

**WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE  
WMU Essential Studies Executive Advisory Committee  
Minutes of 13 October 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 1:10 p.m. on 13 October 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, Matt Provenzale

**Quorum**

A quorum was present.

**Agenda**

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

**Minutes**

It was moved by Hains, seconded by Knutson, to approve the 15 September 2020 minutes with a minor correction. The motion carried unanimously.

**Reports of Officers**

Committee Chair Bush presented the creation of a new Memorandum of Action regarding three charges 1) marketing, 2) program review process, and 3) course review methodology. Hains noted that the Course Review and Approval Committee has roughed out a review process. Bush stated that a liaison to the Course Review and Approval Committee needs to be assigned, and that a subcommittee will be formed to create the MOA defined.

Executive Boar Ex Officio Summy did not have a report.

**Reports of Subcommittees**

WMU Essential Studies Interim Director Cousins report include the following topics:

- Maintenance part aspect of the WMU Essential Studies program is large.
- Matt Provenzale has been assisting by providing a list of all course proposals that were submitted. Need to ensure that all course proposals are successfully processed.
- Fourteen faculty attended the Navigating WMU Essential Studies training.
- Cousins met with Ciji Heiser, Director of Assessment and Effectiveness and Karen Stokes, Program Manager for University Assessment regarding Campus Labs, but they are unable to provide support at this time.
- Cousins met with Vice President for Marketing and Strategic Communication Tony Proudfoot regarding marketing.
- There was an inquiry for faculty participation on the committee.

Hains provided the report of the WMU Essential Studies Course Review and Approval Committee. Topic included membership need for additional faculty and establishing staggered 3-year terms. The committee will divide into three teams to review course proposals. October 31, 2020 is the deadline for new courses to be reviewed. The Course Review and Approval Committee is wondering about maintaining consistence in the review process. The Course Review and Approval Committee will review the previously established approval checklist. Questions were raised regarding notification to instructors that have proposed a

course which failed the review process two or more times. It was suggested that the Executive Advisory Committee review such proposals and notify instructors and departments. There was a consensus that procedures manual should be created for these defined processes.

### **Unfinished Business**

MOA-20/04: Establishment of WMU Essential Studies Data Governance Policy was presented by Summy. The MOA was created last academic year and once it is approved by this committee it will go before the Faculty Senate Executive Board, the full Senate, and then the administration. Discussion was held. The MOA will be up for a vote on the next agenda.

Bush noted that the WMU Essential Studies Launch Celebration has been abandoned due to the COVID-19 pandemic. It had been suggested that an event be planned for fall 2021 to celebrate the first year of the program and recognize those that have been instrumental to its development.

### **New Business**

Cousins stated that the goal of the Navigating WMU Essential Studies Training Series is asynchronous course embedded in Elearning.

### **Announcements**

Knutson inquired about advising definition of terms, such as “waivers” an example was provided for World Languages and Cultures being able to test out of the requirement and if there is a waiver available. It was noted that “waiver” means that the requirement would be set aside. It is best to avoid the use of waivers, as it will affect assessment of the program. Knutson pointed out that transfer students are a demographic that have not been assessed in WMU Essential Studies. Summy suggested a course substitution. Haines noted that the second and third WMU Essential Studies levels are required for transfer students. Discussion was held.

Tripp asked about a course he is developing that is intended to attract nursing students and other in the sciences.

It was questioned how the aggregated data will be communicated and/or published for continuous improvement and research. Faculty need to be reassured that the data will be protected and confidential.

### **Adjournment**

Committee Chair Bush adjourned the meeting at 2:17 p.m.

### **Approval**

Submitted by Diane Riggs, Secretary

Minutes approved this tenth day of November 2020.