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**EXECUTIVE BOARD  
Minutes of 24 March 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 March 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, William Rantz, Sarah Summy, Zeljka Vidic

**Members Absent:** John Jellies, Bret Wagner

**Guest:** Julian Vasquez Heilig, Provost and Vice President for Academic Affairs

**Recording Secretary:** Eriz Hughey, Administrative Assistant

**Quorum**

A quorum was present.

**WMU Academic Labor Relations**

Provost Vasquez Heilig addressed topics including the College of Fine Arts curriculum forms that the provost office will follow up on; the provost office confirmed providing assistance for the cost of meeting rooms in the new Student Center by use of the Faculty Senate; strategically distributing scholarship awards; encouraging students to apply for scholarships and student education on available financing; student advising improvements; and creating collaboration opportunities between colleges and units.

Discussion was held regarding cross-level courses, particularly 4000 and 6000 level courses. It was noted that cross-level courses policies will need to be articulated. This will be a joint USC and GSC charge for 2023-24.

Provost Vasquez Heilig announced Student Appreciation Day is scheduled for 3 April 2023.

**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 24 February 2023 minutes as provided. The motion carried.

**Reports of Officers**

President Summy reported on her presentation to the Board of Trustees at 23 March meeting in Detroit. The Presidential Scholars event was successful. President Summy reported that the Graduate Student Association (GSA) has been placed on hiatus and will not be participating with the Faculty Senate councils at this time. A University workgroup will be convened to re-envision GSA and President Summy will explore options for graduate student representation on councils for next academic year.

Vice President Rantz reported that his meeting with Provost Vasquez Heilig was canceled due to his attendance at today's meeting.

**Unfinished Business**

DeChano-Cook provided the Ad Hoc Curriculum Review Workgroup report. An additional meeting will be scheduled for 28 March regarding roles and the appeals process.

The Faculty Senate Executive Board reviewed the budget projections for the Faculty Retirement Recognition event. It was decided that retirees and one guest will be invited free of charge. However, a

\$30 fee will be charged for everyone else who chooses to attend, in addition there will be a cash bar. Discussion was held regarding inviting a music student to perform at the event.

### **New Business**

President Summy opened discussion regarding the E-Prof CER Transfer curriculum proposal. It was moved by Fogarty, seconded by DeChano-Cook, to approve the curriculum proposal as presented. The motion carried.

President Summy introduced the 6 April Faculty Senate meeting agenda. It was moved by Hains, seconded by DeChano-Cook, to approve the agenda as presented. The motion carried.

President Summy led discussion regarding the Faculty Senate meeting presenters and time limits for each presentation. It was noted that each presenter will be allotted only 10 minutes.

President Summy explained the need for a Faculty Senate Giving Day challenge. It was decided that the Faculty Senate will not have a specific challenge but will use the University Challenge listed on the WMU Alumni website. The Senate office staff will distribute an email to WMU faculty encouraging donations.

President Summy led discussion regarding meeting modalities for academic year 2023-24 for Faculty Senate meetings including the full Senate meetings, Executive Board meetings, and council/committee meetings. Utilizing the new student center could cost \$18,000 for the academic year for in-person meetings. Each Executive Board council/committee liaison will lead discussion regarding meeting modality on the council and committee April meetings, which will include scheduling meeting locations as a responsibility of the council/committee membership. It was moved by DeChano-Cook, seconded by Hains, for Faculty Senate councils/committees to determine meeting modalities for each, Faculty Senate meetings continue to meet in-person and streaming, and Executive Board meetings to remain in 3201 Ellsworth Hall. The motion carried.

President Summy led discussion regarding cross-level courses, including the correspondence with dean Koretsky. This topic was postponed for further discussion until council charges are drafted for the 2023-24 academic year.

### **University Committees**

President Summy introduced the Points of Distinction series workshops. One has already occurred and two more will be held in April. A report will be developed and presented by MarCom.

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

DeFulio provided the Research Policies Council report via email.

- Earmarked funds for FRACAA reviewers. Identified the necessary number of appropriate annual FRACAA reviewers. To incentivize this activity, reviewers have traditionally been offered a doubling of their own FRTF dollars, with the same requirements as typical for that money. However, the FRTF amount was increased to \$2500 for this year. Discussion was held regarding raising this incentive amount in kind. Instead, a slightly more conservative amount of \$1,600 was determined, on the basis of ensuring the availability of this source of funds to the broader faculty.
- Reviewed the expenditures so far on FRTF, PPP&E, SFSA, and FRACAA. It appears that those funds will be spent down this year, with carryover funds for next year appearing unlikely.
- FRACAA submissions closed with 33 applications. It is anticipated that final funding decisions will be made at the next RPC meeting.
- Vice President Seker shared NSF HERD data, which showed WMU slipping relative to competitor institutions. He believes this will prevent any recovery of the former level of funding for the four internal funding programs for faculty, which were formerly at \$450,000 prior to being reduced as part of COVID cuts to \$375,000. He is concerned about the decline in WMU research expenditures and suggested that faculty who are only teaching two classes should regularly submit for external funding, and that if they do not do so then perhaps, they are misusing their course releases.
- Continued ongoing discussion regarding the promotion of interdisciplinarity in relation to the University's research mission. RPC has reached a consensus that cluster hires are untenable

and usually ineffective. It is also clear that additional monies will not be available. Thus, RPC's options are reduced to creative changes to procedures within the four existing funds.

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

- Chair Tripp highlighted a problem regarding adding classes into WES. Bush indicated that they would work through the issue and have a discussion with CRAC about their role and the process of approving WES courses.
- Officer elections were announced for next month, and that all three current officers are eligible to continue.
- Bush provided updates on various topics.
  - CRAC is working hard to get through the rest of the courses submitted for the cyclic review for 2021-2022 and 2022-2023.
  - An email was distributed to Deans with a spreadsheet about which courses did not have a cyclic review submitted hoping that this would make its way to chairs.
  - The Spring WES Help Session will be on Friday, April 21 and will include WES Advisory Board, CRAC, and members of FS.
  - The handbook is still in progress.
- Ott reported for Martini:
  - Questions are coming forward about WES at Admission events.
  - Preview of a dashboard tool that is coming for students. This dashboard will allow students to search WES courses but variables such as "courses for extroverts" or "courses for literature lovers".
  - Fall 2022 data will hopefully be available soon.

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

- No curriculum proposals for review.
- No chair report.
- Officer elections were announced for next month, and that all three current officers are eligible to continue.
- No curriculum manager report.
- Katie Easley previewed the Student Success Hub that will be launched on Thursday.
- Tenney provided an update on the Service-Learning Committee. They are willing to work with anyone to assist in making courses into service-learning courses.
- Transfer of Credits Committee report included the presumed issue with transfer courses and WES.
- Martini and Tarbox gave a presentation and answered questions about ChatGPT. Tarbox is willing to talk with any faculty about any part of this from simply finding out what it is and what it does to how to incorporate it into classes. There are workshops about this listed on the website.

Jellies did not provide the Professional Concerns Committee report.

Vidic provided the International Education Council report via email.

- Chair Huffman gave an overview on the current state of affairs of international events that have a potential effect on student enrollment; provided suggestions on ideas to work together as faculty and increase global education
  - Metro-Roland announced that the global engagement award changed the deadline to 15 April, and urged IEC to consider allowing staff members to participate
- College-Level International Committees Reports:
  - CEAS welcomed international students, had faculty contribute funding for new students, developed partner institutions overseas, as well as provided internship opportunities to students through CPT and OPT
  - CHHS hosted an international student potluck, funded more support through scholarship for students that want to attend, offers 23 Study Abroad programs and countries
  - CAS hosted a visiting faculty from Greece
- Working Groups Reports:
  - Faculty Fulbright Questionnaire survey results were shared, and it was questioned about the process to share the results with the EB and the administration. Discussion was held regarding how to distribute the data. It was suggested to present it at Academic Forum,

- Faculty Senate, or in the Senate Snapshot.
  - Welcoming International Students work group provided recommendations and consolidated previous recommendation
- Diversity and Inclusion presented an overview of the office functions including international student graduation event; multicultural meet and greet-event in fall; diversity educational workshops; Real Talks discussions; guest speaker during MLK events; Migrant program; Mentoring for Success program; Empowering Futures Gift; and internship for small business who don't have the budget to provide stipends for students; and living learning community. The Racial Justice Advisory committee has developed 11 recommendations which are published on the website.

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

- Fogarty introduced the subject of ChatGPT and how it will change education.
- Chair Bocko discussed the AITC presentation at the Faculty Senate April meeting.
- Holms Presented OIT Update:
  - Classroom updates are scheduled to occur over the summer of 2023. They are awaiting delivery and installation dates from the vendor. Supply chain challenges are prevalent, so they remain ready and flexible. Link to rooms can be found at [OIT Instructional Environment Upgrades Summer 2023.docx](#)
  - Security and Privacy Officer search is underway. There are currently five candidates, and the position is posted until filled. The search process will consist of phases:
    1. an interview with the search committee
    2. advanced candidates will have a second interview with the search committee and meetings with campus stakeholders
    3. a campus presentation on a topic determined and provided by the search committee
    4. Feedback will be sought and considered throughout the process
  - A website overhaul is being performed and will consolidate duplicate information and organize strategic projects to allow for increased visibility of support resources, identification of project champions, and a better understanding of purpose.
- Tarbox, Director, WMUx Office of Faculty Development and Moon, Associate Director, Instructional Design and Development introduced AI
  - For a good introduction to AI as it relates to writing and idea generation: [ChatGPT -- What Is It and How Does It Work Exactly?](#)
  - For a podcast discussion of what AI is and how it is impacting both higher education and society, [Interview on ChatGPT](#)
  - For information on how professors can use AI in their courses [Using AI to Implement Effective Teaching Strategies in Classrooms: Five Strategies, Including Prompts](#)
  - WMUx's landing page for AI <https://wmich.edu/x/instructors/resources/ai>
  - Form to set up a one-on-one or department visit consultation with WMUx <https://wmich.edu/x/contact>
  - Link to contact the WMUx Office of Faculty Development directly [gwen.tarbox@wmich.edu](mailto:gwen.tarbox@wmich.edu)
  - Link to sign up to attend our AI @ WMU events <https://wmich.edu/x/instructors/events#spring-2023>
  - Link to access previous events <https://wmich.edu/x/instructors/events#spring-2023>

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

Rantz provided the Graduate Studies Council report via email.

- Rantz reported that the Ad Hoc Transfer of Credit Committee must be convened through the WMU Essential Studies Executive Advisory Committee. Advisors are making the decision on accepting/declining credits. Cases need to be reviewed individually.
- Reports of University Representatives
  - Graduate College Dean Byrd-Jacobs reported on activates halting for GSA to examine their constitution and seek new leadership in 2024. April 3-7 is graduate student appreciation week. The graduate student research & teaching award celebration at Fetzer Center will be held on 17 April. Judges are being sought for the 13 April poster day.
  - Merze Tate College Dean Martini reported that enrollment for summer is lagging last

summer for both graduate and undergrad students at 17% down. Student Success project for undergrads Navigator Network was launched.

- The council broke into teams for the Awards Committee Assignments

**Announcements**

None.

**Adjournment**

President Summy adjourned the meeting at 11:40 a.m. The Executive Board will meet next on 14 April 2023 at 10 a.m. in room 3201 Ellsworth Hall and via Webex video conferencing.

**Approval**

Submitted by Sue Brodasky, Faculty Senate Administrator and Eriz Hughey, Administrative Assistant

Minutes were approved 14 April 2023.