

**PROFESSIONAL CONCERNS COMMITTEE**

Minutes of 17 September 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 17 September 2025, via WebEx conference by Michael Kahwaji, chair.

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

**Members Absent:** Jennifer Foster, John Miller

**Advisory Members Present:** Joe Erskine, Eric McConnell

**Ex Officio:** Dennis Simpson

**Guest(s):** Amy Naugle, Faculty Senate President

**Quorum**

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

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Meyer, seconded by Levin, to approve the 16 April 2025 minutes as provided. The motion carried unanimously.

**Elections**

Election of Professional Concerns Committee Leadership had been conducted at the 16 April meeting with the following results.

- Chair – Michael Kahwaji
- Vice Chair – Amy Zufelt
- Secretary – Marian Tripplett

**Reports of Officers**

President Naugle provided the 2025-26 Professional Concerns Committee charges.

Chair Kahwaji reported that a meeting has been scheduled in collaboration with the Academic Information Technology Council regarding drafting an artificial intelligence syllabi statement.

Ex Officio Simpson reported topics of the recent listening sessions with WMU President Kavalhuna.

**New Items**

Erskine and Zufelt have begun work on the Artificial Intelligence Proposed Syllabus Statement. Kahwaji, Erskine, and Zufelt volunteered to form the subcommittee and will report at future meetings regarding charges 6c before returning to charge 8.

**Reports of University Representatives**

Erskine provided the Student Rights and Responsibilities report. The office is busy and currently staffed by one staff member.

McConnell provided the Office of the Ombuds report

- the office was busy over the summer, with increases in grade appeals and program dismissal appeals.
- There has also been an increase in faculty to serve on appeal committees.
- The academic appeal review committee changes were signed, and the catalogs were updated.

- McConnell is fact-finding on different issues that can extend appeal timeframes and will update at a future meeting.

### **Unfinished Business**

Erskine requested clarification to identify the lead of the Artificial Intelligence Technology Syllabus Statement process. Using a small committee size and co-chair leadership was suggested.

### **Announcements**

McClellan reported she is the appointed College of Aviation representative and should be added to the roster and included in committee communications.

### **Adjournment**

**[MOTION]** It was moved by Levin and seconded by Zufelt to adjourn the meeting at 1:10 p.m. The motion carried unanimously. The Professional Concerns Committee will meet next on 8 October 2025.

### **Approval**

Submitted by Marian Tripplett, Secretary

Minutes were approved on 8 October 2025.