

**WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE  
WMU Essential Studies Executive Advisory Committee  
Minutes of 10 November 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 1:05 p.m. on 10 November 2020, via Webex video conferencing by Jonathan Bush, chair.

**Roll Call**

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

**Advisory Members in Attendance:** Carrie Cumming, Matt Provenzale

**Advisory Member Absent:** James Cousins

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

**Quorum**

A quorum was present.

**Agenda**

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

**Minutes**

One correction was made to the Announcements. It was moved by Summy, seconded by Knutson, to approve the minutes as amended. The motion carried unanimously.

**Reports of Officers**

Committee Chair Bush noted that Memorandum of Action-20/04: Establishment of WMU Essential Studies Data Governance Policy will be voted on at this meeting.

Executive Board Ex Officio Summy reported that Colleen Stano was elected as chair of the WMU Essential Studies Course Review and Approval Committee. She noted that the suggested changes to MOA-20/04 at the last meeting have been implemented and that Provenzale has updated the forms to align with WMU Essential Studies terminology, however, corrections to Banner workflow will not be implemented until the Banner upgrade is completed two years from now. Provenzale added that the delay is due to lack of personnel.

**Reports of Subcommittees**

Due to the absence of the WMU Essential Studies Interim Director Cousins a report was not provided.

Hains did not provide a report of the WMU Essential Studies Course Review and Approval Committee.

**Unfinished Business**

Summy put forward MOA-20/04: Establishment of WMU Essential Studies Data Governance Policy with corrections from the previous meeting. It was questioned how aggregate data will be provided to faculty. Summy stated that it will be distributed by Student Learning Outcomes in course categories, with reports on levels achieved by percentages, but not at an individual instructor level. Discussion was held regarding including faculty in data reports to reassure faculty if there are concerns about how data will be used. It was suggested that an additional MOA be developed to specify the data delivery and data analysis. It was moved by Riggs, seconded by Hains, to approve MOA-20/04 to go before the Executive Board at its next meeting. With one against the motion carried.

**New Business**

The following topics were requested for future meetings:

- Role of University Assessment Steering Committee in Supporting Assessment
- WMU Essential Studies Marketing Tool
- Community College(s) Partnerships – agreements and continuity
- WMU Essential Studies Data and Rubric Review

**Announcements**

None.

**Adjournment**

It was moved by Summy, seconded by Carnell, to adjourn the meeting at 1:34 p.m. The motion carried unanimously.

The next meeting of the WMU Essential Studies Executive Advisory Committee will be held on 8 December 2020.

**Approval**

Submitted by Diane Riggs, Secretary

Minutes approved this eighth day of December 2020.