

## FACULTY SENATE EXECUTIVE COMMITTEE

Tuesday, 13 February 2024  
4:00 p.m. – Via Zoom

### ACTION MINUTES

**MEMBERS PRESENT:** Julia Albarracin, Chair; Everett Hamner, Vice Chair; Denise Gravitt, Secretary

**ALSO PRESENT:** Mark Mossman, Interim Provost; Jeremy Robinett, Parliamentarian; Annette Hamm, Faculty Senate Office Manager

**GUESTS:** President Guiyou Huang; Bobbi Smith, Director, Financial Aid

#### 1. *Enrollment Verification Process*

Financial Aid Director Bobbi Smith visited the Executive Committee to summarize the enrollment verification process, emphasize its importance, and explain the reasons why the Financial Aid office now asks for it. She recalled that a few years ago, during a full program review audit by the Department of Education (DOE), the University of Missouri was found not to have any mechanism in place to establish academic activity for Pell grant recipients. In order to disburse federal Pell grants, universities are required to verify that students have started academic activity in their classes. Ms. Smith explained that since the University of Missouri had not done so, the Pell grants they had paid to students became a financial liability because they had to pay back millions of dollars to the Department of Education. She said they were unable to do so and had to write off that debt, placing them under heightened cash monitoring with the serious consequences connected to that.

Ms. Smith noted that WIU has never undergone a full Department of Education program review audit since the university began Title IV; they have undergone condensed seven-day audits of the previous year's financial aid processes, procedures, and verifications, which are very intensive. Ms. Smith related the situation at the University of Missouri rippled through the financial aid world, and many institutions realized they could not provide these verifications either because they relied on information at the back end of the semester rather than the front end before funds were disbursed.

Ms. Smith related that the Financial Aid office originally began a cumbersome manual verification process. When she took over as Director, Ms. Smith tried to create efficiencies in the office, one of which was the verification process. She worked with Administrative Information Management Systems (AIMS) to create a new screen to verify academic activity for Pell grant recipients. When Financial Aid reached out to Retention Initiatives and the Provost's office, they discovered benefits to offices outside of their own; the Retention office can use the information gathered by Financial Aid to reach out to students who have not gone to class yet. Ms. Smith said they often find out students who are missing from class did not feel like going or were not yet on campus, but sometimes the issue is more serious, such as a student feeling overwhelmed.

Ms. Smith noted the main reason Financial Aid asks for verification is for Title IV compliance. The university receives \$49 million from the Department of Education in the form of Pell grants, federal direct loans, and the TEACH grant program, which is very lucrative for WIU's School of Education and funds a lot of Education majors. If the university is not in compliance, it could put WIU at risk for Title IV eligibility.

Faculty support is needed to communicate to students the importance of going to class because certain financial aid eligibility could be lost if they do not begin their academic activity before the deadline. Ms. Smith explained if faculty do not verify students' academic activity at the beginning of the semester but the student withdraws before the end, Financial Aid must recalculate the student's financial aid. Ms. Smith thinks it is better to not give a student financial aid at the beginning than to ask them to pay back the financial aid at the end of the semester because the student was determined to be ineligible, such as if they never attend class. She observed that a student's balance must be below \$1,000 to register for classes, so if they owe the university for financial aid already paid out it could affect their ability to enroll for a future semester. She thinks that since WIU is an institution of higher education whose purpose is to serve students, it is more valuable to make the financial aid adjustments at the front end.

Interim Provost Mossman remarked that, through working as a Higher Learning Commission liaison, he has learned that many institutions are no longer making student eligibility verification optional for faculty but are considering it part of the requirement for their jobs. He reiterated that not completing this verification puts the university at risk and could wipe out the \$49 million coming in, which would be extraordinarily irresponsible. Interim Provost Mossman told ExCo that the College of Fine Arts and Communication shows about 80 percent compliance with completing the enrollment verification forms, but some colleges have under 50 percent compliance. He stressed the need to get on board with completing this process because it is far better to accommodate a student coming to class after the enrollment verification has been turned in than to have a visit from the Department of Education. Ms. Smith added that with the recent changes to the FAFSA, formula changes, and the Financial Aid office getting new software, it would not be a good time to have a visit from the DOE.

Dr. Gravit tells her faculty colleagues that they need to keep attendance because she previously worked at a university that had to pay back funds because they could not verify enrollment and academic activity. She noted, though, that there is no penalty for faculty who do not keep track of this, and until there is many faculty will not do it. Interim Provost Mossman clarified that the enrollment verification process is not an attendance policy. He thinks, particularly since WIU no longer has the robust class sizes it formerly had, most faculty should be able to verify students on their rosters within the first couple of days. Ms. Smith related the Financial Aid office started the front-end enrollment verification procedure last year and originally allowed faculty to turn in their form up to the eighth day of classes. This semester the office tried to move the date up to the fifth day because, in addition to using the information for retention, financial aid, and other issues, the information was also going to be used for an administrative drop policy. She said the proposal was that if students were not attending classes within the first five days, that would allow for time to reach out to students to see if they needed to be administratively dropped from their classes in order to avoid tuition and fee charges. Ms. Smith said the weather this year interrupted that plan so the deadline was moved back to the eighth day, but the office would like to set a fifth day deadline and use the extra time to make exceptions, when needed.

Dr. Gravitt noted that while students will always have issues and need to register late, this spring has been her best first-day attendance since coming to WIU. Ms. Smith explained that, for financial aid purposes, tenth-day is what is called their census state; if students are not registered by that date, they lose their eligibility for financial aid. If students register late, an exception must be manually entered, and Financial Aid would have to defend it in case of an audit or program review. Ms. Smith thinks the university needs to firm up its policies and procedures and stop deviating from them because that has a ripple effect. She recognizes that there will be exceptions and students will need to be allowed into classes late, such as students in the military which will always be an acceptable exception, but a student who owes \$3,000 to the university and is waiting on their tax return to pay it down may need to sit out a semester. She thinks there was a sense of excitement for Spring 2024, and students seemed ready to jump in and go to class, so it seemed there were more students attending class than in the past. Ms. Smith thinks this is a good sign that students are being recruited who are ready for college, and she hopes this helps with retention.

Chair Albarracin recalled that last year Ms. Smith met with Faculty Senate, and the Senate sent an email to faculty to remind them of the enrollment verification deadline. She said Ms. Smith continues to have the full support of the Faculty Senate. She recalled that Ms. Smith said Financial Aid no longer wants to give aid to students who do not qualify for it, but the issue does not seem to be that the students do not qualify for financial aid but that they do not attend class and, thus, lose their right to their financial aid. Ms. Smith explained that in order to qualify for federal Pell money, students must have financial need as shown on their FAFSA, must be enrolled, and must show academic activity in the courses they are registered for. She stated that if a student is enrolled for less than 12 s.h., the amount of their Pell grant will be reduced accordingly, and if a student is not actively engaged in one or more classes, the Pell grant is also reduced accordingly. When Pell grant amounts are reduced for less than full enrollment or lack of academic activity, students receive emails from WIU's Pell grant coordinator, which is a manual process, explaining why their Pell grants were reduced. Ms. Smith noted that if a student begins engaging in academic activity later in the semester, the instructor can email the Pell grant coordinator, and the amount can be added back into the student's account within 48 hours. On the other hand, if a student is reported as attending but at the end of the semester receives a grade of FN, the Financial Aid office must then take their Pell grant away, and the student owes the university that money.

Chair Albarracin asked about the process for students taking in-person versus online courses. She observed that in-person students are just asked to show up for class, but with online students the process becomes more complicated because the question the instructor is asked at the end of the semester is whether the student turned in any coursework. She thinks that to log into the online course would seem to be equivalent to attending in person, so there appears to be a double standard at work between the two formats with online students being judged more strictly. Ms. Smith acknowledges there is a different standard because in-person students attending a lecture is considered academic activity; if a student is present when an instructor is talking about the subject matter, students can absorb it through osmosis even if they are not fully listening. When attending online, however, the student might not even be in the room, so Financial Aid requires online students to actively engage with the subject matter rather than just log in. Ms. Smith explained this could be as simple as an assignment for online students to say why they are taking the course or what they want to get out of it, but not just an assignment for students to tell the instructor a little bit about themselves because that is not subject matter related. Ms. Smith said she appreciates academic freedom, but if faculty want to comply with the statute there needs to be activity specifically related to the curriculum.

Chair Albarracin observed that some faculty members post recordings of their lectures for those students who cannot attend in person or at the standard time. Ms. Smith responded that as long as the instructor has a tracking mechanism, this would count, but otherwise there is no verification that a student watched the video. She said if the instructor has a short quiz that the student takes and submits after watching the recording, that would be the verification of academic activity. Ms. Smith added that if a course is being livestreamed through zoom as well as being taught in person, the instructor can verify the student is engaging in academic activity if they can be seen online.

Parliamentarian Robinett pointed out that instructors can see how long students spend accessing things on WesternOnline, so if they watch a couple of videos and email the professor, even if they do not turn in an assignment, that would seem to count as engaging in an academic activity. He stated that in his role as faculty Athletics rep, he works with students across the campus, part of which involves weekly grade checks (with their permission), and Parliamentarian Robinett has been astounded at the number who do not have a grade entered because they have not yet had any assignments, even in online classes. He thinks the bigger challenge is how to get all faculty to assign something to use for verification because if they do not make assignments in the first four weeks it is unlikely they will do so in the first ten days. Ms. Smith said she often gets emails from faculty stating that they don't make assignments in the first few weeks and asking how to verify academic activity, and she sends those questions to the Provost's office.

Interim Provost Mossman remarked that no one is asking for a report; it is a very low bar, but it is also a compliance issue. He noted that students may have attendance problems that can be corrected as the semester goes on, but instructors need to have some sort of engagement with students to be able to verify that they are academically active. Chair Albarracin stated that, because students sometimes cannot purchase their books at the beginning of class, she changed to giving assignments three or four weeks into the semester. Ms. Smith said that Financial Aid is not looking for rigor but for substantive interaction between the instructor and student. She said this could involve the instructor emailing students the syllabus and asking them to email back confirming that they received it and listing one thing they want to get out of the class. She stated that the DOE writes their statutes in a way that is open to interpretation, so if a faculty member can show something that verifies student engagement the DOE would accept that in an audit versus not having any verification.

Ms. Smith would like to see the response rate from all colleges at 85 percent because that would show Financial Aid is making a good faith effort. She sends out emails and reminders but would like to see more faculty buy-in. Chair Albarracin reiterated that Financial Aid can count on Faculty Senate's help, particularly at the beginning of the semester. Senator Hamner asked if Financial Aid saw any noticeable improvement after Ms. Smith came to Faculty Senate last fall to make her plea for faculty to complete the enrollment verification process. He wonders what it will take for faculty to improve their response rate, such as incentivizing participation or publishing the results by department or college. Ms. Smith responded there was a really good response rate in Fall 2022, which was the first semester for the new procedure, but it involved her visiting Faculty Senate and various departments and divisions and the Retention Initiatives Executive Director trying to sell why the process was important for retention. Participation by faculty was 72 percent the first semester, but in Spring 2023 it dropped to 65 percent overall and has stayed there for the last few semesters. She added that the numbers are not growing at the rate they should to be compliant with the DOE

statute. Ms. Smith attended faculty orientation this year to reinforce the importance of compliance to new faculty. Interim Provost Mossman agrees that not being able to show continuous improvement is troubling, and what is even more troubling is that the percentage for some colleges has declined, which puts the institution at risk. Ms. Smith stated that if the DOE finds out that verification has not been received for one out of 20 classes, they will extrapolate that percentage out to assume that is the case for many more classes and those students should not have received Pell grants. She informed ExCo that 54 percent of WIU students receive Pell grants, which is really high for a public university, so if WIU had to pay all of it back, as the University of Missouri did, it could bankrupt the university.

Senator Gravitt asked if Interim Provost Mossman can tell who has not reported; Interim Provost Mossman responded he does not want to resort to draconian measures. Ms. Smith said the faculty who do not verify academic activity at the beginning of the semester are emailed at the end of the semester asking them to report on attendance at that point. She stated that if the university is ever able to reach 85 percent response rate overall, they will not need to verify at the end of the semester because the work has been done at the front end. Senator Gravitt observed she is asked to verify at the end of the semester even though she turns in the enrollment verification at the beginning of the semester. Ms. Smith responded that faculty are being asked to basically do double work because the university's compliance rate is not high enough at 65 percent. She said that if a student receives a grade of FN or FW, Financial Aid does not ask faculty for verification of academic activity, but if a student receives a grade of F or withdraws from the class, Financial Aid only has 45 calendar days from the end of semester to calculate and return federal funds to the DOE that the student did not earn. She said if it takes 35 days to get a response from the faculty member regarding last date of academic activity, that reduces the amount of time to remain in compliance from a cash management standpoint. Ms. Smith expressed her appreciation for Faculty Senate's support and for bringing this important conversation to the table and promised to continue working on different avenues to encourage participation in the enrollment verification process.

## 2. *President Guiyou Huang*

President Huang observed that spring semester has gone smoothly so far, even though the decision was made to close for two days due to the weather at the beginning of the semester. He received a lot of positive comments about this decision and one negative comment, and he thought it was a good decision. President Huang noted that this semester the university began implementation of its new ERP system, Colleague. He has stressed its importance in meetings with departments and on other occasions because within a couple of years the university will have a fully functioning and very reliable ERP that can handle a lot of functions in different areas and which should increase work efficiency. President Huang observed that WIU has not had an ERP like Colleague for the last four decades; the university has had a homegrown system, and the President is proud of it because it is still working, but he does not want to risk it failing to work and having to implement a new system at the same time.

President Huang observed that the Board of Trustees retreat this month was different than the previous one in August 2023. He noted that Chair Albarracin and Senators Gravitt and Hamner from the Executive Committee were among those presenting. He said most of the morning was spent listening to faculty present the good ideas from their colleges on recruitment, enrollment, and retention, as well as interesting ideas on revenue generation. President Huang reviewed the lists of suggestions before the retreat and heard additional explanations of the rationale behind the suggestions during the meeting, and he thinks many of the ideas are implementable. The President said his cabinet wants to incorporate some of the ideas into the university's financial planning. He noted that WIU promises its students a quality education, but without resources that promise will become empty rhetoric. President Huang related that Interim Provost Mossman and Vice Presidents Smith and Edwards presented on a range of interrelated topics at the end of the BOT retreat and noted that the focus remains on recruitment, retention, and revenue generation. He said the enrollment cliff is still expected to occur within a couple of years followed by another enrollment cliff recently predicted for 2035, and the birth rate continues to decline, making universities' recruitment efforts even more crucial. President Huang stressed that WIU needs to be very aggressive in both recruiting and retaining students but noted that retention is less costly than recruitment. He thinks the university needs to do a better job of reaching students because WIU has much to gain financially and enrollment-wise from retaining the students it has.

President Huang announced the good news that Chair Albarracin and colleagues received a grant of over \$2 million for WIU, including \$25,000 for the Macomb Police Department and \$25,000 for WIU's DEI initiatives. He stressed the university also needs to be very aggressive in seeking state support. WIU's governmental liaison told the President the Illinois Board of Higher Education (IBHE) has requested a 4.7 percent increase for next year's budget. President Huang recalled that over the past three years, the first two the increases were five percent each and for the current year a seven percent increase, so if the recommendation from the IBHE is adopted WIU will receive a smaller percentage increase for next year. He told ExCo that UPI President Patrick McGinty expressed his willingness to join state UPI leadership in lobbying for a larger state appropriation. President Huang reported that the Public Universities Funding Commission continues to work on its recommendation for a new funding formula. It is expected they will present their report to the state legislature at the end of this month. The President has been encouraged by what is being put into the funding formula and by the IBHE tech working group discussions and their many projects. He hopes that WIU will benefit if the proposed new funding formula is adopted.

President Huang has been reading a lot about what is happening to higher education on the national and state level and the financial challenges of many universities in the US. He feels confident that WIU's deficit of just over \$12 million, while significant, is manageable. He hopes the deficit can be reduced to zero within two years. He said decisions will continue to be made about financial matters over the next year, including consideration of the recommendations made by the faculty at the BOT meeting.

Senator Gravitt asked if WIU's advising model is being evaluated in terms of retention. She noted that because advisors do not report to academic directors or deans, there is no control at the departmental level. President Huang observed that the university now has a two-tier advising system, including advisors housed under the Provost's area who work primarily with freshmen. He believes some advisors do report to chairs or directors, associate deans or deans. The President thinks, though, that if a structure is not working it should be changed because structure should follow strategy. He noted that some faculty do advising, and there is advising within colleges, but still the retention rate is decreasing, so he is willing for the deans and the provost to evaluate the structure of WIU's advising and whether it is the best one to encourage retention.

Interim Provost Mossman observed that there have been significant changes in advising over the past year. He noted there are two main groups of advisors, plus many others in special areas such as Athletics, but the groups often do not communicate together effectively. He thinks the reporting structure did not make sense in the past, and this year an attempt was made to iron some of the problems out by having first-year and college advisors report to Academic Affairs. Interim Provost Mossman thinks this has increased collaboration and shared responsibility but that there needs to be additional steps taken to increase the level of excellence in advising; in terms of the bigger structure, there has been progress made but more needs to be done.

Parliamentarian Robinett related one thing he hears consistently from faculty across campus is questions about the consulting report, when something will be heard about their progress, and how information will be disseminated across the campuses. President Huang responded that he heard a news story on Tri-States Public Radio that the Board of Trustees is expecting a full report, but the President understands that a full report will not be available very soon. The consulting group, EAB, has delivered some initial findings, which the President has reviewed. President Huang anticipates they will report on financial issues, enrollment, retention, and new program development. The President worked very closely with EAB at a previous institution and understands the perception that it was very costly to hire them. He pointed out, though, that what WIU cannot do on its own is have access to the national comparative data that EAB can provide. He explained that EAB works with over 2,000 two- and four-year institutions, and this comparative data will be very helpful in solving the problems WIU faces. He believes EAB has the expertise to perform the analysis and provide educated, informed recommendations. He said Vice Presidents Smith and Edwards and Interim Provost Mossman reported some of EAB's findings to the BOT, so the public has been able to hear some of their conclusions. President Huang stressed that WIU is not using EAB to cut programs or lay off employees because that is not the intent; the administration wants to see what the strengths and weaknesses are of WIU's programs and what can be done to enhance them. He stated that if a program is not working out or producing at the same level as the past, that program would be given time to phase out, which can take anywhere from a couple of semesters to several years as students have time to graduate and faculty have time to retire or choose employment elsewhere, and this would be chosen over cutting programs.

Interim Provost Mossman reiterated that President Huang has said from the start that the university will not lay off employees and will do everything to avoid that. He recalled that WIU in the past went through some bad times, including cutting programs and laying off employees, but that is not the reason for using the current consultant. He said one thing EAB might help with is suggesting ways to become more engaged with Quad Cities and Macomb workforce development, and EAB has the research tools to look at global trends. Interim Provost Mossman said he was surprised to find out the number one major for high school students currently is Undecided, which is a complete reversal from five years ago. He said these types of trends are the kinds of data institutions can get from a consulting firm to help develop future policies. He noted that Governors State, for example, is working on a possible policy where students would not declare a major the first few days. Interim Provost Mossman said these types of decisions must be data driven, and in order to obtain that data an institution must work outside of itself. He added that there are also other consultants working for the university currently, including Ruffalo Noel Levitz and IBHE consultant WestED.

Chair Albarracin remarked it seems there have been two different discourses since Vice President Edward's arrival. She said President Huang has stressed that the university is not going to cut, but Vice President Edwards expresses a strictly economic mentality in every meeting that indicates whatever is not producing money will have to go. She heard at the BOT meeting that hiring a consultant was necessary because they would be objective, which begs the question of whether what they need to be objective about is deciding what to cut. Chair Albarracin related a trustee asked how faculty could be objective in making these decisions; she replied there is a mechanism in place to enable such objective deliberations because the APER Committee is made up of diverse, elected representatives from every academic college. Chair Albarracin pointed out that the BOT invited faculty to come to their retreat and talk with them, and the message she gets from the BOT is that they want faculty and the administration to discuss and figure solutions out together. She stated that if this is a call to work together, it is not just taking some ideas from the faculty's PowerPoint presentations to the BOT. She thinks the consultant can be used to help, but believes the BOT wants faculty and the administration to figure things out themselves.

Senator Gravitt asked if she can get notes from the vice presidents' presentations to the Board of Trustees to go over with the Budget Transparency Committee. Interim Provost Mossman offered to provide her with his notes and speak to the committee if desired. Senator Gravitt remarked it seems that the same faculty tend to contribute when asked and have done so for a long time. She thinks faculty need something to reengage them because they feel they are not being heard. Interim Provost Mossman thinks this is a symptom of the larger problem in higher education; even R1 institutions are running into unanticipated financial issues. He noted that global population decreases seem to be a universal concern, but neither WIU nor any other school will be able to cut its way out of its financial problems; rather, institutions need to determine additional revenue sources. Interim Provost Mossman thinks WIU often tackles problems by creating a committee rather than considering problems institution-wide, but everyone needs to recognize that the financial situation is a shared problem, and all are needed to help WIU thrive and grow.

President Huang promised to look through the faculty recommendations and continue to revise the university plan for financial sustainability. He is seeing some results already from implementing new ideas over the past year and a half, such as financial aid repackaging and only loading 75 percent of the budget at the beginning of the fiscal year. The President thinks the most important thing is to have a plan, stick to it, and implement it, and when fully implemented the institution will be in a much better place.

Senator Hamner expressed his thanks to President Huang and Interim Provost Mossman for working through some of the details of ongoing plans with the Executive Committee. He recalled that President Huang said he was hoping the new ERP, Colleague, would be fully operational within the next two to three years. He asked if this has been pushed back because when Vice President Edwards spoke to the Quad Cities Faculty Council in November, he talked about an eight- or nine-month rollout beginning with financial aid and with faculty beginning to have access this summer. President Huang replied that the full implementation will take a couple of years, but certain pieces will be able to be installed sooner, and there has been no moving backwards to his knowledge.

Senator Hamner related that, regarding the EAB consulting firm, Vice President Edwards told the Quad Cities Faculty Council that there would be three months of assessment followed by an initial report with a more extensive report later. He asked if the initial report has already been made available to Vice Presidents

Smith and Edwards and Interim Provost Mossman or if the company will be visiting in the next few months and building its initial report. Interim Provost Mossman replied the preliminary analysis has been completed, but EAB plans to also perform a 360 analysis of programs as well as widespread regional market analyses. He believes there will be an initial meeting with large groups in March, followed by a larger rollout campus wide. He said the large group meetings might include the Faculty Senate chair, department chairs, deans, and others, and outside of these meetings there will be lots of discussions. Chair Albarracin said she was invited to one meeting; Interim Provost Mossman said that is the only one that has been held so far. He added that EAB is not just focusing on Academic Affairs; they are working with the Budget Office, Financial Aid, and Foundations and are doing analyses of all these different areas. Interim Provost Mossman has received the preliminary program reports, which will be transmitted to the university community as a whole after completion of the 360 analysis and the workforce analysis for the Quad Cities and Macomb that he specifically requested. Senator Hamner asked if Interim Provost Mossman thinks this will occur during the current semester; Interim Provost Mossman thinks at least some of the preliminary analysis will become available in March or April. He stated that WIU has the opportunity to get a lot of data on program enhancements. He also assured ExCo that while he deeply understands that the dramatic experience the university went through in the past contributes to the fear that EAB will recommend program cuts, he believes WIU also needs to work on innovation and enhancement of programs and how to generate revenue for the university, which is why the consultants were invited.

Senator Gravitt remarked that some of the workforce data that EAB will provide would be helpful to the Aspen-AASCU Transfer Initiatives Task Force on which she and Chair Albarracin serve. Interim Provost Mossman said this is a very good point: both Spoon River College and WIU are experiencing similar problems, and the Macomb Area Chamber of Commerce also has issues with data generation. He believes there is a need to, in very concrete terms, determine how to align the programs both institutions are delivering or enhance them. He noted that Spoon River College envisions working directly with NTN-Bower and Pella in SRC's new facility, which is located close to both of them, and WIU has a role in these workforce development conversations.

3. *Final report from the ad hoc Committee on Anti-Bullying Policies*

The Executive Committee discussed and made minor changes to the proposed anti-bullying policy and grievance form. If committee members have no objections to the proposed revisions, the documents will go forward to Faculty Senate on February 20 under Reports from Committees and Councils.

4. *Request to extend timeline for evaluation of President Huang*

President Huang asked the Chair of the Senate Committee on Provost and Presidential Performance (CPPP) for an extension on providing his self-evaluation, which for the past several years has accompanied the evaluation surveys as they go out to faculty. Normally the evaluations go out in February, but President Huang has asked to be allowed until the end of March to provide his self-evaluation. In order to give faculty ample time to respond to the survey and the committee members time to prepare the report, which is normally due at the first Faculty Senate meeting in April, the Executive Committee will ask if the President can submit his self-evaluation just after spring break. CPPP would not have time to submit its report to ExCo for the April 9 Senate meeting, but they would be able to present the report at the last Senate meeting on April 23.

5. *Update on elections*

Ms. Hamm updated the Executive Committee on the status of Senate elections following the extension of the original deadline. One petition was received for the Quad Cities at-large vacancy; Jeff Hancks, Library, will fill that seat. One petition was also received for the remaining Macomb at-large vacancy; that seat will be filled by Debra Allwardt, Health Sciences and Social Work. Two petitions were received for the seat to represent the College of Fine Arts and Communication. Ballots will be sent electronically tomorrow to eligible faculty to vote for either Jett Walker, Music, or Pamela Peters, Broadcasting and Journalism. No petitions were received to fill the remaining seat for the College of Business and Technology. The Executive Committee agreed to extend the deadline for petitions for that seat by one more week, and Ms. Hamm will reach out to the dean for help finding a faculty member to volunteer.

6. The Executive Committee finalized the agenda for the Faculty Senate meeting of February 20, and the

ExCo meeting adjourned at 6:17 p.m.

Respectfully submitted,

Annette Hamm, Faculty Senate Office Manager  
and Recording Secretary