

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU ESSENTIAL STUDIES COURSE REVIEW AND APPROVAL COMMITTEE
Minutes of 1 October 2018**

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

Members Absent: Michele McGrady, Ilana Nash

Ex Officio Member Present: William Rantz (substitute for Marilyn Kritzman)

Advisory Members Present: Andrea Bau (substitute for Shannon Myers), Nick Gauthier, Anthony Helms, Melinda Lockett, Richard McMullen, David Reinhold, Tammi Smith, Colleen Stano

Advisory Members Absent: Diana Blouin, Mervyn Elliott, Sharon VanDyken

Guest: Sarah Summy, Chair, WMU Essential Studies Executive Advisory Committee

Committee Chair Decker Hains called the meeting to order at 10:03 a.m.

PROCEDURAL ITEMS

Acceptance of the Agenda

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

Approval of Minutes – 17 September 2018

A motion was made by Harrison, seconded by Pastrana, to approve the minutes as provided. Motion carried.

2018-19 Committee Charges – Summy

Summy formally charged the committee. Approximately 40 courses have been submitted thus far; however, the committee will review the submissions at the retreat on 25 January 2019. Summy emphasized the difference between WMU Essential Studies and the current General Education curriculum, in that WMU Essential Studies is student focused and outcome driven, with a specific focus on assessment. The assessment data is likely to be presented to the Higher Learning Commission during the 2021 review. Discussion was held regarding prerequisites. Summy confirmed that the WMU Essential Studies Course Review and Approval Committee contains 51% faculty in voting positions along with non-voting advisory members.

Chair's Remarks – Hains

Hains reported that the deans and provost were briefed on the proposed WMU Essential Studies Course Review and Approval process that includes a 31 December 2018 deadline for proposals to be through the college level approval process. There are ongoing faculty training sessions scheduled.

DISCUSSION/INFORMATION ITEMS

Proposal Review

The committee reviewed three General Education curriculum proposals.

- HHS-HOL-2701: the proposal requested changing the course description and number of credit hours. Due to the complexity of the proposal the committee requested additional time to review the proposal.

A motion was made by Harrison, seconded by Lemon, to postpone proposal HHS-HOL-2701. Motion carried.

- HHS-GRN-1000: the proposal requested moving the course from the College of Health and Human Services to the School of Interdisciplinary Health Programs.

A motion was made by Engelmann, seconded by Harrison, to approve proposal HHS-GRN-1000 as presented. Motion carried.

- A&S-SOC-4660: the proposal requested deletion of the course.

A motion was made by Harrison, seconded by Hains, to approve proposal A&S-SOC-4660 as presented. Motion carried.

WMU Essential Studies Program Overview

Hains entertained questions or comments from the committee members regarding the program.

Navigating WMU Essential Studies Volunteers

Hains encouraged committee members to attend the faculty training sessions.

Course Review and Approval Checklist

A motion was made by Harrison, seconded by Rantz, to approve the Course Review and Approval Checklist as presented. Motion carried.

Feedback and Questions

Pastrana questioned the 31 December deadline and asked if the committee could have access to the proposals sooner in order to review them during the break between semesters. Hains replied that the committee may have access to the proposals in November for review but voting would not begin until January.

Committee members suggested sharing excellent examples of course submissions with faculty to assist in the proposal process.

Questions were raised regarding assessment. It was suggested that committee members be connected with faculty to assist in assessment planning. When questioning the difference between assessment for an honors course and typical undergraduate course, Reinhold clarified that there should be one proposal for each course, but they can specify what type of assessment will be used in each.

OTHER

Hains tasked committee members to identify course categories to be reviewed at the next meeting.

ADJOURNMENT

The WMU Essential Studies Course Review and Approval Committee will meet next on 15 October 2018 from 10 a.m. to 12 p.m., in the Bernhard Center, room 210. Chair Decker Hains adjourned the meeting at 11:17 a.m.

Submitted by: Colleen Stano, Secretary