

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – 18/02

WMU Essential Studies Course Approval Guidelines

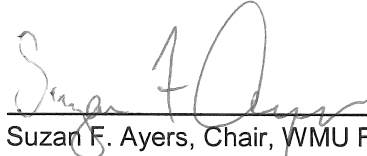
Name of Council(s)/Committee(s):
Faculty Senate Executive Board

Approval Date:
March 16, 2018

Implementation Date:
Upon Administrative Approval

RECOMMENDATION:

Identify WMU Essential Studies course approval guidelines



Suzan F. Ayers, Chair, WMU Faculty Senate Executive Board

Date: March 16, 2018

Approve Disapprove Other Action
Comments:

Suzan F. Ayers, WMU Faculty Senate President

Date

Approve Disapprove Other Action
Comments:

Susan Stapleton, Interim Provost and Vice President for Academic Affairs

Date

Approve Disapprove Other Action
Comments:

Edward B. Montgomery, WMU President

Date

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WMU Essential Studies Course Approval Guidelines

RATIONALE

Based on MOA-17/05: Revision of WMU General Education Curriculum, the need to identify guidelines for the approval of WMU Essential Studies courses to inform implementation of the new general education curriculum has been established. This includes the establishment of a new standing committee for this review process that will report to the Faculty Senate Executive Board. With the implementation of a new general education curriculum, the former curriculum and all related documents (e.g., the General Education Policy, revised fall 2012) will be replaced. Therefore, the need to create guidelines for course approval exists.

RECOMMENDATION

Identify WMU Essential Studies course approval guidelines.

ACTION

The WMU Essential Studies Course Review and Approval Committee shall apply these criteria to all courses submitted for inclusion in the WMU Essential Studies curriculum:

- Each course will be limited to inclusion in only one course category.
- Courses approved for WMU Essential Studies should be offered a minimum of once an academic year.
- Each course will assess the WMU Essential Studies required student learning outcome(s) designated for that level and course category.
- Each course proposal must include a detailed assessment plan pertaining to the WMU Essential Studies required student learning outcome(s).
- Assessment data from the WMU Essential Studies required student learning outcome(s) will be submitted to the centralized collection point (system) by the end of each semester/session the course is offered.
- Departments that offer courses in multiple sections will assess the same WMU Essential Studies required student learning outcome(s).
- Departments seeking approval for a course that is other than three credit hours will explain the basis for the difference in credit-hour requirements.
- All syllabi must clearly identify the WMU Essential Studies program level, course category, and required student learning outcome(s) addressed in the course.
- Courses from the Level III – Connections course categories will be at the 3000-4000 level.
- Courses at the 5000-level are not eligible for inclusion in the WMU Essential Studies curriculum.
- Variable topic courses are not eligible for inclusion in the WMU Essential Studies curriculum.

Departmental requests for accommodations in high-credit programs will meet all these criteria, as appropriate. In addition, such requests must specify how the proposed course meets the required student learning outcome(s) for the desired course category.

Going forward, these criteria will be regularly reviewed by the WMU Essential Studies Executive Advisory Committee in consultation with the WMU Essential Studies Course Review and Approval Committee. The WMU Essential Studies Executive Advisory Committee will make recommendations to the Faculty Senate Executive Board about any necessary modifications, such as accommodations for high-credit programs, to these guidelines.