

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE
Minutes of 8 January 2019**

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

Members Absent: Ed Martini

Ex Officio Member Present: Suzan Ayers

Advisory Members Present: Carrie Cumming, Marilyn Duke, Mervyn Elliott, Matt Provenzale, Dave Reinhold

Advisory Member Absent: Jeanne Baron

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

PROCEDURAL ITEMS

Acceptance of the Agenda

A motion was made by Ayers, seconded by Knutson, to accept the agenda as provided. Motion carried.

Approval of the Minutes – 11 December 2018

A motion was made by Ayers, seconded by Y. Ford, to approve the minutes of 11 December as provided. Motion carried.

Chair's Remarks – Summy

Summy's comments included:

- The majority of proposals were submitted by the 31 December deadline.
- The College of Arts and Sciences was given an extension for proposals until 31 January.
- The Provost's office had committed to providing two student workers under the direction of the Faculty Senate staff in order to prepare the proposal documents for the WMU Essential Studies Course Review and Approval Committee, such that the committee members would have two weeks to review the documents prior to the committee's 25 January retreat. However, the students were not available; therefore Elliott and Summy will be working on the project at the FS office in order to have the goal of 100 proposals processed by the end of the week; as of this meeting 50 have been completed.
- Summy reminded this committee that the list of individuals to populate the marketing committee is due at the 22 January meeting.

WMU Essential Studies

Course Review and Approval Committee Chair's Remarks – Hains

Hains' comments included:

- The review committee is prepared to start course reviews. At the next meeting, Hains plans to prepare for the retreat.
- Members of this committee are welcome to attend the 25 January retreat in 210 Bernhard Center from 8 a.m. to 12 p.m.

WMU Essential Studies Director's Remarks – Elliott

Elliott's comments included:

- Elliott reported about a course proposed by the Lewis Walker Institute for the Study of Race and Ethnic Relations and the confusion in the approval process. The course is in the CAS curriculum, but the LWI resources are the responsibility of the Provost office. Who should approve of the course is not clear. This is an outlier case and resolution is under discussion.
- Elliott is examining the number of students who have taken General Education courses in the past in order to determine the number of courses and the number of sections that will need to be available for fall 2020. L. Ford shared that she also has run Cognos reports to review the number of students who are enrolled in the current General Education courses by college. Reinhold reported that one department in the Haworth College of Business is having students develop four-year graduation plans in DegreeWorks. A benefit of such a process is that a forecast can be created for the number of seats needed, as well as potential scheduling conflicts. Knutson expressed concern that this might be an issue when students change plans of study based on life experiences.
- Elliott reminded the committee that there would be a demonstration of the capabilities of Brightspace to track assessment data through D2L at the next committee meeting.

DISCUSSION / INFORMATION ITEMS

Feedback and Questions

As a follow up to previous meeting discussion regarding the workflow process, Summy distributed a draft curriculum process mapping that included a specific step for the WMU Essential Studies Director to approve courses following the WMU Essential Studies Course Review and Approval Committee. In response to a question raised at the 6 December Faculty Senate meeting, the purpose of each step of the review was discussed.

- Departments and Colleges: review the course submission for content, use of department/college resources, and curricular fit for the major or program. Recommend inclusion in WMU Essential Studies curriculum.
- WMU Essential Studies Course Review and Approval Committee: review the submission for appropriateness of category, student learning outcomes, and assessment criteria. Recommend inclusion in WMU Essential Studies curriculum.
- Director of WMU Essential Studies: review the course submission for its fit within the WMU Essential Studies program (i.e. does it duplicate other offerings, previous history of enrollment in the course where applicable, and balance between the categories of the model). Approve inclusion in WMU Essential Studies curriculum.
- Associate Provost for Assessment and Undergraduate Studies: review the course for completeness of items such as prerequisites correctly listed, communication with all involved parties, and catalog entry information. Approve inclusion in WMU Undergraduate Catalog.

A question was raised regarding the WMU Essential Studies Course Review and Approval Committee such that if there is an issue with a submission, does the committee deny the proposal. It was stated that the review committee could deny the proposal and have it sent back to the initiator including feedback regarding changes

needed for the course to be approved. Provenzale suggested that the review committee have the ability to recommend for approval or denial in the workflow, and submit to the director for final approval. Summy, Elliott, and Provenzale will meet to determine the feasibility of such a change.

OTHER

Reinhold shared that the Association of American Colleges and Universities has an annual conference on assessment, and that this year is a good time for WMU to participate in the conference. The conference is in February 2019; and his office is able to fund two attendees. Consensus of the committee was that Elliott and Summy should attend.

ADJOURNMENT

The WMU Essential Studies Executive Advisory Committee will meet next on 22 January 2019 from 1 to 2:30 p.m., in the University Computing Center, room 2033. Chair Sarah Summy adjourned the meeting at 2:15 p.m.

Submitted by: Yvonne Ford, Secretary