Professional Concerns Committee Minutes
of 16 April 2025

Call to Order
The regular meeting of the Western Michigan University Faculty Senate Professional Concerns Committee was called to order at 12:30 p.m. on 16 April 2025, via Webex conferencing by Kahwaji, chair.

Members Present Michael Kahwaji (Chair), John Miller, Marian Triplett, Mariana Levin, Richard Meyer, Amy Zufelt, Tom Gorzyca, Rena VanDerwall
Members Absent:
Advisory Members Present: Eric McConnell, University Ombuds; Joe Erskine, Student Rights and Responsibilities
Advisory Members Absent:
Ex Officio: Dennis Simpson, Faculty Senate Liaison
Guests:

Quorum
A quorum was present at call-to-order with all members in attendance.

Agenda
It was moved by Triplett seconded by Meyer to approve the agenda. Simpson requested to amend the agenda to: 1) hold elections early in meeting, 2) decide if a May meeting is needed, 3) under New Business to decide whether to receive the recommendation from University Counsel regarding hardship 4) Discuss the Ombuds' recommendations regarding a GAPDAC name change, and 5) add question of wider review to AI syllabus statement discussion. The motion carried unanimously with no abstentions to accept the amended agenda.

Approval of Minutes
Professional Concerns Committee – 19 March 2025

It was moved by Levin, seconded by Gorzyca, to approve the 19 March 2025 minutes as distributed. The motion carried unanimously with two abstentions.

Reports of Officers
Chair Kahwaji: No report.

Ex officio Simpson:
Noted that University Counsel had submitted recommendations on Hardship policy to the Executive Board.

Reports of University Representatives
Erskine: Office is busy.

McConnell:
Reported working with the Faculty Senate office to ensure the Ombuds' office's current hardship information, procedures, and practices remain in line with all associated MOAs.

Unfinished Business

a. Discuss Syllabus Statement for How to Use Artificial Intelligence Technology at WMU – Erskine

Erskine presented a proposed syllabus statement that clarifies proper use of AI and related technologies. Zufelt will get feedback on proposed language from active University AI practitioners and report at the next meeting.

b. Professional Development Materials for Instructors – Miller

- Materials development still in progress and have received some comments from the committee. Will continue to work over the summer for review in the fall.

New Business

a. Nomination and Election of PCC 2025-26 Officers – Simpson
Kahwaji – Chair. Zufelt – Vice-chair. Triplett – Secretary.

b. May Meeting – Zufelt moved and Miller seconded to cancel the May meeting. Motion passed with one abstention.

c. GAPDAC name change – McConnell

The GAPDAC acronym is unwieldy, hard to pronounce, and under-represents the work that the Grade and Program Dismissals Appeal Committee does, specifically omitting the hardship process, which is currently the vast majority of the appeals committee's work. McConnell suggested ARC – Appeals Review Committee. Members discussed pros and cons. Miller moved and Tripplet seconded to propose renaming GAPDAC to ARC to the Executive Board. Motion carried unanimously with two abstentions.

d. Receiving the University Counsel's hardship policy recommendation.

Miller moved and Meyer seconded for PCC to receive Counsel's recommendations. Motion passed with one abstention. PCC members have been sent copies of the recommendations. McConnell will provide comments to PCC, which will discuss the matter at the next meeting.

Action Items

None

Announcements

None

Adjournment
It was moved by Meyer seconded by Levin to adjourn the meeting at 1:17 p.m. The motion carried unanimously. The Professional Concerns Committee will meet next on 16 September 2025.

Approval
Submitted by John Miller, Secretary

Minutes approved in _____________2025.