

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU Essential Studies Course Review and Approval Committee
Minutes of 25 January 2021**

Call to Order

The regular meeting of the Western Michigan University Faculty Senate WMU Essential Studies Course Review and Approval Committee was called to order at 10:04 a.m. on 25 January 2021 by Chair Colleen Stano.

Roll Call

Members in Attendance: Kirsty Eisenhart, Beth Ernst, Gina Kling, Pablo Pastrana, Kathryn Thomsen, Kathryn Wagner, Kevin Wanner, Carol Weideman

Members Absent: Michele McGrady, Matilda McLean

Advisory Members Present: Diane Blouin, James Cousins, Nick Gauthier, Anthony Helms, Melinda Lockett, Shannon Meyers, Tammy Smith, Collen Stano, Sharon VanDyken

Advisory Members Absent: Nicolas Witschi

Ex Officio in Attendance: Decker Hains

Quorum

A quorum was present

Agenda

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

Minutes

It was moved by Weideman, seconded by Eisenhart, to approve the 16 November and 14 December 2020 minutes as provided. The motion carried unanimously.

Reports of Officers

Chair Stano did not provide a report.

Ex Officio Hains did not provide a report.

Reports of the Committee's Standing Committees

None.

Reports of University Representatives

WMU Essential Studies Interim Director Cousins reported on the challenges that may be alleviated with the implementation of the new curriculum electronic platform that is being considered.

Unfinished Business

The committee reviewed and evaluated proposal WES_BUS1750_B2020_BUS-11. All concerns were addressed clearly and succinctly such that it met the WMU Essential Studies requirements. Discussed was held regarding the revision process of the course if the full review process is followed. A few comments regarding the number of sections, time of offering, and the number of faculty teaching were not addressed in the proposal, but a college representative was able to address the concern to the satisfaction of the committee. It was moved by Pastrana, seconded by Ernst, to approve proposal WES BUS1750 B2020 BUS-11 as provided. The motion carried unanimously.

New Business

Discussion was held regarding the WMU Essential Studies course review process with feedback provided to the initiator. It was suggested to use the term "recommendations" and include specific point to improve the process. A possibility is to have a representative from the committee attend the college curriculum committee meetings to share best practices.

Hains reported on the Faculty Senate Ad Hoc Electronic Curriculum Process Committee. While the ad hoc committee is charged to develop internal electronic processing, it has been identified that there are commercial products that will provide better service, allowing exceptional tracking, differing processes for review, new curriculum processing, etc. Examples were provided. It is anticipated that the vendor provided product will provide dramatic improvement to the current processes. There will be an opportunity to develop a systematic method of course evaluation, including developing questions for instructors, criteria of review, how to evaluate courses, development of checklists for review approval.

Questions regarding the development of a feedback/evaluation form were raised including assessment outcomes and delineated activities.

Announcements

Chair Stano announced that there are several re-submitted proposals and new course proposals to be evaluated. She will manage how those will be shared depending on the volume.

Adjournment

It was moved by Blouin, seconded by King, to adjourn the meeting at 12 p.m. The motion carried unanimously. The WMU Essential Studies Course Review and Approval Committee will next meet virtually via Webex on 15 February 2021 at 10:00 a.m.

Approval

Submitted by Carol Weideman, secretary

Minutes approved this fifteenth day of February 2021.