Studies Association leadership. President Summy also met with Vice President for Marketing and Strategic Communications Proudfoot regarding the need for volunteers to participate in workshops being scheduled to update the Rethink Smart initiative.

Vice President Rantz reported on his meeting with Provost and Vice President Vasquez Heilig. Topics included planning for the Faculty Retirement Recognition event; Strategic Resource Management interrelation with curriculum change; the College of Fine Arts two pending curriculum proposals; Interdisciplinarity initiatives; the creation of two new Associate Provost positions, Associate Provost for Innovation and Excellence and Associate Provost for Equity Centered Initiatives for Academic Affairs.

### **Unfinished Business**

Hains presented the Ad Hoc Curriculum Review Workgroup PowerPoint slide to be used at the 2 March Faculty Senate meeting. Discussion was held.

President Summy provided an update on Memorandum of Action-22/03: Revision of Graduate Catalog Requirements to Establish Credit Hours for a Doctoral Degree. She confirmed with GSC chair Dawn Anderson that only one department will be affected by the MOA changes. GSC conferred with the one department to assure there are no issues. It was moved by Rantz, seconded by DeChano-Cook, to put MOA-22/03 forward before the Faculty Senate at the 2 March meeting. The motion carried.

President Summy provided an update on the proposed revisions to the Posthumous Degree. It was moved by Rantz, seconded by DeChano-Cook, to forward the recommendations to the WMU President's office. The motion carried.

Fogarty left the meeting at 11:29 a.m.

### **New Business**

President Summy Introduced the 2 March Faculty Senate meeting agenda. It was suggested to move agenda item 6 to be item 5 for scheduling concerns. It was moved by DeFulio, seconded by DeChano-Cook, to approve the agenda as amended. The motion carried.

President Summy asked for recommendations to the Emerging Scholar Award Committee. Two names were suggested. It was moved by Hains, seconded by DeChano-Cook, to make those recommendations. The motion carried.

The following agenda items were postponed:

- Curriculum Manager Role
- Faculty Senate Presentations
- Giving Day Challenge

### **University Committees**

None.

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

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

- Chair Tripp reported about a meeting to ensure more interaction between WMU Essential Studies Executive Advisory Committee and the WMU Essential Studies Course Review and Approval Committee
- WMU Essential Studies Faculty Director Bush reported
  - meetings with individual faculty to answer questions
  - meetings with departments to provide WMU Essential Studies overview and explain how they can use WMU Essential Studies data to their advantage
  - informed departments about the change in Curriculog for cyclic review (no course can be rejected, and reviews will be accepted without comment, accepted with comment, or returned for additional documentation; communication to deans about courses that have not been submitted for review in academic year 2021 and 2022
  - Spring WES session (4/21) will be WES EA, CRAC and key FS people instead of all faculty to help get them to work more closely with each other
  - what they need to be doing, and make sure everyone is on the same page leading into AY 2024, which is the 4<sup>th</sup> year of the WES Cyclic Review.
  - Ott reported that there are several updated links and tutorials on the WMU Essential Studies website:  
<https://wmich.edu/facultysenate/wmuessentialstudies/wmuessentialstudies-interactive-tutorials>
- DeChano-Cook provided an update on the WES handbook which is expected to be published in March

- Discussion was held regarding WMUx Appointed Administrative member. Ott will discuss it with Dean Martini and report back
- Ott announced that the Transfer of Credit Committee (TCC) is looking at processes to transfer courses into WMU Essential Studies
- A catalog edit was approved for adding the Planetary Sustainability and Diversity Equity and Inclusion statements to course descriptions of courses previously approved for these areas and asked that the Registrar's Office notify department chairs of these changes

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

- Curriculum proposals were reviewed and approved
- At the Transfer of Credit Committee discussion was held regarding WMU Essential Studies credit for transfer courses, and it was questioned how it was managed under the old General Education program

Jellies provided the Professional Concerns Committee report via email.

- Chair Miller reported that we had received 35 responses to the survey/request to chairs and directors related to the charge of establishing a cycle of review for policies under PCC purview (primarily student conduct, program dismissal, hardship). It is approximately a 50% return on the survey so Miller will attempt to reach out individually to chairs/directors. Once the required data the charge will be addressed
- Erskine reported for the Office of Student Conduct
  - Proceedings are going smoothly and as expected.
  - No new information on staffing for the division
  - He is involved with the training related to AI chatbots. He emphasized that any and all unauthorized use of chatbots is covered by the existing student code. It is considered to be cheating and will be processed as such. No new language is needed in the code at this time.
  - Faculty training related to the reporting and handling of student misconduct is being planned. Notably, it is envisioned that there would be a single point of contact where faculty could review a concise and easy to understand roadmap for how and when to report student misconduct issues and then information to navigate the process. The advisory members will work with chair Miller and other PCC members to craft such a document
- Ombuds Mitchell reported
  - all is as expected, and issues are dealt with in an ongoing basis
  - Training for GAPDAC is proceeding
  - There is no new information about the status of the ombuds office following her retirement. The associate ombuds may attend the future PCC meetings, but it is not clear at this time that there is a commitment to maintain the office at WMU
- Chair Miller and member Terrell will generate a report for PCC review related to charge of committee practices and effectiveness.
- Chair Miller reviewed MOA-20/03 Syllabus Template and the USC recommendations. There is general agreement that the USC suggestions are reasonable and should be incorporated, but several members pointed out a number of issues related to poor, or undefined terms, as well as confusion about recommendations. Chair Miller asked PCC members to review the document and make specific suggestions for changes

Vidic provided the International Education Council report via email.

- Chair Huffman attended the Fulbright reception. President Montgomery provided the keynote address and stressed the importance of global outreach, communications between units across the University, the need for units to operate cohesively
- The University Strategic Plan has been published and includes an action plan for research, diversity, and inclusion
- Haenicke Institute for Global Education reported

- work on digital marketing strategies for international recruitment and expect to see result in spring 2024
- recruiting for first WMU Essential Studies abroad in summer I and summer II <https://wmich.edu/studyabroad> with a \$1,500 scholarship for students to participate
- Push study abroad earlier in student's academic journey for juniors and seniors to sophomores
- Date for the International Festival is Sunday, April 2
- Zagalo-Melo will be attending the annual conference of International Administrators developing new partnerships with Sri Lanka
- HIGE is looking into providing relief funds for students from Turkey and Syria
- Reports College-Level International Committees
  - The College of Aviation is working on study abroad relationship with Greece; Elena Lisovskaya
  - The College of Arts and Sciences committee existed until 2022 but was then put on hold during COVID-19. It is expected to be re-seated in March to begin again in fall
  - The College of Business has a number of short-term study abroad programs
- Metro-Roland and Dennis reported on the Fulbright Working Group. They have created a Qualtrics survey that will go to Fulbright recipients asking what mechanism they used to go to Fulbright (half or full year sabbatical), barriers, unattended benefits (e.g, publications, collaborations, new language)
- IEC assessed progress on Charges 3, 4, 5, and 6. Huffman will reach out to GSC and USC regarding charge 4, helping to promote internationalization in the curriculum
- Chair Huffman led discussion regarding how IEC can have a bigger impact and larger role to promote global and international efforts
- Global Engagement Initiatives and Academic Affairs discussion was held with Provost and Vice President for Academic Affairs Julian Vasquez Heilig

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

- Alyssa Moon, Associate Director for Instructional Design and Development discussed WMU's HyFlex resources <https://wmich.edu/x/instructors/resources/hyflex>
- Holmes provided the OIT report
  - in collaboration with and the support of the AITC, a message is forthcoming to faculty and staff focused on where to save files and what types of files should be saved
  - WMU faculty and staff should only save necessary, approved files in university-supported locations, which will be prominently featured in the communication. This will allow for proper backup and, if necessary, restoration. It limits data exposure risk
- OIT is developing a post-incident report along with a renewed resourcing proposal for senior leadership
- Two security-related positions are currently posted: a new security and privacy officer (<https://www.wmujobs.org/postings/648>) and a security administrator (<https://www.wmujobs.org/postings/649>)
  - Both positions are posted until filled
  - Please share with any professional networks
  - OIT has struggled to attract and retain human talent for positions due to market competition and working conditions.

Wagner did not provide the Campus Planning and Finance Council report.

Rantz reported that the Graduate Studies Council meeting had been canceled due to the University closure.

### **Announcements**

Hains reported on the Fallen Broncos meeting. The April event date is still being verified. Details of the prior October event were reviewed, and recommendations were made.

**Adjournment**

President Summy adjourned the meeting at 11:36 a.m. The Executive Board will meet next on 24 March 2023 at 10 a.m. in room 3201 Ellsworth Hall and via Webex video conferencing.

**Approval**

Submitted by Sue Brodasky, Faculty Senate Administrator

Minutes were approved 24 March 2023.