

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU Essential Studies Executive Advisory Committee
Minutes of 12 January 2021**

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 12 January 2021, via Webex video conferencing by Sarah Summy, Ex Officio.

Roll Call

Members in Attendance: Elissa Allen, Jonathan Bush, Brian Carnell, Kevin Knutson, Brian Tripp

Members Absent: Decker Hains, Jessica Parker, Diane Riggs, Andre Venter

Advisory Members in Attendance: James Cousins, Carrie Cumming

Advisory Members Absent: Matt Provenzale

Ex Officio Member in Attendance: Sarah Summy

Quorum

A quorum was present.

Agenda

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

Minutes

It was moved by Knutson, seconded by Carnell, to approve the 8 December 2020 minutes as presented. The motion carried unanimously.

Chair Bush joined the meeting at 1:15 p.m.

Reports of Officers

Chair Bush did not provide a report.

Ex Officio Summy reported that the Faculty Senate Executive Board accepted this committee's recommendation for WMU Essential Studies to be housed in the University College. Faculty Senate President Kritzman will forward the Executive Boards recommendation to Provost and Vice President for Academic Affairs Jennifer Bott. Ex Officio Summy will work with Chair Bush, WMU Essential Studies Interim Director Cousins, and Faculty Senate Executive Director Hains to identify the different roles and responsibilities needed to implement WMU Essential Studies. Such a list will be presented to this committee for feedback at the February meeting.

Reports of Subcommittees

WMU Essential Studies Interim Director Cousins reported that an email was sent to all spring 2021 semester WMU Essential Studies course instructors indicating that the WMU Essential Studies rubrics would be loaded into Elearning (D2L) shortly after the census Jan. 19-25. Cousins indicated that the delay in adding the rubrics this semester is due to errors (human and technical) from last semester. There was a flurry of activity at the end of the semester regarding putting data into the rubrics. The data will be ready for review in two weeks. Cousins asked Carnell to give a more detailed report. Carnell reported that Institutional Research (IR) will have the fall 2020 data in two weeks. For spring 2021 semester the WMU Essential Studies rubric options in Elearning will only be loaded one-way. The large class option will not be loaded as instructors did not understand that the large class option needed to be built out. An email will be distributed stating this information to faculty teaching a WMU Essential Studies courses. There will still be a large class option, but it will be handled by individual course. There will continue to be Navigating WMU Essential Studies sessions every other week and an updated "How To" video is being produced, as well as updated instructor directions. A master WMU Essential Studies course list is also

being updated. There continues to be a need to develop and implement new systems to ensure WMU Essential Studies implementation.

Due to his absence Hains did not provide a report.

Unfinished Business

The committee previously discussed a need for two subcommittee. Chair Bush will assign committee members to the subcommittees, Data and Rubric Governance and Assessment Protocol. The subcommittees will meet at the 9 February meeting. Chair Bush and WMU Essential Studies Interim Director Cousins will meet to discuss spring 2021 charges for the subcommittees, as well as checking with Andrew Holmes regarding what WMU Essential Studies data is needed for the Higher Learning Commission visit in April.

New Business

None.

Announcements

Due to Chair Bush's and Executive Board Director Hains' teaching schedule the committee meeting start time is being changed to 1:30 p.m. for the spring 2021 semester. The meeting end time remains the same at 2:30 p.m.

Adjournment

It was moved by Summy, seconded by Allen, to adjourn the meeting at 1:37 p.m. The motion carried unanimously. The next meeting of the WMU Essential Studies Executive Advisory Committee will be held on 9 February 2021.

Approval

Submitted by Sarah Summy, Ex Officio

Minutes approved this ninth day of February 2021.