

WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE

CAMPUS PLANNING AND FINANCE COUNCIL  
Minutes of Tuesday, 19 June 2012, at 3 p.m.  
Faculty Lounge, Bernhard Center

**Members present:** Raja Aravamuthan, Aekam Barot, David Dakin, Richard Gershon, Harold Glasser, Dean Honsberger, David Lemberg, Gail Rouscher, Jan Van Der Kley and Gay Walker

**Guests:** Carrie Cumming, Interim Registrar; Jim Gilchrist, Vice Provost for Budget and Personnel and Chief Information Officer; William Rantz, Faculty Senate President; Pete Strazdas, Associate Vice President of Facilities Management; and Linda Poquette, Office of the Vice President for Business and Finance

**Procedural Items**

*Welcome*

Council Chair Rick Gershon welcomed members and guests to the meeting.

*Acceptance of the Agenda*

A motion was made by Honsberger to accept the agenda as presented, supported by Walker. Motion passed.

*Approval of the Minutes of 15 May 2012*

A motion was made by Dakin to approve the minutes of 15 May 2012, supported by Van Der Kley. Motion passed.

*Chair's Comments – Rick Gershon*

Gershon stated that he appreciated all those in attendance, especially considering it was by special request that a meeting be held in June. He introduced Carrie Cumming, Interim Registrar, and William Rantz, Faculty Senate President.

**Information/Discussion Items**

*Registrar Office Update – Carrie Cumming*

Carrie Cumming gave an update on Degree Works, the new software program that will enhance academic advising. It will set up courses semester by semester and has the ability to track notes on students, which includes applications by students for graduation.

The system will generate reports in planning and enrollment management and will show how courses are being used to satisfy degree requirements and how far a student is from graduation. If a student is off his/her plan, an email can be generated.

The new system will have three phases:

1. Scribing – coding the degree requirements into the system. This will have to be done from scratch as the program is not compatible with the current system.
2. Giving it the Western look and security.
3. Setting up the student planner, create workflows and transitioning all students to Degree Works.

In addition, the new software will show how many have enrolled in a course and breaks down all the requirements for each degree. It is web based and faculty advisors will have access to it.

Cumming also advised that the diploma vendor had been changed. The new vendor will be more cost effective, give better service with a 2-4 day turn around, free up staff time and students can track online.

The online catalog will be updated and it is pdf searchable. Also, photos will be available with class schedules and reverse transfer agreements will allow students to combine credits with community colleges.

**ACTION ITEM**

*Election of New Council Officers*

Gershon advised the members that he would be serving on this council in a liaison role for 2012-13 as he will be serving on the Executive Board. He requested the council members volunteer or contact him with suggestions for the next slate of officers. The vote for a new chair will take place at the next meeting on 18 September 2012.

**Other Business**

There was no further business.

**Adjournment**

A motion was made to adjourn at 3:40 p.m. by Honsberger, seconded by Dakin. A tour of Sangren, led by Pete Strazdas, was made by all who could attend.

Respectfully submitted,  
Linda Poquette, Recording Secretary