

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE
Minutes of 4 September 2018

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

Member Absent: Delores Walcott

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 1:03 p.m.

PROCEDURAL ITEMS

Acceptance of the Agenda

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

Approval of the 21 August 2018 minutes

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

Chair's Remarks

The website has gone live. Feedback can be directed to the chair. The workshop trainings are approaching. Elliott will be leading design, Summy will lead assessment, and Hains will lead submission. Volunteers are welcome to assist; please notify the committee chair of availability.

DISCUSSION/INFORMATION ITEMS

WMU Essential Studies Director's Update

Elliott reported that Faculty Senate President Richard Gershon sent a welcome email to all faculty today. It is expected that President Edward Montgomery will include remarks in the State of the University Address during the Fall Convocation.

Additionally, Provost Jennifer Bott will announce the importance of the program. A workshop flyer is to be distributed to all faculty, as well as a submission outline that will be sent to deans and directors. Elliott is planning to meet with the School of Art and the Marketing department regarding marketing the program to students.

Academic Forum Retreat Update

Summy discussed feedback from the Academic Forum Retreat. A majority of it was regarding the review process and granting expedited review to courses that have historically been approved for general education. Concerns regarding the committee's purview in directing college committee's work were discussed; Knutson speculated that the question might have been related to the volume of submissions some colleges will be generating. There is concern regarding the time commitment required to complete the process. The committee agreed that there would be only one process for submission and review regardless of prior approval in general education. The committee noted that the goal is to have a quality program and it is believed that the

deadline is achievable; however the committee will be responsive to concerns as they arise. It was noted that the WMU Essential Studies Director is charged with communicating regularly with college curriculum committees to monitor progress, troubleshoot problems, and provide guidance.

WMU Essential Studies Course Review and Approval Committee Update

Hains noted the email to solicit members was distributed last week to the deans. He provided an update of the responses received thus far. The deadline for submission of members is 7 September with the first meeting on 17 September.

Course Review and Approval Checklist Update

Hains reported that the checklist would be distributed again for the committee to provide feedback. Once it is finalized, it will be added to the website. The submission guidelines also are being finalized and will be added to the website when completed.

Technical Assistance Volunteers

Topic postponed.

Student Learning Outcome Assessment Review

Topic postponed.

ADJOURNMENT

The WMU Essential Studies Executive Advisory Committee will meet next on 18 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: Yvonne Ford, Secretary