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

A motion was made by Hains, seconded by Harrison, to approve the proposal as amended. 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