

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE
Minutes of 12 March 2019**

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

Member Absent: Ed Martini, Elke Schoffers

Ex Officio Member Present: Suzan Ayers

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

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

Committee Chair Sarah Summy called the meeting to order at 1:03 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 – 19 February 2019

A motion was made by L. Ford, seconded by Perryman-Clark, to approve the minutes of 19 February as provided. With one abstention, the motion carried.

Chair's Remarks – Summy

Summy thanked Elliott for his efforts in merging all of the remaining course proposals, so they are ready for the final two review retreats. The next WMU Essential Studies Course Review and Approval Committee retreat will be held Friday, 15 March, at the Elson S. Floyd Hall. The final retreat will be on 5 April in the Bernhard Center.

WMU Essential Studies

Course Review and Approval Committee Chair's Remarks – Hains

Hains reported that the committee continues to do great work; he anticipates that all of the courses, which were submitted by 31 December 2018, will be reviewed by the end of the April retreat. Courses that were initially denied have been revised and are being re-submitted as well.

WMU Essential Studies Director's Remarks – Elliott

Elliott's comments included:

- Approximately 28% of courses reviewed thus far have been denied and sent back to submitters for revision and resubmission. Denial of a course is generally for one of five reasons:
 1. Missing syllabus
 2. Missing or incomplete assessment plan
 3. Syllabus does not show that the course meets the requirement for the WMU Essentials Studies program
 4. Incorrect credit hours
 5. More than the required number of student learning outcomes
- The reasons for denial are items that can't/shouldn't be fixed by reviewers because the submitter's intent is not clear.

- Course Review and Approval Committee members have been cautioned not to share results of review before submitter has received notes from the committee. Any inquiries should be directed to Elliott.
- There continue to be issues with assessment plans for courses submitted in the Diversity and Inclusion category. It was agreed that the Diversity and Multiculturalism Action Plan (DMAP) be sent to submitters of courses in this category. It was noted that the DMAP was last reviewed in 2006; Summy will check with the Diversity and Inclusion office to determine if the plan is currently under review and/or revision.
- Elliott suggested that this committee begin reviewing the curriculum through the lens of students in order to plan how to present the program to students and other stakeholders. Elliott showed an early draft of an online presentation. Committee members provided feedback on language, information content, layout, and functionality of a potential web presentation. The committee suggested that students be involved in the development process earlier rather than later. Knutson asked about potential connections to DegreeWorks. Reinhold pointed out that Cumming needs to be part of that discussion. There was discussion on marketing to students and informing students and advisors of enrollment decisions.
- Elliott reminded the committee that thus far the focus has been on individual course reviews. There needs to be a shift to decisions regarding the WMU Essential Studies curriculum as a whole.
- Elliott and Reinhold met with Provost and Vice President for Academic Affairs Jennifer Bott regarding increasing oral communications offerings. Elliott estimates that the curriculum may be between 500 and 600 seats short at this time.

DISCUSSION / INFORMATION ITEMS

WMU Essential Studies Executive Advisory Committee Continued

The current WMU Essential Studies Executive Advisory Committee was seated for the 2018-2019 academic year; the committee will need to be re-appointed to continue to work. Summy suggested that there be a mix of one- and two-year term appointments, so that turnover in membership in the future is staggered. The committee was polled to determine who will fill one-year versus two-year terms. Ayers will report the nominations to the Faculty Senate Executive Board.

WMU Essential Studies Course Review and Approval Committee Recommendations

The WMU Essential Studies Course Review and Approval Committee was also seated for the 2018 – 2019 academic year, and will need to be reappointment by the this committee. Members were reminded that the committee was formed to succeed the Committee on General Education (COGE), and was based in part on that committee's membership and representation. Hains suggested that the WMU Essential Studies Course Review and Approval Committee be kept at its current membership through October, which will allow the committee to review resubmitted course proposals. Hains will confirm members' willingness and ability to continue their service. Reinhold suggested that for the future, the WMU Essential Studies Course Review and Committee members would be a good resource for membership on the WMU Essential Studies Executive Advisory Committee

Summer Workload

Summy distributed a draft document outlining the tasks that the committee will need to be complete during the summer of 2019. It included:

- identify strengths and weaknesses in the curriculum
- determine solutions for identified issue
- webpage development for initial curriculum
- present the curriculum to various stakeholders (e.g. advisors, administrators, academic forum; community colleges)
- review assessment logistics in D2L and determine pilot courses and assessment activities for fall 2019
- recommend:
 - timelines for curriculum reviews cycles
 - process for granting waivers
 - possible additional policies/procedures
- establish sub-committee workgroups
 - marketing
 - student materials
 - faculty materials
 - catalog language (deadline 15 October 2019 for fall 2020 catalog)
- backward curriculum mapping from General Education curriculum to WMU Essential Studies curriculum

ADJOURNMENT

The WMU Essential Studies Executive Advisory Committee will meet next on 2 April 2019 from 1 to 2:30 p.m., in the Bernhard Center room 205. Chair Sarah Summy adjourned the meeting at 2:28 p.m.

Submitted by: Yvonne Ford, Secretary