

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU ESSENTIAL STUDIES COURSE REVIEW AND APPROVAL COMMITTEE
Minutes of 17 September 2018**

Members Present: Charles Bruce, Kirsty Eisenhart, Paul Engelmann, Beth Ernst, Gina Garza Kling, Decker Hains, Jennifer Harrison, Lois Lemon, Michele McGrady, Ilana Nash, Amy Naugle, Pablo Pastrana, Matthew Ross, Greg Veeck, Kevin Wanner, Carol Weideman

Ex Officio Member Present: Marilyn Kritzman

Advisory Members Present: Diana Blouin, Melinda Lockett, Richard McMullen, Shannon Myers, David Reinhold, Tammi Smith, Colleen Stano

Advisory Member Absent: Mervyn Elliott, Anthony Helms

Committee Chair Decker Hains called the meeting to order at 10 a.m.

PROCEDURAL ITEMS

Acceptance of the Agenda

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

Election of Officers

Hains asked for nominations. Stano volunteered for secretary and Harrison was nominated for vice chair.

A motion was made by Kritzman, seconded by Weideman, to elect the slate as nominated. Motion carried.

Chair's Remarks

Hains provided an overview of the WMU Essential Studies program. He encouraged the committee members to attend the Navigating Essential Studies training session. Hains gave an overview of the proposed draft charges.

DISCUSSION/INFORMATION ITEMS

Course Review and Approval Checklist

The committee reviewed the document, made minor changes to clarify and reorganized categories for consistency.

Feedback and Questions

Reviewed course assessment tools for evaluating proposals. Discussed creation of a template for syllabus submission using the College of Arts and Sciences example as a reference. This topic will continue at the next meeting.

OTHER

Hains tasked committee members to become familiar with the WMU Essential Studies program documents and the information available on the website:

<https://wmich.edu/facultysenate/wmuessentialstudies>

ADJOURNMENT

The WMU Essential Studies Course Review and Approval Committee will meet next on 1 October 2018 from 10 a.m. to 12 p.m., in the Bernhard Center, room 210. Chair Decker Hains adjourned the meeting at 11:11 a.m.

Submitted by: Colleen Stano, Secretary