
**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.