

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE
Minutes of 13 November 2018

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

Members Absent: Ed Martini, Elke Schoffers

Ex Officio Member Present: Marilyn Kritzman (substitute for Suzan Ayers)

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

Advisory Members Absent: Jeanne Baron, Carrie Cumming, Matt Provenzale

Guest: Richard Gershon, Faculty Senate President

Committee Chair Sarah Summy called the meeting to order at 1:03 p.m.

PROCEDURAL ITEMS

Acceptance of the Agenda

Summy added a discussion item regarding General Education Course Submissions.

A motion was made by Perryman-Clark, seconded by Y. Ford, to accept the agenda as amended. Motion carried.

Approval of the 30 October 2018 minutes

A motion was made by L. Ford, seconded by Y. Ford, to approve the 30 October minutes as provided. Motion carried.

Chair's Remarks

Summy's comments included:

- Ten faculty had registered for the 9 November workshop but none of them attended.
- Elliott, Hains, Brodasky, Provenzale, and Summy met to develop a flow diagram for the course approval process, including a review of the Standard Operating Procedures for the WMU Essential Studies Course Review and Approval Committee.

WMU Essential Studies Course Review and Approval Committee Chair's Remarks

Hains comments included:

- The six course category review teams have been established and team leaders selected.
- Brodasky has set up a shared OneDrive file system by course categories.
- Five actions to be taken for each proposal were defined as: Approved, Approved with Recommendations; Deny with minor corrections, Deny with major corrections; Deny (courses that do not meet conditions for WMU Essential Studies courses).
- The approval progress flowchart is under development.
- There will be four review sessions during the spring semester; the Provost has agreed to provide the cost of catering at each session.

WMU Essential Studies Director's Remarks

Elliott's comments included:

- As of 9 November, there are 199 courses in the submission process with six having been signed off by the deans.
- The College of Arts and Sciences has 174 submissions that will be processed in one transaction by the dean's office.
- There was an issue with attachments not being included on the proposal emails to the Faculty Senate. Hains and Provenzale clarified the language on the submission form to direct submitters on how to appropriately check the radial buttons to correctly attach documents.
- Elliott reported that Reinhold had been contacted by the College of Fine Arts regarding the History of Music course, which has historically been offered by the College of Fine Arts; however, the History department has now indicated it will be offering the same course. The CAS and CFA deans will be meeting to resolve this issue. Reinhold suggested that the course be team taught by faculty from both disciplines. Hains pointed out this issue will likely arise again. Gershon offered that the Senate should develop a structure that will more clearly support team teaching in terms of workload and revenue. L. Ford noted that the AAUP has a role in this as well because the contract and Departmental Policy Statements both address workload in different ways.
- Some members of the committee met on 2 November with Tony Proudfoot, Vice President for Marketing and Strategic Communication, to determine marketing emphases. Proudfoot focused on marketing the University to external customers. Elliott has previously met with the Haworth College of Business Marketing department to explore opportunities, which is a conversation that may have to be re-opened. Discussion was held regarding determining the target of internal marketing and a resource budget to carry it out. Hains suggested establishing a subcommittee to focus on these issues. L. Ford noted that each college has marketing staff assigned.
- Elliott announced that he made the changes to the FAQs as requested, and it will be added to the website.
- A draft timeline was distributed and feedback was requested.

DISCUSSION/INFORMATION ITEMS

Faculty Senate President – Gershon

Gershon's comments included:

- The Faculty Senate Executive Board is preparing for the 6 December Faculty Senate meeting. A discussion item on the agenda will be a statement regarding baccalaureate writing. The statement will be added to the WMU Essential Studies website. Gershon asked about the need for a University statement requiring baccalaureate writing for graduation. Reinhold stated that he believed the catalog states that baccalaureate writing was part of the General Education requirement and since the General Education program would no longer be a requirement, there is no longer a University wide requirement for baccalaureate writing. Knutson pointed out that some departments have a baccalaureate writing course that met the General Education requirement for the major and those departments can choose whether to keep it in their programs, submit the course to WMU Essential Studies that will be open to all students, or remove the requirement altogether.
- The Faculty Senate Executive Board received a request from CAS for an extension to the course submission deadline. Gershon asked why there

would be a need to stockpile all of the CAS courses for a single submission and why the courses couldn't be submitted on a rolling basis. Knutson pointed out that CAS is using a review process that takes into consideration the resources needed to offer the courses. Summy stated that the rationale for the deadline is to ensure the program can be rolled out by the end of spring 2019. Discussion was held.

- The WMU Essential Studies design has 12 course categories but there are questions if there will be sufficient courses in each to carry out the program. Elliott emphasized that this committee must be able to adjust, change, add or delete categories. Perryman-Clark suggested that once courses are submitted, the committee might find that a course fits better in an alternative category. Discussion was held. Kritzman asked for clarification about decision making in instances where a department has submitted too many courses.

General Education Course Submissions

Summy distributed a list of six course change proposals regarding general education baccalaureate writing. The requested changes are minor, such as title change, but one proposal is to create a new course, which would be in opposition to the moratorium on new General Education courses implemented last year. The proposals are as follows:

1. Curriculum Course Request Delete Course CHEG 2610 - A-2018-PAPR-26; effective term: 201940; Proposal No: CEAS-184-053 CHP: BACC Writing (Gen Ed). Request: Delete Course CHEG 2610.
2. Curriculum Course Request Change Course ME 3650 - A-2018-ME-39; effective term: 201940; Proposal No: CEAS-184-060 MAE: BACC Writing (GenED). Request: Change Course ME 3650-Remove the statement that the course is writing intensive and may satisfy the baccalaureate-level writing requirement.
3. Curriculum Course Request Change Course ENVS 2150 - L-2018-ENVS-290; effective term: 201940; Proposal No: BACC Writing (GenED). Request: Change Course ENVS 2150-For the following courses: ENVS 2150, 2250, 3200, 3400, 3600, 4100, in association with other course change proposals (CAS17-321 & 322 ENVS), we are proposing to remove one-pre-requisite (GEOG 1000) and change the course number of another (ENVS 1100 to ENVS 2050). This course change proposal outlines necessary downstream changes to pre-requisites for subsequent courses in our program.
4. Curriculum Course Request New Course SOC 3690 - L-2018-SOC-86; effective term: 201940; Proposal No: BACC Writing (GEN ED). Request: New Course SOC 3690-The proposed course is a new baccalaureate-level writing class for the proposed Criminal Justice Studies major.
5. Curriculum Course Request Change Course COM 3580 - L-2018-COM-123; effective term: 201940; Proposal No: BACC Writing (GenED). Request: Change Course COM 3580-cWe propose to change the title of this existing course from TV and Film Scripting to Scriptwriting, and adjust the catalog language to reflect course content, and change restrictions.
6. Curriculum Course Request Change Course COM 4790 - L-2018-COM-121; effective term: 201940; Proposal No: BACC writing (GenED). Request: Change Course COM 4790-The proposed improvement is meant to more

accurately reflect the content of COM 4790: Gender and Communication. The current course description contains outdated language.

Reinhold noted that the committee has committed to a goal of doing no harm to students, and failure to consider these proposals may do harm to students by stalling improvements that will help them be successful.

A motion was made by Knutson, seconded by Y. Ford, to forward the proposals to WMU Essential Studies Course Review and Approval Committee for consideration. Motion carried.

OTHER

Study in the States

Summy reported that she received several messages about Study in the States courses. The courses have been submitted for WMU Essential Studies approval. The courses offer great experiences for students. Lee Honors College Dean Gary Bischof has addressed the Faculty Senate in the past to ask that the moratorium be suspended to allow these courses to be taught during the summer. The courses are currently included in the General Education curriculum, and are being submitted to the WMU Essential Studies program.

A motion was made by Knutson, seconded by Y. Ford, to extend the Study in the States approval to Summer II 2020. With one abstention, the motion carried.

ADJOURNMENT

The WMU Essential Studies Executive Advisory Committee will meet next on 27 November 2018 from 1 to 2:30 p.m., in the Bernhard Center, room 205. Chair Sarah Summy adjourned the meeting at 2:35 p.m.

Submitted by: Yvonne Ford, Secretary