

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE
Minutes of 16 April 2019**

Members Present: Jonathan Bush, Leigh Ford, Yvonne Ford, Decker Hains, Kevin Knutson, Diane Riggs, Elke Schoffers, Sarah Summy, Delores Walcott

Ex Officio Member Present: Suzan Ayers

Advisory Members Present: Marilyn Duke, Mervyn Elliott, Jessica Parker, Matt Provenzale, Dave Reinhold

Advisory Members Absent: Jeanne Baron, Carrie Cumming

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 L. Ford, to accept the agenda as provided. Motion carried.

Approval of the Minutes – 2 April 2019

A motion was made by L Ford, seconded by Ayers, to approve the minutes of 2 April as provided. Motion carried.

Chair's Remarks – Summy

Summy's comments included:

- Summy welcomed new members Jonathan Bush, Arts and Sciences; Jessica Parker, Extended University Programs; and Diane Riggs, Arts and Sciences.
- The review of the curriculum is scheduled for a retreat on 10 May in the Parkview Room at Floyd Hall.
- A screen shot was distributed showing the proposed language for DegreeWorks with changes based on feedback from the last meeting. A question was raised regarding the naming convention and if it were acceptable to use the "WES" acronym when referring to WMU Essential Studies. Discussion was held and it was acknowledged that the acronym is already in use; therefore it was decided that the formal name is "WMU Essential Studies", but the WES acronym is acceptable for informal use.

WMU Essential Studies

Course Review and Approval Committee Chair's Remarks – Hains

Hains' comments included:

- The committee held its last retreat.
- There have been 330 courses reviewed.
- Two retreats have been scheduled for the fall to review early fall submissions and re-submissions.
- The committee plans to develop marketing materials for advisors, admissions, and faculty in spring 2020.
- Hains complemented the committee members for their accomplishments. Reinhold remarked that the committee has been very concerned with

consistency, and has identified some exemplars for the library that will be created.

WMU Essential Studies Director's Remarks – Elliott

Elliott's comments included:

- 54 course decision notifications were distributed based on the results from the last Course Review and Approval Committee meeting. There are 11 notifications yet to be sent to initiators regarding revisions. It was noted that notification of approval is not sent to the initiators; those who have not received notice with a need for revision and resubmission are approved.
- Resubmitted proposals have yet to be processed. There were approximately 122 courses that were denied.
- The 10 May retreat will not include about a third of the submitted courses since they are pending resubmission. Summy, Hains, and Elliott will review the denied courses and the notes for denial, prior to the retreat. L. Ford expressed concerns about looking at the program in an incomplete state. There was discussion about the possibility of moving those previously denied courses forward more quickly. However, many committee members expressed concerns about inconsistency in handling approvals, overriding the work of the Course Review and Approval Committee, and correcting an issue without looking at implications for other requirements. As the retreat goal is to establish the overall curriculum, the committee cannot assume any of the denied courses will be approved.
- Based on the findings at the retreat, concerns about the curriculum will be communicated to deans, targeting courses that have not been resubmitted, and identifying any needs for courses to be developed.
- Elliott questioned courses that are currently listed as two separate courses, such as language and honors courses. It is unclear if such courses should be presented as singular or separate courses, to which the committee determined they should be separate.
- Summy, Hains, and Elliott will compile and send out preparatory work before the retreat.
- Elliott noted that this committee will need to discuss managing situations in which the initiator refuses the suggestion of the Course Review and Approval Committee to change categories.

DISCUSSION / INFORMATION ITEMS

Feedback and Questions

Schoffers explained a problem within the Elearning system, such that there are broken links to the current General Education program outdated site. Provenzale and Parker referred her to Brian Carnell and/or Andrew Holmes in EUP to address the problem.

ADJOURNMENT

The WMU Essential Studies Executive Advisory Committee will meet next on 10 May 2019 from 9 a.m. to 1 p.m., in Floyd Hall, Parkview room. Chair Sarah Summy adjourned the meeting at 2:14 p.m.

Submitted by: Yvonne Ford, Secretary