

**WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE  
WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE  
Minutes of 31 July 2018**

**Members Present:** Mervyn Elliott, Yvonne Ford, Decker Hains, Kevin Knutson, Staci Perryman-Clark, Delores Walcott

**Members Absent:** Leigh Ford, Elke Schoffers, Sarah Summy

**Ex Officio Member Present:** Suzan Ayers

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

**Advisory Members Absent:** Carrie Cumming, Jeanne Baron

Committee Vice Chair Decker Hains called the meeting to order at 1 p.m.

**PROCEDURAL ITEMS**

*Acceptance of the Agenda*

A motion was made by Ayers, seconded by Y. Ford, to approve the agenda as provided. Motion carried.

*Approval of the 17 July 2018 minutes*

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

*Vice Chair's Remarks*

Ayers confirmed that Elliott has been appointed as the Director of WMU Essential Studies.

**DISCUSSION/INFORMATION ITEMS**

*Assessment Evidence*

Hains distributed a draft assessment plan for discussion. Reinhold indicated that it was too simplistic. Edits were suggested to include reference to Diversity and Inclusion, Sustainability, reference to the rubrics, and assessment examples.

*Electronic Course Submission*

Hains distributed a draft of the electronic submission guidelines. Provenzale asked that the committee members email him to get access to the electronic submission. Ayers suggested including screen shots in the guidelines to assist the process. Grammatical edits were made. The inclusion of General Education as a choice was discussed as being confusing to the process. Reinhold will confer with the Registrar's office to resolve the issue. Discussion was held regarding the submission process demonstration.

*Course Review and Approval*

Hains distributed the WMU Essential Studies Course Review and Approval Checklist, and Assessment Form. Perryman-Clark raised a question about multiple section submissions, with emphasis on syllabus consistency, and a caveat for different instructors teaching the same course differently.

*Webpage*

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**

The academic year's committee meeting dates were distributed. It was suggested that a survey be conducted to ensure that the Tuesday 1 to 2.30 p.m. schedule is the most conducive for everyone.

**ADJOURNMENT**

The WMU Essential Studies Executive Advisory Committee will meet next on 7 August 2018 from 1 p.m. to 2:30 p.m., in the Bernhard Center, Room 204. Vice Chair Decker Hains adjourned the meeting at 2:32 p.m.

Submitted by: Mervyn Elliott, Director, WMU Essential Studies