

**WESTERN MICHIGAN UNIVERSITY**  
**FACULTY SEANTE**  
**WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE**  
**Minutes of 5 June 2018**

**Members Present:** Leigh Ford, Decker Hains, Kevin Knutson, Staci Perryman-Clark, Sarah Summy, Delores Walcott, Yvonne Ford

**Members Absent:** Mervyn Elliott, Elke Schoffers

**Ex Officio Member Present:** Marilyn Kritzman (substitute for Suzan Ayers)

**Advisory Members Present:** Carrie Cumming, Matt Provenzale, Marilyn Duke, Dave Reinhold, Ed Martini

**Advisory Member Absent:** Jeanne Baron

Committee Chair Sarah Summy called the meeting to order at 1 p.m.

**PROCEDURAL ITEMS**

*Acceptance of the Agenda*

Item B3 was moved to B1.

A motion was made by L. Ford, seconded by Knutson, to approve the agenda as amended. Motion carried.

*Acceptance of the 22 May 2018 minutes*

A motion was made by Hains, seconded by Knutson, to approve the minutes as provided. Motion carried.

Chairs Remarks

Summy summarized activities since the last meeting

- An intent survey reminder email was distributed by the Faculty Senate office on 5 June. Several surveys have since been received.
- The revised rubrics have been updated on the Faculty Senate website.
- A reply was received from Associate Provost Nancy Mansberger confirming that assessment of student learning is part of the essential work of WMU faculty (*Article 42.1.7*). Therefore, it is reasonable to require faculty teaching courses as part of the WMU Essential Studies curricula to submit assessment data.
- Next steps include updating the PowerPoint.

**DISCUSSION/INFORMATION ITEMS**

*Structure and Policy for Course Review and Approval Committee*

Summy and Hains presented a proposed structure. Discussion was held regarding the addition of student advisors. Knutson suggested one advisor from each college. Summy and Hains will submit the proposed committee structure to the Faculty Senate Executive Board at its 8 June meeting.

*WMU Essential Studies Director Job Description*

The committee discussed the job responsibilities of the WMU Essential Studies Director position. Reinhold stated the position would be for one academic year with the possibility of renewal. The committee supports the job responsibilities focusing on the immediate tasks of WMU Essential Studies development, supporting faculty in the submission process, and creation of policies.

*Electronic Curriculum Submission Form*

Summy and Hains met with Faculty Senate Administrator Sue Brodasky to revise the form. Provenzale is in the process of implementing the revisions and is scheduled to present the draft form at the next committee meeting. It was suggested creation of templates for completing the form specific to WMU Essential Studies. Discussion was held regarding the question of online course offerings being specific to WMU Essential Studies or if it applies to all curriculum changes. Summy and Hains will pose this question to the Executive Board.

**OTHER**

Reinhold reminded the committee that WMU Essential Studies not including baccalaureate writing needs further clarification. Considering that WMU Essential Studies includes writing across the curriculum departments should be encouraged to retain the baccalaureate writing requirement within their majors. Summy and Hains will ask the Executive Board about how to best communicate this message.

Summy proposed canceling the scheduled 3 July meeting, to which the committee agreed.

**ADJOURNMENT**

The WMU Essential Studies Executive Advisory Committee will meet next on 19 June 2018 from 1 p.m. to 2:30 p.m., in 204 Bernhard. Chair Sarah Summy adjourned the meeting at 2:30 p.m.

Submitted by: Sarah Summy