

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE
Minutes of 2 October 2018**

Members Present: Leigh Ford, Yvonne Ford, Decker Hains, Staci Perryman-Clark, Elke Schoffers, Sarah Summy, Delores Walcott

Members Absent: Kevin Knutson, Ed Martini

Ex Officio Member Present: Suzan Ayers

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

Advisory Members Absent: Jeanne Baron, Carrie Cumming

Committee Chair Sarah Summy called the meeting to order at 1:01 p.m.

PROCEDURAL ITEMS

Acceptance of the Agenda

A motion was made by Hains, seconded by Perryman-Clark, to accept the agenda as presented. Motion carried.

Approval of the 18 September 2018 minutes

A motion was made by Perryman-Clark, seconded by Hains, to approve the 18 September minutes as provided. Motion carried.

Chair's Remarks

Summy's comments included:

- The second faculty workshop for course submission held on 28 September was attended by 40 faculty members.
- Summy met with chairs, deans, and the provost, who asked for a statement regarding baccalaureate writing, which was noted at the Faculty Senate meeting. It was noted that MOA-17/05 addresses baccalaureate writing and its exclusion from the WMU Essentials Studies Program. The current General Education program states that baccalaureate writing is a requirement for graduation. Committee members stated that it is a college level decision as to whether its programs/majors require baccalaureate writing. Summy and Hains will address the topic with the Faculty Senate Executive Board to determine what action needs to be taken.

WMU Essential Studies Director's Remarks

Elliott's comments included:

- A revised rubric for the Quantitative Literacy courses was distributed. Members of the mathematics department proposed these changes to address their concerns regarding the data driven criteria for these courses. An additional three criteria were added to the rubric as it was published; courses in this category will need to meet two of the five criteria. The rubric, guidelines and user guides for submission will be updated on line. L. Ford pointed out that similar issues exist for the Scientific Literacy rubric. She will contact faculty from Arts and Sciences to address the issue.
- Essential Studies and WMU Essential Studies have been added to the alphabetical list of departments on the WMU website.

- Elliott met with Tony Proudfoot, Vice President for Marketing and Strategic Communication. Proudfoot agreed to assemble staff to assess the program and develop a marketing plan. Hains suggested Proudfoot and/or his staff attend one of the workshop sessions to understand the program.
- Reinhold and Elliott met with Extended University Programs; which is supportive of solving the competency issues within eLearning. EUP will develop potential solutions and demonstrate them to the committee.
- Quality over quantity was emphasized at the Academic Forum.
- Elliott met with the Haenicke Institute for Global Education to discuss the study abroad issue regarding meeting the guideline that requires WMU Essential Studies courses to be offered at least once a year.

WMU Essential Studies Course Review and Approval Committee Chair's Remarks
The committee is discussing the issue of multiple sections.

DISCUSSION/INFORMATION ITEMS

Course Review and Approval Checklist Update

The WMU Essential Studies Course Review and Approval Committee approved the checklist and suggested it be posted to the website. Summy suggested that the form be piloted on some of the submitted courses to verify its usefulness and volunteers were identified.

Feedback and Questions

Topics included:

- Discussion was held regarding assessment plans and consistency of data. It was suggested that it be strongly recommended that multiple faculty who teach the same course identify a minimum requirement for the assessment plan, and that assessment must be included in the course, but the faculty teaching each section are free to include any other course activities they see fit.
- Discussion was held regarding enrollment caps for Level 3 courses as outlined in MOA-17/05 of 25 to 30 students. There are courses that would meet the criteria for Level 3, but they are currently enrolled at much larger numbers.
- There are concerns that some departments are submitting many courses, but may not have the resources to teach them all at least once per academic year. The question of resources will need to be addressed at the college level.

ADJOURNMENT

The WMU Essential Studies Executive Advisory Committee will meet next on 16 October 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