

## FACULTY SENATE EXECUTIVE COMMITTEE

Tuesday, 26 August 2025  
4:00 p.m. – Via Zoom

### ACTION MINUTES

**MEMBERS PRESENT:** Jeremy Robinett, Chair; Lisa Wipperling, Vice Chair; Alice Melkumian, Secretary

**ALSO PRESENT:** Annette Hamm, Faculty Senate Office Manager

**GUESTS:** Sarah Lawson, Registrar

1. *Motion to allow for remote attendance*

Chair Robinett told ExCo members that Faculty Senate is required to adhere to the Open Meetings Act, which requires that members attend in person in most cases; exceptions include unexpected childcare needs, employment that requires the member to be somewhere else, or a state of emergency declared by the Illinois Governor. He explained that rather than ask at the start of every meeting for approval to admit members who must attend remotely, he would like to make one blanket motion at the beginning of the year which will allow members on the Quad Cities campus or those who might be attending work-related conferences, for instance, to attend remotely once an in-person quorum has been established. Senator Wipperling seconded the motion from the Chair; there were no objections from Senator Melkumian, and this item will be included in the Chair's Report for the first Senate meeting on September 2.

2. *Motion to continue ad hoc Committee on Federal Transitions*

Chair Robinett anticipates that there may continue to be things brought up at the federal level that would require faculty, staff, and administrators to get together to consider, so he would like to see this ad hoc committee continued for the current academic year. There were no objections from the other Executive Committee members, and this will appear on the September 2 agenda under New Business for a vote from the full Senate.

3. *Resolution to create ad hoc Faculty Senate Governance Committee: Constitution and Bylaws*

Chair Robinett explained that as the university moves forward with its reorganization, Faculty Senate will need to modify what it needs to look like for the future. He worked with Ms. Hamm over the summer to go through the existing Constitution and Bylaws and develop a document highlighting their thoughts and concerns about them. Chair Robinett would like an ad hoc committee to be created to look at this closer and move it forward. He suggested a senator from each of the four existing colleges and a representative from the Executive Committee, with Chair Robinett and Interim Provost Mossman serving ex-officio. He asked whether at-large members should also be added, and both Senators Wipperling and Melkumian supported this addition. Senator Melkumian suggested multiple at-large members because four senators might be too narrow; Senator Wipperling agreed that at-large members would provide additional points of view, although she would not like to see the group become too large. ExCo decided to add two at-large members to the proposed membership; senators could offer a friendly amendment if they prefer to see this changed. Chair Robinett asked if the Chairs' Council should be asked to appoint a chair or a director to serve on the committee. Senators Melkumian and Wipperling did not think this needed to be added at this time because they could be invited as guests if needed. This resolution will go forward to senators for a vote during New Business on September 2.

4. *Annual reports from Senate councils and committees*

Chair Robinett pointed out that Senate Bylaws require Senate councils and committees to provide annual reports summarizing what they did over the previous academic year. He is humbled to see the incredible amount of work these councils and committees do on behalf of the institution. He believes it is worthwhile for senators to have an awareness of the issues these groups dealt with last year and what they think their issues will be for this year. He added that the charges the Executive Committee gives Senate councils and

committees often come from their reports to Senate or conversations with their chairs. The annual reports will appear on the September 2 agenda under Reports from Committees and Councils.

## 5. *Charges to Senate councils and committees*

The Executive Committee went over charges for the coming year to Senate councils and committees. These will be provided to senators in the Google Drive for the September 2 meeting as an informational item and will be included on the agenda in the Chair's Report; they do not require a Faculty Senate vote. Chair Robinett would like for every Senate council and committee to consider whether their existing membership requirements, quorum, and representation will be workable in future given the size of faculty at the institution and the move to a two-college model. He wants them to consider whether their groups need the same number of people and whether the representatives should be from different areas in light of the two-college reorganization. He would also like the councils and committees to consider updating their specific Senate bylaws. Chair Robinett plans to sit in on some council and committee meetings, particularly at the beginning. He noted that the deadline for most of the charges to the councils and committees will be the first Senate meeting in January, but some charges that are heftier will have their deadline extended to March 24.

Chair Robinett pointed out that CAGAS will be asked to review the Academic Integrity and Grade Appeals Policies, particularly in regard to the timeline which may result in students waiting until the next semester for their appeals to be adjudicated, which can affect scholarships, financial aid, and graduation. CAGAS will be asked to work with the Office of Student Rights and Responsibilities to look at whether there is any way to avoid making students wait during break periods to know the determination of their appeals. He added that some students decide not to remain at WIU because they do not know what their financial aid or scholarship status may be pending a decision by CAGAS. Senator Melkumian thinks the process is very cumbersome and neither serves the faculty nor the students well with its present timeline.

Registrar Sarah Lawson remarked that if the discussion is about the Grade Appeals Policy, most of those are handled before the issue gets to CAGAS; she has not seen one come before CAGAS in two years. Chair Robinett wonders if it is at the department or college level where these things are not adjudicated in a timely fashion, which would still be a CAGAS issue. Registrar Lawson said this issue has also been brought up at the graduate level, which is outside of CAGAS's purview. She has heard that it has been a much larger problem at the grad level in the last two years. Chair Robinett has already spoken to Graduate Council Chair Jim McQuillan about this. He related they also have a question about academic integrity as it relates to graduate students, but that does not fall under Faculty Senate since the Senate deals only with undergraduate education.

Chair Robinett added that CAGAS will also be asked to look at their operating procedures and make sure they adhere to the Federal Educational Rights and Privacy Act and Title IX guidelines.

Some other charges to Senate councils and committees include:

- The Budget Transparency Committee will be asked to follow up on charges from last year related to financial metrics and fee and revenue supports.
- The Council on General Education will be asked to consider if they should be the faculty governance body acting as the primary Illinois Articulation Initiative (IAI) contact for the university and how that might be operationalized; Linda Prorise formerly oversaw these duties for the Provost's office but has now moved to the Office of Institutional Research and Planning.
- The Council for Instructional Technology, and its AI subcouncil, will be asked to review AI policies at comparable institutions and develop a proposed AI syllabus statement for next year asking that each class clearly specify how AI can and cannot be used.
- The Council on Intercollegiate Athletics will be asked to follow up on charges from last year related to comparing WIU's scheduling practices and absence policies for athletes to other Ohio Valley Conference schools.
- The Council for International Education will be asked to consider whether their name should be changed to the Council for International and Multicultural Perspectives to make its purpose clearer and to work with the Council on General Education on the review process for Multicultural Perspectives courses.

6. *Resolution to amend Faculty Senate bylaws*

Chair Robinett explained that *Sturgis*, the Senate's guidelines for governing meetings, prohibits temporary suspension of bylaws without specific language on in the bylaws allowing for that. The resolution would ask for a Senate Bylaws revision to allow for possible suspension of the restrictions on who can serve on Senate councils, which currently prohibit service by sitting senators or those who have just completed a full three-year term. Chair Robinett is concerned that those with the institutional memory, wisdom, and passion to do the work needed to reorganize the institution this year may be prohibited from service on councils working on those initiatives because of current restrictions in the Senate Bylaws. The bylaws amendment, if approved after two readings at subsequent Senate meetings, would allow for the Senate Nominating Committee to bring forth a motion to allow for the suspension of certain service rules for a specific length of time, not to exceed one academic year, which would have to be approved by a two-thirds vote of the Senate. First reading of this proposal will occur during New Business on September 2; second reading and a vote of the proposed bylaws amendment would occur on September 16.

7. *Title IV verification*

Bobbi Smith, Director of Financial Aid, emailed faculty today encouraging them to complete Title IV attendance verifications for each of their classes. Chair Robinett told ExCo the hope is always that 80 percent of WIU faculty would complete this step, but the institution has not reached that goal yet. He thinks it is important for Faculty Senate to continue to educate faculty about why this matters and what the processes involve. He explained that federal law requires that universities provide verification that students who receive federal student aid are actively participating in their classes before that aid can be awarded. He noted that as an institution that relies heavily on the awarding of federal financial aid, it is vitally important that WIU document that it is actively verifying student participation. He recognizes that faculty are sometimes concerned that by reporting a student has not participated early in the semester it can actively harm students, but it can actually lead to positive benefits because the Office of Student Success follows up with these students. He said they may find that students have forgotten to drop a class or just need to be reminded to get started actively participating. Chair Robinett plans to email faculty to reinforce why this process matters.

8. *Senate elections*

There are four seats that need to be filled on Faculty Senate: two vacant seats for the College of Business and Technology, one for three years and one for two years; one Macomb at-large seat for a three-year term; and one seat for the Quad Cities campus for two years. Election notices will be sent out to eligible faculty tomorrow.

9. *ExCo reps for CPPP, BTC, and ad hoc committee*

The Executive Committee provides one member on certain Senate committees, and volunteers were determined at today's meeting. Chair Robinett will represent ExCo on the Budget Transparency Committee, as he did last year; Senator Melkumian will serve on the Committee on Provost and Presidential Performance; and Senator Wipperling will serve on the ad hoc Faculty Senate Governance Committee.

10. *Guests for Faculty Senate meetings this fall*

President Mindrup and Jackie Price, Director of the Student Development and Success Center, will meet with Faculty Senate on September 2 during Announcements. Marsha Dace, Interim Coordinator of the University Counseling Center, and Amy Carr, WIU Representative to the IBHE Faculty Advisory Council, are scheduled for the September 16 meeting. Vice President Roselieb will meet with senators on September 30, and the President will come to Senate again on October 28. ExCo members suggested other guests to invite to attend the remaining fall meetings.

11. *Finalize agenda for Senate meeting of April 22*

Due to a scheduling conflict, the September 2 meeting will be held in Stipes Hall 501 rather than the University Union. The September 2 agenda will include calls for volunteers to serve on Senate committees (which are populated by senators) and a couple of university committees.

The Executive Committee meeting adjourned at 5:22 p.m.

Respectfully submitted,

Annette Hamm, Faculty Senate Office Manager  
and Recording Secretary