

**WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE  
WMU ESSENTIAL STUDIES COURSE REVIEW AND APPROVAL COMMITTEE  
Minutes of 15 October 2018**

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

**Member Absent:** Amy Naugle

**Ex Officio Member Present:** Marilyn Kritzman

**Advisory Members Present:** Andrea Bau (substitute for Shannon Myers), Nick Gauthier, Melinda Lockett, Richard McMullen, David Reinhold, Kylie Schultz (substitute for Diana Blouin) Colleen Stano, Sharon VanDyken

**Advisory Members Absent:** Mervyn Elliott, Anthony Helms, Tammi Smith

Committee Chair Decker Hains called the meeting to order at 10:04 a.m.

**PROCEDURAL ITEMS**

*Acceptance of the Agenda*

Discussion Item course proposal A&S-GEOG-2442 was removed from the agenda.

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

*Approval of Minutes – 1 October 2018*

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

*Chair's Remarks – Hains*

Hains' comments included:

- The most recent workshop had a smaller turnout, but was well received.
- The course review and approval checklist will be reviewed by the WMU Essential Studies Executive Advisory Committee at its 16 October meeting.
- It has been stated by the Faculty Senate Executive Board that baccalaureate writing is not part of the WMU Essential Studies curriculum.

**DISCUSSION/INFORMATION ITEMS**

*Proposal Review*

The committee reviewed one General Education curriculum proposal.

- HHS-HOL-2701: the proposal requested changing the course description and number of credit hours.

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

*Define Course Category Review Teams*

There will be a OneDrive folder established as a receptacle for the course proposal materials including the proposal, syllabus, and assessment plans for review by the committee. Committee members will have shared access to the OneDrive folder. The committee members will be grouped into course categories for review of the proposals. Hains distributed a course category designation list for committee

members to indicate which subgroup they prefer to be assigned. Committee members who were absent should send their preferences to Hains via email no later than 5 November.

*Feedback and Questions*

The following questions were raised:

- The current online submission form Question C states "Answer Yes if this is a General Education or WMU Essential Studies course". However, specific learning outcomes, proposals, and/or syllabi can note the same activity and be assessed in different ways to satisfy the assessment for more than one category.
- It was questioned if the 100 Arts and Sciences course proposals that have already been submitted will be able to be processed through the workflow properly. Reinhold stated that the proposals would not need to be resubmitted. The Office of Information Technology filtered submissions and rerouted them properly.
- Regarding the concern of a study abroad course only offered every other year, the proposer will need to provide justification why it will not be offered at least once a year.
- When questioned if WMU Essential Studies courses will have to be taught in English, it was noted that they do not, as long as the course meets the learning outcomes and assessment.
- It was noted that the online proposal system is cumbersome, and difficult to create a readable PDF. Is there a way to improve the final report and make the system more user friendly? Reinhold will inquire with OIT.
- It was suggested that faculty include a course title in addition to a course number on proposals. It would assist in keeping courses organized during the review process.
- On the Faculty Senate website, there are recommendations for items to be included on syllabus, but not a required format.
- Two questions were deferred to the WMU Essential Studies Executive Advisory Committee:
  - If a course proposal included justification, would it be precluded from being approved?
  - What are the standards surrounding the Level III enrollment cap of 25-30 students.

**ADJOURNMENT**

The WMU Essential Studies Course Review and Approval Committee will meet next on 5 November 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