

**WMU Faculty Senate
Professional Concerns Committee (PCC)
Charges for 2023-24**

Zeljka Vidic will serve as the Faculty Senate Executive Board representative on PCC

ROLE STATEMENT

In addition to annual charges, it may receive from the Faculty Senate Executive Board, the Professional Concerns Committee acts as the oversight committee for reviewing and monitoring all University policies and procedures dealing with academic conduct, including academic dishonesty, grade appeal and program dismissal issues.

CHARGES FOR 2023-24

In addition to its specific responsibilities listed in the Professional Concerns Committee's role statement and the work of subcommittees if such exist, the Faculty Senate Executive Board charges the PCC to consider, as a committee of the whole or through the appropriate subcommittee or task force, the following:

1. Address any continuing or outstanding issues or initiatives as deemed necessary by the committee. Conclude any outstanding initiative by producing report to the Executive Board or a Memorandum of Action.
2. Create and approve a Memorandum of Action to establish a cycle of review of all University policies and procedures related to student academic conduct.
3. Develop training materials for instructors regarding student academic conduct, syllabus content and accessibility for artificial intelligence, and student disability accommodations. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
4. Review the scope and description of the role statement and assess the effectiveness of committee practices. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
5. At the annual April PCC meeting, the committee members must review the draft year-end report, to be submitted to the Faculty Senate office, by the committee chair no later than June 30.
6. Address any continuing or outstanding issues or initiatives as directed by the Faculty Senate Executive Board, member of the committee, faculty, and/or academic administrators. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.

NOTE: The PCC will seek information from any administrative office to maintain communications with that office on issues directly related to them. Committee recommendations are to be submitted to the Executive Board in the form of a memorandum of action (MOA) on which the recommendation(s) is/are stated. Any draft MOAs requested by the Executive Board should be submitted using the MOA template.

The PCC chairperson shall provide a written report of the committee's accomplishments for the year; list the above charges noting each item's progress and current status; any other activities undertaken; and draft charges for the 2024-25 academic year, no later than June 30, 2024.