Undergraduate Studies Council
Minutes of 14 March 2023

Call to Order
The regular meeting of the Western Michigan University Faculty Senate Undergraduate Studies Council was called to order at 3:03 p.m. on 14 March 2023 via Webex video conferencing by Diane Riggs, chair

Roll Call
Members in Attendance: Said Abubakr, Jessica Birnbaum, Carrie Cumming, Clifton Ealy, Sunki Hong (substitute for Carly Higgins), Lori Gray, Irma Lopez, Susan Piazza, Diane Riggs, Jill Rowe, Scott Slawinski, Sue Steuer, Nicolas Witschi
Members Absent: Sam Longlet, Dawn Mason
Advisory Members Present: Colleen Stano, Edwin Martini
Ex Officio: Lisa DeChano-Cook
Guests: Katie Easley, Director, Student Success Services; Gwen Tarbox, Professor of English; Shawn Tenney, Director of Service Learning, Career and Student Employment Services

Quorum
A quorum was present.

Agenda
It was moved by DeChano-Cook, seconded by Steuer, to accept the agenda as presented. The motion carried unanimously.

Minutes
It was moved by Abubakr, seconded by DeChano-Cook, to approve the 14 February 2023 minutes as presented. The motion carried unanimously.

Reports of Officers
Chair Riggs announced that there are no proposals to review this week.

Ex Officio DeChano-Cook announced that elections for 2023-24 USC officers will be held at the April USC meeting. If interested in serving or remaining in office, please notify Ex Officio DeChano-Cook.

Reports of University Representatives
Witschi did not provide a report.

Martini reported that Merze Tate College has designed, built, and tested the new Student Success Hub system that is now ready to launch.

Unfinished Business
None.

New Business
Tenney reported that Student Learning is up to 13 courses per semester. The Service-Learning Course Approval Committee (SLCAC) invited everyone to participate. SLCAC is not focusing on using the course attributes, but rather focusing on getting partners and faculty back on board following COVID. The SLCAC will return to the use of attributes in the fall. Tenney explained that an "attribute" is a code on

course offerings that identifies when the class has a 15-hour service-learning requirement. Learning is assessed using surveys, rubrics, and other forms of evaluation. Assessment focuses on student learning and tracks students' experiences, what worked well, what did not, how we might improve, etc. Tenney explained that international service- learning opportunities include engineers without borders and students traveling to India and South America. Chair Riggs asked what USC can do to support the SLCAC. Tenney explained that the SLCAC needs assistance with promoting service and experiential learning opportunities. Tenney explained the difference between service learning and internships: many internships are paid, and students are practicing the culmination of a program. Service-learning is usually more formative and provides students with opportunities to practice foundational skills earlier in their programs.

Easley reported on the Student Success Hub (SSH) which has been under development over the last 18 months. SSH can create and manage alerts, make referrals, generate text messages, facilitate live chats, appointments, support the student success team, create tasks and success plans, and track success program usage. Discussion was held regarding peer navigators, students who serve as support providers on connecting students with advisors. Advisors will be able to make notes in the SSH. There will be continued efforts to improve the processes through feedback from faculty, staff, and students. Student employee supervisors have access to these forms. Even a student can fill out a non-academic concern form for a friend or roommate. This will provide a more consistent process for anyone entering a concern for students.

Martini joined the meeting at 3:30 p.m.
Witschi joined the meeting at 3:31 p.m.
Lopez joined the meeting at 3:37 p.m.

DeChano-Cook reported that the Transfer of Credit Committee (TCC) has elected a chair and a vice chair for the remainder of the academic year. TCC is working to complete a list of abbreviations for shared terminology. One issue is whether courses that were accepted by departments for transfer can also count as WMU Essential Studies program credits. DeChano-Cook is scheduled to meet with Randy Ott to identify and explore the processes for transfer courses to count as a WMU Essential Studies course. The TCC will share accomplishments with Chair Riggs for the year-end report.

Martini presented a ChatGPT overview, a new artificial intelligence (AI). Most institutions of higher education are trying to keep up and respond to ChatGPT that is being widely used. Many have concerns about academic integrity and plagiarism, but there are many more important considerations and possibilities to use ChatGPT in teaching. A guide will be created to help faculty respond to ChatGPT with syllabi language. There is more information about ChatGPT on the instructors' page at WMUx along with links to the Office of Faculty Development AI workshops. See https://wmich.edu/x/instructors/events.
A ChatGPT learning community will be available in the near future. ChatGPT has interesting possibilities. There are also diversity, equity, and inclusion issues. ChatGPT writes in standard English style, but it will soon be able to replicate a student's writing style. Tarbox is available to meet with groups or individuals regarding Chat GPT.

Tarbox joined the meeting at 4:22 p.m.

Announcements
None.

Adjournment
It was moved by Abubakr, seconded by Piazza, to adjourn the meeting at 4:43 p.m. The motion carried unanimously. The Undergraduate Studies Council will meet next on 11 April 2023 at 3 p.m. via Webex.

Approval
Submitted by Susan Piazza, Secretary

Minutes approved on 11 April 2023.