
**PROFESSIONAL CONCERNS COMMITTEE
Minutes of 8 October 2025**

Call to Order

The regular meeting of the Western Michigan University Faculty Senate Professional Concerns Committee was called to order at 12:31 p.m. on 8 October 2025, via Webex by Michael Kahwaji, chair.

Members Present: Jennifer Foster, Thomas Gorzyca, Michael Kahwaji, Mariana Levin, Matilda McLean, Richard Meyer, John Miller, Marian Tripplett, Christina Waltmire (substitute for Amy Zufelt)

Advisory Members Present: Eric McConnell, University Ombuds; Joe Erskine, Students' Rights and Responsibilities

Advisory Members Absent:

Ex Officio: Dennis Simpson, Faculty Senate Executive Board

Quorum

A quorum was present with 11 members in attendance, of the seven needed to establish a quorum.

Agenda

[MOTION] It was moved by Meyer, seconded by Gorzyca, to accept the agenda as presented. With one abstention, the motion carried.

Minutes

Professional Concerns Committee – 17 September 2025

[MOTION] It was moved by Meyer, seconded by Simpson, to approve the 17 September 2025 minutes as provided. With one abstention, the motion carried.

Reports of Officers

Chair Kahwaji reported that Zufelt, Caltado, and David Paul have volunteered to serve as the Academic Information Technology Council syllabus statement workgroup.

Ex Officio Simpson reported that the Faculty Senate recently met, where Academic and Information Technology Council Chair Cataldo reported members would be working on Artificial Intelligence (AI) syllabus statements with an anticipated delivery this calendar year.

Reports of University Representatives

Erskine provided the Students' Rights and Responsibilities report with no major updates except for the anticipated work on the Academic Information Technology Council. Presentations have been given in First-Year Experience classes to provide an overview of important policies, including examples of the variety of ways AI tools may be used and or abused. He is currently recruiting faculty and students for review panels; students will serve a one-year term, and faculty serve a three-year term.

McConnell provided the University Ombuds report. An MOA is needed to update the timeframes for the hardship process. The recommendation is for a 45-day deadline after the initial process. The Ombuds office has discretion to extend the deadline in the event of extenuating circumstances.

[MOTION] It was moved by Tripplett, seconded by Meyer, to request McConnell draft an MOA. With one abstention, the motion carried.

Reports of Council/Committee Standing Committees

None.

Unfinished Business

Erskine reported that the Academic and Information Technology Council team has been formally called and will be meeting later this month, and an update will be provided at the November Professional Concerns Committee meeting. Changes to information in catalogs and syllabi require all steps to be completed by the March 2026 deadline.

New Business

None

Announcements

None

Adjournment

[MOTION] It was moved by Gorzyca, and seconded by Meyer, to adjourn the meeting at 1:03 p.m. With one abstention, the motion passed. The Professional Concerns Committee will meet next on 19 November, 2025, via WebEx at 12:30 p.m.

Approval

Submitted by Marian Tripplett, Secretary

Minutes were approved on 19 November 2025.