

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE
Minutes of 18 February 2020**

Members Present: Suzan Ayers, Jonathan Bush, Yvonne Ford, Kevin Knutson, Diane Riggs, Brian Tripp, Delores Walcott

Member Absent: Decker Hains, Jessica Parker, Andre Venter

Ex Officio Member Present: Sarah Summy

Advisory Members Present: Carrie Cumming, Marilyn Duke, Cynthia Klekar-Cunningham, Matt Provenzale

Advisory Members Absent: Mervyn Elliott, Dave Reinhold

Committee Chair Johnathan Bush called the meeting to order at 1 p.m.

PROCEDURAL ITEMS

Acceptance of the Agenda

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

Approval of the Minutes – 4 February 2020

Correction was requested to remove heading of “Meeting Schedule” from OTHER.

A motion was made by Summy, seconded by Ayers, to approve the 4 February 2020 minutes as amended. Motion carried.

Chair’s Remarks – Bush

Bush’s comments included:

- The next meeting is 17 March. The 3 March meeting is canceled.
- The WMU Essential Studies Course Review and Approval Committee at its February meeting reviewed and approved a group of courses to be added to the WMU Essential Studies curriculum for fall 2021. Summy noted that there is a belief that the curriculum is final, which is not true. Courses will continue to be added and revised for fall 2021.
- The Marketing Subcommittee will be meeting with Provost Jennifer Bott and Vice President Tony Proudfoot on Thursday 20 February at 1 p.m. to review the marketing plans for WMU Essential Studies, and ensure that they are consistent with WMU marketing efforts. Bush asked committee members to attend if they are available.

WMU Essential Studies Director’s Remarks – Elliott

Bush reported in Elliott’s absence, his comments included:

- Alyssa Moon has nearly completed adding the WMU Essential Studies Student Learning Outcomes to courses whose instructors will be participating in the spring 2020 evaluation pilot.
- Elliott previously distributed via email three spreadsheets with data from the fall 2019 evaluation pilot.
 - Committee members commented on the high number of assessments at the proficient or exemplary level, compared to beginning and/or developing.

- Summy reminded the committee that the pilot was really about testing the ability to load the rubrics into the courses and to pull the data electronically.
- Ford shared that she was a part of the pilot, even though her baccalaureate level writing course is not part of WMU Essential Studies and because her assignment was not set up to evaluate those outcomes, it was a challenge.
- Knutson noted that registration for incoming students will begin in May. Advisors will monitor enrollment in courses and provide feedback to Elliott about projected and actual enrollments to track the availability of seats.

DISCUSSION / INFORMATION ITEMS

Subcommittee Reports

Launch Celebration: Duke reported on the plans for the launch celebration scheduled for Monday, 30 March from 3 to 5 p.m. in the Bernhard Center East Ballroom. The following updates were provided:

- The proposed budget was distributed and has been provided to the Provost.
- Online requests for President Montgomery and Provost Bott to attend have been submitted.
- An email has been sent to invite members of the Board of Trustees.
- The artwork for Save the Date notices and the commemorative lapel pins were distributed. Feedback was provided on the Save the Date flyer.
- An overview of the program was provided.

Data Governance: The subcommittee continues to draft the MOA outlining data governance and management. The first draft of the MOA will be distributed prior to the next meeting.

Subcommittee Meeting Time

This topic was postponed.

Meeting Schedule

This topic was postponed.

ADJOURNMENT

The WMU Essential Studies Executive Advisory Committee will meet next on 17 March 2020 from 1 to 2:30 p.m., in room 205 of the Bernhard Center. Committee Chair Johnathan Bush adjourned the meeting at 2:30 p.m.

Submitted by: Yvonne Ford, Secretary