WMU Essential Studies Executive Advisory Committee
Minutes of 9 February 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 1:30 p.m. on 9 February 2021, via Webex video conferencing by Jonathan Bush, chair.

Roll Call
Members in Attendance: Elissa Allen, Jonathan Bush, Brian Carnell, Decker Hains, Brian Tripp, Andre Venter
Members Absent: Kevin Knutson, Jessica Parker, Diane Riggs,
Advisory Members in Attendance: James Cousins, Carrie Cumming
Advisory Members Absent: Matt Provenzale
Guests: Edwin Martini, Associate Provost, WMUx; James Springstead, Chair, OneWMU Faculty Design Team
Ex Officio Member in Attendance: Sarah Summy

Quorum
A quorum was present.

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

Minutes
It was moved by Tripp, seconded by Allen, to approve the 12 January 2021 minutes as presented. The motion carried unanimously.

Reports of Officers
Chair Bush ceded his time to the guests.

Ex Officio Summy provided an outline of the three proposed management options for the WMU Essential Studies administration and faculty organization.

Reports of Subcommittees
Hains did not provide a report.

Reports of University Representatives
WMU Essential Studies Interim Director Cousins reported about the Higher Learning Commission process, materials, and data. He is working with Brian Carnell to compile the appropriate data. About 70% of the data is currently available, which is showing some issues. Over time, he hopes to improve the assessment compliance data availability.

Unfinished Business
Martini and Springstead led a discussion on the WMU Essential Studies Director position responsibilities. The topics included leadership team roles and responsibilities, including potential needs, and the possibility of a dedicated staff member for administration support and noted the preference for a staff director.

The agenda item of ongoing subcommittee needs was postponed.

New Business
Chair Bush will invite Interim Curriculum Manager Nicolas Witschi to the next meeting for discussion regarding curriculum software, and process of course review and approval.

Announcements
Cousins notes that advisors want to know what courses have been, or soon will be, approved by the WMU Essential Studies Course Review and Approval Committee. The committee agreed to hold a special WMU Essential Studies assessment data review meeting.
Adjournment
It was moved by Hains, seconded by Summy, to adjourn the meeting at 2:37 p.m. The motion carried unanimously. The next meeting of the WMU Essential Studies Executive Advisory Committee will be held on 9 March 2021.

 Approval
Submitted by Jonathan Bush, Chair

Minutes approved this ninth day of March 2021.