

**WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE  
WMU Essential Studies Executive Advisory Committee  
Minutes of 15 September 2020**

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate WMU Essential Studies Executive Advisory Committee was called to order at 1 p.m. on 15 September 2020, via Webex video conferencing by Jonathan Bush, chair.

**Roll Call**

**Members in Attendance:** Elissa Allen, Jonathan Bush, Decker Hains, Kevin Knutson, Diane Riggs, Brian Tripp, Andre Venter

**Members Absent:** Jessica Parker

**Ex Officio Member in Attendance:** Sarah Summy

**Advisory Members in Attendance:** Carrie Cumming, James Cousins

**Advisory Member Absent:** Matt Provenzale

**Quorum**

A quorum was present.

**Agenda**

It was moved by Riggs, seconded by Tripp, to accept the agenda as presented. The motion carried unanimously.

**Welcome and Introductions**

Faculty Senate President Marilyn Kritzman welcome the committee to a new academic year and thanked them for their prior service. Faculty Senate President Kritzman presented charges to the committee for the 2020-21 academic year.

WMU Essential Studies Interim Director James Cousins was introduced as a new advisory member on the committee.

**Election of Officer**

It was moved by Hains seconded by Summy to elect Diane Riggs as secretary. The motion carried unanimously.

**Minutes**

It was moved by Knutson, seconded by Hains, to approve the 18 February 2020 minutes as presented. The motion carried unanimously.

**Reports of Officers**

Committee Chair Bush thanked the committee members for their part in building the program, in addition to the members of the WMU Essential Studies Course Review and Approval Committee. Special appreciation was given to Mervyn Elliott, Sarah Summy, and Decker Hains. Chair Bush charged the committee members to review the documents distributed with the meeting notice in order to be prepared to discuss them at the next meeting. Chair Bush noted that the committee's primary audience is the faculty. He noted WMU Essential Studies is not a replacement of General Education, but rather an enhancement, a new way of thinking about assessment that will become part of planning and work environments.

**Reports of Subcommittees**

WMU Essential Studies Interim Director Cousins reported that he is charged with assisting the committee to systematize procedures, implement the Memorandum of Action on data governance, launch the WMU Essential Studies assessment program this fall, and develop WMU Essential Studies as a public relations tool. Cousins will prepare a report about the charges of this committee and how they can be

implemented. The report will be circulated to committee members in the coming week, with a period of comment prior to the next meeting. A draft MOA regarding WMU Essential Studies data compliance will be circulated before the next meeting to be voted on via survey. Questions regarding whether to delete the prior General Education website was resolved. It will be deleted since students still have access to that information through the catalogue and Degree Works. Cousins reported about a meeting with committee members Bush, Hains, and Summy, as well as a meeting with Provost and Vice President for Academic Affairs Jennifer Bott, all focusing on the vision of WMU Essential Studies. He spoke at length about ideas for implementing the program, and suggested recruiting Brian Carnell and the WMUx instruction designers to fill the gap between plan and implementation, indicating that the instructional designers can provide customer support and mentor faculty.

Hains did not provide a report of the WMU Essential Studies Course Review and Approval Committee, because it had not yet met.

#### **Unfinished Business**

None.

#### **New Business**

Discussion was held regarding the need for departments to take responsibility for assessment and not leaving it all on individual faculty. A suggestion was made to organize Assessment Day during the spring semester in order to incorporate WMU Essential Studies assessment from fall semester. It would be organized such that faculty members teaching courses in a particular category could meet in order to review assessment data and to discuss revision of the rubrics.

WMU Essential Studies Course Review and Approval Committee Representative Hains reported that new members will need to be recruited since several have resigned. It was noted that 60% of the committee must be faculty members.

#### **Announcements**

None.

#### **Adjournment**

Committee Chair Bush adjourned the meeting at 2:15 p.m.

#### **Approval**

Submitted by Diane Riggs, Secretary

Minutes approved this thirteenth day of October 2020.