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**PROFESSIONAL CONCERNS COMMITTEE  
Minutes of 19 November 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 19 November 2025, via Webex by Michael Kahwaji, chair.

**Members Present:** Jennifer Foster, Thomas Gorczyca, Michael Kahwaji, Mariana Levin, Matilda McLean, Richard Meyer, Marian Tripplett, Amy Zufelt

**Member Absent:** John Miller

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

**Ex Officio:** C. Dennis Simpson

**Quorum**

A quorum was present with 9 members in attendance, of the seven needed to establish a quorum.

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Levin, seconded by Simpson, to approve the 8 October 2025 minutes with a correction to the spelling of Matilda McLean. The motion carried unanimously.

**Reports of Officers**

Chair Kahwaji did not provide a report.

Ex Officio Simpson reported there is awareness at the highest level of the university of the joint efforts focused on an artificial intelligence statement. For the process to be completed by the end of the 2025-26 academic year, recommendations need to be submitted no later than March 2026. The potential for future enrollment impact due to a reduction in financial aid amounts, and faculty involvement in outreach and recruitment activities is anticipated to expand from previous years.

**Reports of University Representatives**

Erskine reported that the Students' Rights and Responsibilities Office is busy and the numbers are increasing as the end of the fall semester nears.

McConnell reported on the Memorandum of Action (MOA) 25/13 that provides timeframe specificity to the course grade appeal/dismissal.

**[MOTION]** It was moved by Levin and seconded by McLean to approve MOA 25/13 at the Professional Concerns Committee level and move forward to the Faculty Senate. The motion passed unanimously.

**Unfinished Business**

Zufelt reported an update on the university's Artificial Intelligence (AI) statement for syllabi in MOA 25/14, with the Academic and Information Technology (AITC) Council decision to move forward with a required syllabi statement on AI (versus optional) that would be included on every syllabus. Process respects instructor autonomy and responsibility to outline the parameters for AI use (or not) in their individual courses through a written statement in each syllabus.

**[MOTION]** It was moved by Zufelt, seconded by Gorczyca, to support the PCC approval and recommendation of MOA 25/14 to the AITC for its approval and subsequent submission to the Faculty Senate. The motion passed unanimously.

**New Business**

None.

**Announcements**

Ex Officio Simpson reported changes were made to the fall graduation, which provide unique representation throughout the ceremony.

The PCC December agenda will include commencement details to be reported by McConnell.

**Adjournment**

**[MOTION]** It was moved by Gorczyca, seconded by Meyer, to adjourn the meeting at 1:01 p.m. The motion passed. The Professional Concerns Committee will meet next on 10 December 2025, via Webex at 12:30 p.m.

**Approval**

Submitted by Marian Tripplett, Secretary

Minutes were approved on 10 December 2025.