

**WESTERN MICHIGAN UNIVERSITY**  
**FACULTY SENATE**  
**WMU ESSENTIAL STUDIES COURSE REVIEW AND APPROVAL COMMITTEE**  
**Minutes of 3 December 2018**

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

**Members Absent:** Kirsty Eisenhart, Paul Engelmann, Amy Naugle, Carol Weideman

**Ex Officio Member Present:** Marilyn Kritzman

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

**Advisory Member Absent:** Mervyn Elliott

Committee Chair Decker Hains called the meeting to order at 10:03 a.m.

**PROCEDURAL ITEMS**

*Acceptance of the Agenda*

Reinhold requested that proposals GENED\_CS4910\_CEAS-CS-85 and GENED\_HOL3300\_HHS-IHP-154 be removed from consideration since they are not general education courses.

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

*Approval of Minutes – 5 November 2018*

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

*Chair's Remarks – Hains*

Hains' comments included:

- Approximately 300 course submissions have been initiated.
- The Faculty Senate Executive Board is expected to approve an extended deadline of January 31 for the College of Arts and Sciences course submissions.
- Two additional committee retreats have been scheduled for 15 March and 5 April. The first retreat will be 25 January.

**ACTION ITEMS**

*General Education Proposals*

- GENED\_ENGL4160\_CAS-ENGL-113

A motion was made by Hains, seconded by Harrison, to approve the proposal as submitted. Motion carried.

- GENED\_ECON3090\_CAS-ECON-103
- GENED\_ECON3890\_CAS-ECON-107
- GENED\_ECON3880\_CAS-ECON-106
- GENED\_ECON3870\_CAS-ECON-105

A motion was made by Harrison, seconded by Ernst, to approve all ECON proposals as provided. Motion carried.

- GENED\_AAAS2000\_CAS-AFS-138

A motion was made by Pastrana, seconded by McGrady, to approve the proposal as submitted. Motion carried.

- GENED\_ANTH1100\_CAS-ANTH-135

A motion was made by Pastrana, seconded by McGrady, to approve the proposal as submitted. Motion carried.

**DISCUSSION/INFORMATION ITEMS**

*Feedback and Questions*

The following questions were raised:

- Pastrana suggested having department representatives, which are not committee members, attend the retreats to be available for questions regarding course submissions. Smith noted that representatives could be available by phone/text to answer questions without having to be present. Hains will contact college curriculum committees to determine if representation is available.
- Veeck reported fielding concerns about procedures if a proposal were to be denied and sent back to the originator. He suggested creation of a report to list courses that have been submitted/accepted/denied. Reinhold suggested the comment box be utilized for edit/change requests that won't need to be re-routed for full curriculum change process approval. A dashboard might be helpful for WMU Essential Studies updates and process on the Faculty Senate website that college curriculum committees can access.
- Team leads were asked to add comments on the assessment sheet for each course reviewed so that the Faculty Senate staff can submit them via the workflow.
- Ernst inquired when the OneDrive and proposals were going to be available to start reading the proposals.

**ADJOURNMENT**

The WMU Essential Studies Course Review and Approval Committee will meet next on 14 January 2019 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