

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE
Minutes of 21 August 2018**

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

Members Absent: Elke Schoffers

Ex Officio Member Present: Suzan Ayers

Advisory Members Present: Jeanne Baron, Mervyn Elliott, Marilyn Duke, Matt Provenzale, Dave Reinhold

Advisory Member Absent: Carrie Cumming

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

PROCEDURAL ITEMS

Acceptance of the Agenda

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

Approval of the 7 August 2018 minutes

An edit was made and provided to the Faculty Senate staff to make the change.
A motion was made by Knutson, seconded by Hains, to approve the minutes as modified. Motion carried.

Chair's Remarks

Summy confirmed that the current committee meeting schedule is the most convenient for the majority of the committee members so the schedule will continue as previously provided.

ACTION ITEMS

Officer Election – Secretary

Y. Ford volunteered to assume the role of secretary.

A motion was made by Hains, seconded by Ayers, to elect Y. Ford as secretary. Motion carried.

DISCUSSION/INFORMATION ITEMS

WMU Essential Studies Director Update

Elliott provided an update on the issue of waivers. The waiver list is being checked and once programs provide a curriculum mapping with WMU Essential Studies those requirements will be addressed.

Webpage Update

Hains gave an update on the webpage and demonstrated its capabilities. The webpage was previewed with the model, category, outcomes, and rubrics interactively presented. A few corrections were made but functionality was determined to be very good. The program logo will need to be edited and institutionally approved. Discussion was held regarding instituting the marketing/advertising working group to start the work to suggest graphics and catch

phrases. It was suggested that the online submission training dates be added to the webpage.

WMU Essential Studies Course Review and Approval Committee

Hains provided an update on the WMU Essential Studies Course Review and Approval Committee. It was noted that the committee can be seated and nominations are being solicited from the colleges. The committee should be in place by its first scheduled meeting on 17 September 2018. Several members from the Committee to Oversee General Education have expressed interest in serving.

Course Review and Approval Checklist Update

The Course Review and Approval checklist was reviewed.

Student Learning Outcome Assessment Review

Topic postponed until next meeting.

Academic Forum Materials Review

Elliott gave an update on the preparations for the Academic Forum Retreat with the production of informational flyers.

ADJOURNMENT

The WMU Essential Studies Executive Advisory Committee will meet next on 4 September 2018 from 1 p.m. to 2:30 p.m., in the Bernhard Center, room 205. Chair Sarah Summy adjourned the meeting at 2:30 p.m.

Submitted by: Mervyn Elliott, Director, WMU Essential Studies