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**EXECUTIVE BOARD**  
**Minutes of 28 April 2023****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Executive Board was called to order at 10:03 a.m. on 28 April 2023, in Ellsworth Hall, room 3201 via Webex video conferencing by Sarah Summy, president.

**Roll Call**

**Members in Attendance:** Lisa DeChano-Cook, Anthony DeFulio, Decker Hains, Kyle Jehnzen, John Jellies, William Rantz, Sarah Summy, Zeljka Vidic, Bret Wagner

**Members Absent:** Kieran Fogarty

**Guest:** Tony Proudfoot, Vice President for Marketing and Strategic Communications

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

**Quorum**

A quorum was present.

**Points of Distinction**

Vice President Proudfoot explained the Points of Distinction project, which included a starting point of view, challenges being addressed, WMU identity, desirability, marketability, feasibility, primary deliverables, aspiration of experiential learning, signature initiatives, and change management efforts.

**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 Wagner, to approve the 14 April 2023 minutes as provided. With one abstention the motion carried.

**Reports of Officers**

President Summy reported on a meeting with the consulting firm that has been retained by the Board of Trustees to design the WMU President evaluation processes. Her meeting focused on the Faculty Senate WMU President Appraisal process and document. She provided a history of the Senate development and needs for the appraisal of WMU leadership. Discussion was held. It was noted that the BOT will be developing its own processes, that will not interrupt or replace the Faculty Senate WMU President Appraisal processes.

President Summy reported on a meeting with Vice President for Research Remzi Seeker regarding the Senate Centers and Institutes policy. Vice President Seeker expressed concern regarding the definition of centers that was established in the policy. He asked to have the Senate revise the definitions in order to expand outside funding opportunities. Discussion was held. It was suggested that Vice President Seeker be asked to provide a revised definition of centers that would be conducive to the changes he is seeking. President Summy will follow up.

Vice President Rantz did not provide a report.

**Unfinished Business**

Jellies provided an overview of the Professional Concerns Committee revisions to MOA-20/03: Syllabus Template. It was noted that the name of the MOA should be changed as the template included is included just as a tool that faculty could possibly use but is not required. Staff was asked to cross-reference the recommendations in the MOA to the current requirements provided on the Faculty Senate website.

Jehnzen joined the meeting at 11:09 a.m.

Wagner provided details of MOA-23/01: Recommended Revisions of General Principles of Curriculum Change. Discussion was held. It was moved by DeChano-Cook, seconded by Wagner, to move MOA-23/01 to the floor of the Senate at the May meeting. The motion carried.

### **New Business**

President Summy introduced the Faculty Senate 11 May agenda. It was moved by Hains, seconded by DeFulio, to accept the 11 May Faculty Senate agenda as presented. The motion carried.

Wagner raised a concern regarding the annual elections and service of council secretaries. It was confirmed that the duty of taking minutes could be rotated through the membership of the council during the academic year, but it was not preferred.

### **University Committees**

The report of the WMU Essential Studies Governance Workshop was postponed.

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

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

- The AITC leadership elections were completed.
  - Timothy Broadwater, Chair
  - Geraldine Rinna, Vice Chair
  - Secretary went unfilled
- The council voted to conduct all meetings virtually for the 2023-24 academic year.
- Andrew Holms provided the OIT report:
  - A search is underway for a Security and Privacy Officer. Two candidates will present during campus meetings on 28 April. A presentation dedicated to faculty is scheduled from 2:30 to 3:15 p.m. and 3:30 to 4:15 p.m. in the University Computing Center Stewart Clocktower.
  - The AppsAnywhere project liftoff meetings have occurred. It is anticipated there will be a fall 2023 launch. A campus-wide demonstration is scheduled for 1 May. Faculty are being sought to assist in testing.
  - The OIT laptop recommendations website be updated next month to reflect current hardware recommendations. Colleges and departments are being contacted to provide updated requirements for their areas.
- Bryon Glock presented on the Student Success Hub:
  - The hub went live on 13 March, which was one month past the target date due to the IT service disruption.
  - The go-live was during the first week of priority student registration.
  - This launch is for undergraduate students only.
  - It has received positive feedback from students to advisors regarding being able to access primary advising, navigator network, and special program resources all in one place.
  - The University CRM continues development and is now working on release #4.
  - Work is progressing on implementation of Marketing Cloud, a tool for mass communication to various WMU communities.
  - A partnership with Strategic Marketing and Communication, Auxiliary Enterprises Marketing, and Student Success Hub stakeholders has been established and completion is anticipated in mid-December.

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

DeChano-Cook left the meeting at 11:36 a.m.

Jellies provided the Professional Concerns Committee report via email.

- There was further discussion of the syllabus template, which was approved and forwarded to the Executive Board.
- A subcommittee continues to work on recommendations for training of faculty related to:

- Student concern forms
  - Student disciplinary actions
  - Syllabus preparation
- The committee voted to meet virtually for the 2023-24 academic year.
- Joe Erskine provided the Student Conduct office report:
  - Training for hearing panels has been completed
  - It is anticipated that issues surrounding AI will need to be communicated to students in the future. While there is not a special policy needed as it comes under the broad heading of “cheating” but it has to be understood that any assistance not specifically permitted by the instructor is not permitted. Using AI without the explicit permission of the instructor is cheating under our student code. Determining whether it has happened is a more difficult and different issue.
- Erik McConnell provided the Ombuds report:
  - He has been named as the Ombuds
- Committee leadership elections were conducted:
  - John Miller, Chair
  - Rena VanDerwall Vice Chair
  - Tim Palmer, Secretary (Jennifer Bott fall 2023 substitute for Palmer).
- Jellies expressed concern of council membership attendance and asked the Executive Board to review and expand the membership

Rantz provided the Graduate Studies Council report via email.

- Chair Anderson resigned as chair. Election of leadership was conducted.
  - Marcellis Zondag, Chair
  - Louann Bierlein Palmer, Secretary (fall 2023) / Diana Sachs, secretary (spring 2024)
- The council voted to alternate meeting modalities monthly (i.e. one month in-person and the next month virtual).
- Graduate College Dean Byrd-Jacobs reported:
  - Grad student appreciation has concluded. There was a popcorn bar, a luncheon with the Provost with 30 students in attendance, Doughnuts with the Dean, the All-University Award celebration, department award celebrations, and research day with 42 student poster displays. There is a possibility of a fellowship being awarded next year.
- Charges were reviewed.
- Anderson is finishing up the year-end report.
- Future charges for next academic year were discussed.
- The council canceled its May meeting.

Vidic provided the International Education Council report via email.

- Election of council chair was conducted:
  - Bradford Dennis, Chair
  - Vice Chair and secretary elections were postponed
- Huffman reported on the internationalization component of the University's mission.
- The council postponed the determination of meeting modality for the 2023-24 academic year until the next meeting.
- Paulo Zagalo-Melo provided the Haenicke Institute for Global Education report:
  - Information was provided regarding HIGE's presence at the NAFSA 2023 Conference
  - Presenting on the topic of “Structural Funding and Strategic Budgeting in Internationalization”
  - Participation on a panel regarding international enrollment trends: "Translating Student Mobility Trends to Action"
  - The eight annual Asian Forum through HIGE will be 5 through 7 May on the topic of Death and Dying on East Asia
  - Presenting overview of new global engagement program to the Provost Council and Academic forum. The Global Bronco which requires students to attend six or more designated events for a chance to receive a \$500 scholarship and other recognition. The

Global Explore where students' complete GIST 3100 for a chance to receive \$500. And the Global Citizen where students fulfill two or more requirements, (e.g., minor, international internship, Fulbright application etc.) to receive a personalized letter of recommendation from HIGE, as well as eligibility for global paid internships, graduation memorabilia.

- Joe Milostan provided a report of the Study Abroad Global HUB: starting next year the office will work with location to organize assistance with logistics and international travel arrangement. Recruiting is conducted through HIGE. The goal is to attract students at lower grade levels.
- College-Level International Committees
  - CHHS hosting an international student potluck dinner
  - CEAS is developing a list of international institutions that faculty members relationships with for development (e.g., information on the possibility of student exchange, faculty exchange, research collaboration, etc.)
- Reports of Working Groups
  - Welcoming International Students to WMU is to include:
    - Mentoring
    - Hosting a lunch
    - Hosting tea & coffee hours
    - College orientation to connect college community at the start of the semester
    - Survey to identify what would make international students welcome
  - Fulbright USA Scholar:
    - Working to understand the experience better and promote Fulbright
    - Plan to present this information to the senior leadership
- Assessed progress on charges for year-end report.

#### **Announcements**

None.

#### **Adjournment**

President Summy adjourned the meeting at 11:37 a.m. The Executive Board will meet next on 12 May 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 12 May 2023.