

**WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE  
WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE  
Minutes of 17 July 2018**

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

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

**PROCEDURAL ITEMS**

*Acceptance of the Agenda*

Edits were made to rearrange topics.

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

*Approval of the 19 June 2018 minutes*

A motion was made by Ayers, seconded by Walcott, to approve the minutes as provided. With one abstentions, the motion carried.

*Chair's Remarks*

Summy's comments included:

- The chair and vice chair recently met with an engineering student that will be creating the tutorial website.
- It was identified that the "working collaboratively" rubric has been missing. It was an oversight and is now on the website. With it included, there are 16 outcome rubrics.

**DISCUSSION/INFORMATION ITEMS**

*Intent Survey Results*

The provost's office is arranging for Summy and Hains to be on the August Academic Forum agenda to present the intent survey data, review the timeline, announce the technical assistance, and other processes.

*Technical Assistance Plans*

Discussion focused on three workshop topics of design, assessment, and submission. Volunteers will be needed to lead efforts on these workshops, develop example syllabi, and assessment plans.

*Electronic Course Submission Form Follow-up – Provenzale*

Provenzale provided an updated demonstration of the electronic submission form. It was determined that a tutorial video and written instructions would be needed. Hains discussed the initial draft instructions. It will be distributed to the committee for a review while it continues to be edited.

*Course Approval and Review Template*

Hains provided an overview of the initial work on the review and approval process. It will be distributed to the committee for review while it continues to be edited.

**OTHER**

Reinhold volunteered to draft the assessment requirements for the course submission process.

**ADJOURNMENT**

The WMU Essential Studies Executive Advisory Committee will meet next on 31 July 2018 from 1 p.m. to 2:30 p.m., in the Bernhard Center, room 204. Chair Sarah Summy adjourned the meeting at 2:28 p.m.

Submitted by: Decker Hains, Vice Chair