

**WMU Faculty Senate  
WMU Essential Studies Executive Advisory Committee  
Charges for 2018-19**

Suzan Ayers Faculty Senate Executive Board representative on WMUESEAC

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 development of critical items for WMU Essential Studies course approval form.
3. Design WMU Essential Studies course approval, assessment/review, and revision processes.
4. Determine minimum number of courses required for each course category prior to implementation.
5. Develop and oversee communication/marketing plans for implementation and delivery.

**NOTE:** The WMU Essential Studies Executive Advisory Committee is expected to keep the Senate Executive Board apprised of progress, especially in connection with any memorandum of action (MOA) it may develop and to give advance notice of any action the committee seeks to place on the Senate agenda, including the final text of any proposed MOA, report, or resolution. The Executive Board should also be notified of substantive procedural issue addressed by the committee.

***The WMU Essential Studies Executive Advisory Committee chairperson shall provide a written summary of the committee's 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 2019-20 academic year, no later than June 30, 2019.***