
**PROFESSIONAL CONCERNS COMMITTEE
Minutes of 16 November 2022**

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 November 2022 via Webex video conferencing by John Jellies, Ex Officio.

Members in Attendance: Elizabeth Isidro (substitute for Rena VanDerwall), John Miller, Timothy Palmer

Member Absent: Karen Schieman, Elizabeth Terrell

Advisory Members Present: Joseph Erskine, Kathy Mitchell

Ex Officio: John Jellies

Quorum

A quorum was present.

Agenda

[MOTION] It was moved by Jellies, seconded by Miller, to accept the 16 November 2022 agenda as presented. The motion carried unanimously.

Election of Officers

[MOTION] It was moved by Jellies, seconded by Palmer, to elect Miller as Chair. The motion carried unanimously.

The election of the vice chair position was postponed to the next meeting.

Approval of Minutes

[MOTION] It was moved by Jellies, seconded by Mitchell, to approve the 20 April 2022 minutes. The motion carried unanimously. Quorum was not present at the 21 September 2022 meeting. Informational notes were acknowledged for the 21 September 2022 meeting.

Reports of Officers

Chair Miller will investigate PCC membership.

Ex Officio Jellies reported that he advised the Faculty Senate Executive Board of insufficient members appointed/elected. Requested Chair Miller to also apprise the Executive Board of historical precedents related to PCC.

Reports of University Representatives

There will be a search for a new director of the Office of Student Conduct. Erskine will act as liaison for the foreseeable future.

Mitchell announced her retirement as of 7 May 2023.

Reports of Council/Committee Standing Committees

None.

Unfinished Business

None.

New Business

Chair Miller request PCC to [review role statement and charges](#):

For Charge #2: *Create and approve a Memorandum of Action to establish a cycle of review of all University policies and procedures related to student academic conduct.* PCC will request feedback through the Faculty Senate from academic unit chairs and directors. [Members were asked to review the following form and provide suggested revisions:](#)

Charge #3 will be addressed at the 7 December 2022 meeting. PCC will review the scope and description of the role statement and assess the effectiveness of committee practices. For this process, it would be beneficial to have [analyzed the committee's archived charges, agendas, and minutes.](#)

Announcements

None

Adjournment

Chair Miller adjourned the meeting at 1:30 p.m. The Professional Concerns Committee will next meet on 7 December 2022 at 12:30 p.m. via Webex video conferencing.

Approval

Submitted by John Jellies, Ex Officio

Minutes approved on 7 December 2022.