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**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 Michael Kahwaji, chair.

**Members Present:** Michael Kahwaji (Chair), John Miller, Marian Triplett, Mariana Levin, Richard Meyer, Amy Zufelt, Tom Gorzyca, Rena VanDerwall

**Advisory Members Present:** Eric McConnell, University Ombuds; Joe Erskine, Student Rights and Responsibilities

**Ex Officio:** Dennis Simpson

**Quorum**

A quorum was present with nine members in attendance, of the six required for a quorum.

**Agenda**

Simpson requested to amend the agenda as follows

- Elect the officers at the beginning of the meeting
- Decide if the May meeting will be held
- Review the recommendation from University Counsel regarding hardship
- Review recommendations regarding a name change for GAPDAC
- Review Artificial Intelligence syllabus statement

**[MOTION]** It was moved by Triplett, seconded by Meyer, to approve the agenda as amended. The motion carried.

**Approval of Minutes**

**[MOTION]** It was moved by Levin, seconded by Gorzyca, to approve the 19 March 2025 minutes as distributed. With two abstentions, the motion carried.

**Elections**

Simpson led the elections with the following slate being nominated:

- Chair – Kahwaji
- Vice Chair – Zufelt
- Secretary – Triplett

**Reports of Officers**

Chair Kahwaji did not provide a report.

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

**Reports of University Representatives**

Erskine reported that the Student Rights 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**

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

Miller stated that professional development materials for instructors are in development and have received some comments from the committee. Will continue to work over the summer for review in the fall.

### **New Business**

**[MOTION]** It was moved by Zufelt, seconded by Miller, to cancel the May meeting. With one abstention, the motion carried.

McConnell explained that 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 a change to the Appeals Review Committee (ARC). Discussion was held.

**[MOTION]** It was moved by Miller, and seconded by Triplet, to create a Memorandum of Action to rename GAPDAC to ARC. With two abstentions, the motion carried.

PCC members were sent the University General Counsel's hardship policy recommendation.

**[MOTION]** It was moved by Miller, seconded by Meyer, to receive the University General Counsel's recommendations. With one abstention, the motion carried.

### **Action Items**

None.

### **Announcements**

None.

### **Adjournment**

**[MOTION]** 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 on 17 September 2025.