
**Professional Concerns Committee
Minutes of 20 March 2024****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 20 March 2024, via Webex conferencing by John Miller, chair.

Members Present: Jennifer Bott (substitute for Timothy Palmer), Kerry Hegele (substitute for Rena VanDerwall), John Jellies, Elizabeth Terrel, Richard Meyer, John Miller, Marian Triplet

Members Absent: None

Advisory Members Present: Joe Erskine, Eric McConnell

Advisory Member Absent: None

Guest: Sarah Meiser, Office of Student Conduct

Ex Officio: Zeljka Vidic

Quorum

A quorum was present with eight members in attendance, of the five needed to establish a quorum.

Agenda

The following were amendments to the agenda:

Remove under Unfinished Business, Faculty Training Materials, moved for future discussion. Under New Business, add Memorandum of Action 24/07 – *Revision of Academic Conduct and Hardship Policies Catalog Language*. Add an executive summary by McConnell on proposed changes to the Grade Appeal Process.

[MOTION] It was moved by Jellies, seconded by Meyer, to accept the agenda as amended. The motion carried unanimously.

Minutes

[MOTION] It was moved by Jellies, seconded by Triplet, to approve the 21 February 2024 minutes as presented. The motion carried.

Reports of Officers

Chair Miller reported that drafts of the Memorandum of Actions are underway with minor changes. There was a discussion of the MOAs appearing before the Faculty Senate by the end of **the** 2023-24 term. There was a call for volunteers to write **the** PCC annual report.

Ex Officio Vidic did not provide a report.

Reports of University Representatives

Erskine **reported that** the Office of Student Rights and Responsibilities continues to work on cases. Meister reiterated the importance of a Faculty Senate-approved academic hardship policy.

McConnell discussed the work of the Ombuds Office, including deadlines for student-initiated withdrawal. The Ombuds Office has been approved to hire a graduate assistant for one or more years.

Unfinished Business

MOAs 24/08, 10/01, and 10/02 include definitions of drops, student-initiated and hardship-panel approved withdrawal, and should be published in the university catalogs.

[MOTION] It was moved by Terrel, seconded by Jellies, to publish MOAs 24/07, 10/01, and 10/02 in the university catalogs. The motion carried.

MOA 24/07 *Revisions Based on Academic Integrity Policy Review* include:

Replacing “devices” with “technology”, complicity to include unauthorized distribution to third-party sites and classmates and striking the academic computer misuse policy (contained now in technology).

Eliminating the stricture of tying an outcome of the academic hearing process and withdrawal

Office name change (Students' Rights and Responsibilities).

[MOTION] It was moved by Jellies, seconded by Meyer, to email approval pending no objection or discussion on MOA 24/07: *Revisions based on Academic Integrity Policy Review* changes. The motion carried unanimously.

New Business

Ombuds led a discussion of catalog changes that better represent the process followed when grade appeals occur.

Announcements

None.

Adjournment

[MOTION] It was moved by Bott, seconded by Jellies, to adjourn the meeting at 1:35 p.m. The motion carried unanimously. The Professional Concerns Committee will meet next on 17 April 2024 via Webex conferencing at 12:30 p.m.

Approval

Submitted by Jennifer Bott on behalf of Timothy Palmer, Secretary

Minutes approved on 17 April 2024.