

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU ESSENTIAL STUDIES COURSE REVIEW AND APPROVAL COMMITTEE
Minutes of 5 November 2018**

Members Present: Charles Bruce, Kirsty Eisenhart, Paul Engelmann, Beth Ernst, Decker Hains, Jennifer Harrison, Lois Lemon, Matilda McLean, Ilana Nash, Amy Naugle, Matthew Ross, Greg Veeck, Kathryn Wagner, Kevin Wanner, Carol Weideman

Members Absent: Gina Kling, Michele McGrady, Pablo Pastrana, Kathryn Thomsen

Ex Officio Member Present: Marilyn Kritzman

Advisory Members Present: Diana Blouin, Nick Gauthier, Anthony Helms, Melinda Lockett, Richard McMullen, Shannon Myers, Tammi Smith, Colleen Stano, Sharon VanDyken

Advisory Members Absent: Mervyn Elliott, David Reinhold

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 Engelmann, seconded by Nash, to accept the agenda as provided. Motion carried.

Approval of Minutes – 15 October 2018

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

Chair's Remarks – Hains

Hains' comments included:

- Changes to the checklist were provided.
- The WMU Essential Studies Executive Advisory Committee approved an exception for study abroad courses to be offered every other year rather than required annually.
- Vice President Tony Proudfoot met with members of the WMU Essential Studies Executive Advisory Committee regarding a marketing plan.
- 156 courses have been submitted thus far with 17 of those being new courses.
- The college deans are tasked with determining resources; it will not be a topic for this committee.

DISCUSSION/INFORMATION ITEMS

Initial Course Review and Approval Working Groups

Each workgroup's role will be to review individual course submissions and make solid recommendations to the committee of the whole. There are three documents to review, as part of one .pdf file: the proposal, the syllabus, and the assessment plan. Hains distributed the workgroup rosters, which were created by balancing faculty and advisory members, preference, and number of proposals in the queue. Each workgroup will select a team leader, who will track the decisions of the workgroup for each course proposal. Decision options include: approve, approve with suggestions, deny with suggestions, deny with changes necessary, or deny.

Feedback and Questions

The following questions were raised:

- McMullen clarified that the WMU Essential Studies Executive Advisory Committee will be tracking the distribution of courses across the program, and this committee is empowered to recommend that proposed courses be considered for a different category than what was originally submitted.
- Engelmann asked for clarification on the number of courses to be reviewed by workgroup 1, based on what is in the queue. Also, if the workgroup could send feedback directly to initiator rather than go back through the approval process. While it was initially thought that was an option, it was determined after the meeting that to provide feedback in order to have the proposal revised it must be denied and processed again for appropriate approval at all levels.
- Weideman noted that some proposals would be reviewed twice to ensure the course meets all stated outcomes including Diversity and Inclusion or Planetary Sustainability if either are identified.
- Harrison suggested that an additional retreat might need to be added, or at least the time extended to be able to review all course proposals.
- Kritzman questioned how departments would be notified of review results. Hains stated that the electronic process will be completed by the Faculty Senate staff based on the minutes of this committee's meetings. The electronic system will notify the initiator.
- Ernst asked if the workgroup leader should provide an electronic or hand written recommendation form to the rest of the committee. It was suggested that an electronic version would be easiest to share.

OTHER

Team leaders were selected.

ADJOURNMENT

The WMU Essential Studies Course Review and Approval Committee will meet next on 26 November 2018 from 10 a.m. to 12 p.m. in the Bernhard Center, room 210. Chair Decker Hains adjourned the meeting at 10:45 a.m.

Submitted by: Colleen Stano, Secretary