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**PROFESSIONAL CONCERNS COMMITTEE  
Minutes of 7 December 2022**

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Professional Concerns Committee was called to order at 12:32 p.m. on 7 December 2022 via Webex conferencing by John Miller, Chair.

**Members in Attendance:** John Miller, Timothy Palmer, Rena VanDerwall

**Member Absent:** Karen Schieman, Elizabeth Terrel

**Advisory Members Absent:** Joe Erskine, Kathy Mitchell

**Ex Officio:** John Jellies

**Quorum**

A quorum was present.

**Agenda**

The agenda was amended to include a discussion in Unfinished Business pertaining to PCC Charge #2.

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

**Minutes**

**[MOTION]** It was moved by Palmer, seconded by Jellies, to approve the 16 November 2022 minutes. The motion carried unanimously.

**Reports of Officers**

Chair Miller reported that a member is unclear about their position in the PCC. Chair Miller will seek guidance from the Faculty Senate Executive Board.

Ex Officio Jellies reported that he will be meeting with the Faculty Senate Executive Board to discuss membership challenges of the PCC and current charges.

**Reports of University Representatives**

None.

**Unfinished Business**

Chair Miller led a discussion about PCC 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.* Miller prepared an electronic survey to be presented to the Faculty Senate Executive Board for review. Upon approval, the survey will be distributed to deans, unit heads, and/or directors to determine what policies, currently in practice, are associated with student conduct that reside outside of Faculty Senate policies.

**[MOTION]** It was moved by Palmer, seconded by VanDerwall, to forward the survey to the Faculty Senate Executive Board for review and further distribution. The motion carried unanimously.

Chair Miller shared a template showing PCC charges and accomplishments dating to the 2008-09 academic year. The report showed charges that were completed and charges that were not accomplished. For the most part, charges have been completed, with the exception of an ongoing charge regarding the need to establish a cycle of review of all University policies and procedures related to student academic conduct. This charge will be a priority of the PCC in 2022-23.

**New Business**

None.

**Announcements**

None.

**Adjournment**

**[MOTION]** It was moved by Palmer, seconded by Jellies, to adjourn the meeting at 1:10 p.m. The motion carried unanimously. The Professional Concerns Committee will meet next on 18 January 2023 at 12:30 p.m. via Webex video conferencing.

**Approval**

Submitted by Timothy Palmer, Secretary

Minutes approved on 18 January 2023.