
EXECUTIVE BOARD
Minutes of 14 April 2023**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Executive Board was called to order at 9 a.m. on 14 April 2023, in Ellsworth Hall, room 3201 via Webex video conferencing by Sarah Summy, president.

Roll Call

Members in Attendance: Anthony DeFulio, Kieran Fogarty, Decker Hains, Kyle Jehnzen, William Rantz, Sarah Summy, Zeljka Vidic, Bret Wagner

Members Absent: Lisa DeChano-Cook, John Jellies

Recording Secretary: Eriz Hughey, Administrative Assistant

Quorum

A quorum was present.

Agenda

An amendment was made to add two items to New Business. They were Executive Board calendar of meeting dates and WMU Essential Studies Executive Advisory Committee requests. It was moved by Hains, seconded by Wagner, to accept the agenda as amended. The motion carried.

Minutes

It was moved by Hains, seconded by Vidic, to approve the 24 March 2023 minutes as provided. With one abstention the motion carried.

Reports of Officers

President Summy reported on a meeting that she and Vice President Rantz had with Provost Vasquez Heilig in which he supported a faculty member to serve in the role of Curriculum Manager.

Vice President Rantz did not provide an additional report.

Unfinished Business

Wagner provided the Ad Hoc Curriculum Review Workgroup report. The revised MOA was submitted to the Faculty Senate office and was published to the website as of noon on 12 April. Access to the feedback forms needs to be established for DeChano-Cook, Hains, and Wagner.

President Summy announced that the Annual Faculty Retirement Recognition Dinner will be canceled due to a lack of interest. There were two respondents attending, four that sent regrets, and 17 that did not reply. Mary Lagerwey, Chair of the Emeriti Council met with Provost Vasquez Heilig to discuss the possibility of a late summer gathering at the new student center. President Summy will review this matter at her meeting with President Montgomery on 17 April. The Faculty Senate Executive Board discussed ideas to revive the Annual Faculty Retirement Recognition Dinner.

President Summy reviewed the council and committee membership vacancies. President Summy will contact the College of Arts and Sciences dean for nominations.

It was moved by Fogarty, seconded by Wagner, to appoint Alessandro Danna-dos Santos from the College of Health and Human Services to the vacant Representative-at-Large position on the Research Policies Council. The motion carried.

It was moved by Hains, seconded by Wagner, to appoint Abdus Salam for the College of Engineering and Applied Sciences to the Undergraduate Studies Council. The motion carried.

New Business

President Summy reported that the Curriculum Manager position will become vacant as of 30 June 2023.

President Summy provided the third quarter Senate budget review as prepared by Brodasky. There have been \$465 Faculty Fees collected and \$790 collected from Giving Day. Summy and Brodasky will be meeting with the provost office regarding the Faculty Senate budget. Approximately \$1,500 is currently being spent on catering for each Faculty Senate meeting. It was suggested serving just cookies, coffee, and water for future meeting. Additionally, it was suggested providing food vouchers redeemable at the new student center for next academic year. A tour of the new student center will be provided for the Executive Board prior to the official opening.

The Faculty Senate Executive Board reviewed and made changes to the tentative 2023-24 meeting dates and location calendar. It was decided to cancel the 26 May 2023 Faculty Senate Executive Board meeting. The 7 March 2024 Faculty Senate meeting will be rescheduled to 29 February 2024. The Faculty Senate Executive Board meeting on 9 June 2023 will be a retreat to review the Faculty Senate Action Plan. It was moved by Hains, seconded by Wagner, to approve the revisions to the tentative meeting dates. The motion carried.

The WMU Essential Studies Executive Advisory Committee has asked the Executive Board to approve their recommendation that the vacant position of WMUX Appointed Administrative committee member be replaced with an appointed advisory member representative from Merze Tate College.

The WMU Essential Studies Executive Advisory Committee is recommending to the Executive Board the creation of an Ad Hoc Transfer of Credit Committee specifically to review WMU Essential Studies transfer of credit issues. The Executive Board noted that the WMU Essential Studies Executive Advisory Committee will need to submit a list of recommended committee members for approval. Discussion was held regarding the current process of WMU Essential Studies transfer of credit and the possible involvement of the Undergraduate Studies Council's Transfer of Credit Committee. President Summy will meet with the USC Transfer of Credit Committee to discuss possible overlap of the two committees. If approved, the WMU Essential Studies Executive Advisory Committee will oversee the ad hoc committee and will report its results to the Executive Board. Prior to approval the Executive Board requested that charges for the ad hoc committee be created by WMU Essential Studies Executive Advisory Committee and submitted to the Executive Board.

It was moved by Rantz, seconded by Wagner, to approve the WMU Essential Studies Executive Advisory Committee request to alter the membership as noted. The motion carried.

University Committees

President Summy led discussion regarding the Points of Distinction series workshops. Tony Proudfoot, Vice President of Marketing and Strategic Communication has been invited to the 28 April 2023 Executive Board meeting.

Faculty Senate Councils and Committees

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

- Chair Tripp and Bush encouraged the committee to attend the WMU Essential Studies Day on 21 April to assist in drafting the four-year review process. WMU Essential Studies Executive Advisory Committee will be spearheading the review so it is important for the committee to attend.
- The committee is recommending that the Executive Board seat an ad hoc committee to investigate issue related to transfer courses.
- Bush will be distributing the remaining materials needed to finish the handbook.
- The committee is recommending that the vacant WMUX seat be switched to the Merze Tate College advisory member.
- Committee leadership elections were held and the results are:
 - Brian Tripp, Chair
 - Elissa Allen, Vice Chair
 - Lindsay Jeffers, Secretary
- The committee decided to continue virtual meetings for the 2023-24 academic year.

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

- Chair Riggs informed the council that *MOA 23/01: Recommended Revisions of General Principles of Curriculum Change* would be available on Wednesday 12 April and encouraged council members to attend one of the feedback sessions or use the online feedback form. <https://wmich.edu/facultysenate/moa2023>
- DeChano-Cook informed the council about the joint special feedback session specifically for USC, GSC, and CRAC on 18 April 9:30 a.m. via Webex.
- Bush announced the WMU Essential Studies Day on 21 April and invited USC to attend to assist in drafting the WMU Essential Studies four-year review process.
- A draft of the USC year-end report was reviewed and suggestions provided.
- USC did not determine a meeting modality for the next academic year.
- The council leadership elections were held and results are:
 - Diane Riggs, Chair
 - Scott Slawinski, Vice Chair
 - Susan Piazza, Secretary

DeFulio provided the Research Policies Council report via email.

- Dean Byrd-Jacobs described the difficulties with the Graduate Student Association. Graduate student funding opportunities will continue next year in the absence of GSA. She will assist in populating Senate councils with the graduate student ambassadors. Key events such as Three Minute Thesis Competition will continue as normal. The Graduate Research Award went to 26 of the 37 applications. The Graduate Travel Award went to 33 of the 52 applications, of the unfunded application six rejected were due to a lack of faculty support letter. Overall, \$87,000 was distributed, which is \$7,000 over budget that was covered by carryforward funds.
- The FRACAA review process is complete. There were 33 proposals received, an increase from 24 the prior year. There were 14 rated in the highest category, however the total budget available could not cover that many awards. One of the 14 applications lacked the appropriate approvals. RPC decided to excluded that application from funding. The remaining 13 applications were approved for funding at an amount approximately \$500 less than requested which created a balanced budget with no carryforward.
- The council leadership elections were held and results are:
 - Andre Venter, Chair
 - Onur Arugaslan, Vice Chair
 - No secretary was elected
- RPC Meeting format was suggested as alternating between in-person and virtual, with the first meeting in September being in-person and the second meeting in October being virtual, and so on throughout the academic year.
- Chair Venter provided a draft year-end report to the council for review. The approval of the report was postponed to the 11 May meeting.

DeFulio inquired if the Research Policy Council meetings could be held alternatively in-person and virtually as described in his report. The entire 2023-24 academic year meeting schedule must be submitted to the Faculty Senate office, including meeting locations for in-person meetings. It was moved by DeFulio, seconded by Hains, to approve Research Policy Council 2023-24 meetings to be held in combination of in-person and virtual. The motion carried.

Announcements

None.

Adjournment

President Summy adjourned the meeting at 9:49 a.m. The Executive Board will meet next on 28 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 28 April 2023.