

**WMU Faculty Senate
WMU Essential Studies Executive Advisory Committee
Charges for 2019-20**

Sarah Summy will serve as the Faculty Senate Executive Board representative on WMU
Essential Studies Executive Advisory Committee

ROLE STATEMENT

In addition to annual charges it may receive from the Faculty Senate Executive Board, the WMU Essential Studies Executive Advisory Committee oversees the implementation, assessment, and revision of the WMU Essential Studies curriculum.

CHARGES FOR 2019-20

In addition to its specific responsibilities listed in the WMU Essential Studies Executive Advisory Committee's role statement and the work of subcommittee(s) if such exist, the Faculty Senate Executive Board charges the committee to consider, as a committee of the whole or through the appropriate subcommittee or task force, the following issues:

1. Review the scope and description of the committee's role statement and assess the effectiveness of the committee's practices. Address any continuing or outstanding issues or initiatives as directed by the Faculty Senate Executive Board.
2. Coordinate the implementation of the WMU Essential Studies Curriculum.
3. Design a systemic review process for WMU Essential Studies courses.
4. Determine an assessment system for the WMU Essential Studies Program including a pilot program during fall 2019 and spring 2020.
5. Oversee the communication/marketing plan for implementation and delivery.
6. Coordinate an on-going course review and approval process for WMU Essential Studies.

NOTE: The WMU Essential Studies Executive Advisory Committee will seek information from any administrative office to maintain communications with that office on issues directly related to it. Committee recommendations are to be submitted to the Executive Board in the form of a memorandum of action (MOA) on which the recommendation(s) is/are stated. Any draft MOAs requested by the Executive Board should be submitted using the MOA template.

The WMU Essential Studies Executive Advisory Committee chairperson shall provide a written report of the council's accomplishments and progress for the year; list the above charges noting each item's progress and current status; any other activities undertaken; and draft charges for the 2020-21 academic year, no later than June 30, 2020.