

**WESTERN MICHIGAN UNIVERSITY**  
**FACULTY SENATE**  
**WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE**  
**Minutes of 19 June 2018**

**Members Present:** Mervyn Elliott, Leigh Ford, Decker Hains, Kevin Knutson, Staci Perryman-Clark, Sarah Summy, Delores Walcott,  
**Members Absent:** Yvonne Ford, Elke Schoffers  
**Ex Officio Member Present:** Suzan Ayers  
**Advisory Members Present:** Carrie Cumming, Matt Provenzale, Marilyn Duke, Dave Reinhold  
**Advisory Member Absent:** Jeanne Baron, Ed Martini  
**Guest:** Richard Gershon, Faculty Senate President

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

**PROCEDURAL ITEMS**

*Acceptance of the Agenda*

A motion was made by Perryman-Clark, seconded by Ayers, to approve the agenda as provided. Motion carried.

*Acceptance of the 5 June 2018 minutes*

A motion was made by L. Ford, seconded by Haines, to approve the minutes as provided. With two abstentions, the motion carried.

*Chairs Remarks*

As of 9 a.m., 41 intent surveys have been received, 16 departments have not responded. Reminder emails have been sent. It appears there is an interesting mix of new departments offering courses. Hains will be preparing a spreadsheet of the data prior to some analysis. The intent surveys are non-binding and departments have until 31 December 2018 to submit courses.

*Vice Chairs Remarks*

Haines updated the committee on the webpage, and a link on the website that expands the PowerPoint slides for student learning outcomes and rubrics.

**DISCUSSION/INFORMATION ITEMS**

*Electronic Course Submission Form Presentation - Provenzale*

Provenzale provided a demonstrated the electronic courses submission form. In reviewing Directors Brett Wagner's tutorial video available on the Faculty Senate website, it was noted that a similar tutorial and written instructions would be needed for the WMU Essential Studies electronic course approval process. Some edits were made to update course category descriptions. Questions in the process vary in importance for a WMU Essential Studies course and the most important information that needs to be answered should predominate. The committee desires that the assessment plan be able to be attached. Elliott said that this form should indicate how instructors are to meet quality. Discussion was held about the logistics of keeping the two foundation categories of writing and critical thinking as prerequisites for the societies and cultures course category. Members of the committee were encouraged

to provide their email addresses to Provenzale in order to get access to the test environment form. It was suggested that additional faculty be asked to test the form.

**OTHER**

Kelly Oliver, Carrie Cumming, and Dave Reinhold were asked to determine the most necessary submission question information for the next meeting.

**ADJOURNMENT**

The WMU Essential Studies Executive Advisory Committee will meet next on 17 July 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: Mervyn Elliott, Committee Secretary