

**WMU Essential Studies Executive Advisory Committee
Minutes of 9 March 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 March 2021, via Webex video conferencing by Jonathan Bush, chair.

Roll Call

Members in Attendance: Elissa Allen, Johnathan Bush, Decker Hains, Kevin Knutson, Diane Riggs, Brian Tripp, Andre Venter

Members Absent: Brian Carnell

Advisory Members in Attendance: James Cousins, Matt Provenzale

Advisory Members Absent: Carrie Cumming

Guests: Irma Lopez, Dean, Lee Honors College; Anthony Helms, Interim Assistant Dean, Lee Honors College; Nicolas Witschi, Interim Curriculum Manager, Randy Ott, Director Center Academic Success Programs, University College

Ex Officio Member in Attendance: Sarah Summy

Quorum

A quorum was present.

Agenda:

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

Minutes:

It was moved by Knutson, seconded by Allen, to approve the 9 February minutes as presented. The motion carried unanimously.

Reports of Officers

Chair Bush and Ex-Officio Summy ceded time to guests.

New Business

Lopez and Helms led a discussion regarding the Lee Honors College perspective on WMU Essential Studies courses. A desire was indicated for flexibility regarding special topic courses at both level 2 and level 3, and interest in helping Study in the States courses meet WMU Essential Studies requirements.

Witschi reported on the new curriculum management software, Curriculog. It will include a more fluid product for proposal process, and noted that Faculty Senate processes may be adapted to work with new software. Witschi asked for committee perspective on approval of new courses, noting that currently the general education procedures allow for only fall processing. His preference is that WMU Essential Studies courses are more flexible for fall and spring semester.

Reports of Administrative Representatives

Cousins introduced Randy Ott, Director Center Academic Success Programs, University College who will be specifically focused on WMU Essential Studies assessment data.

Reports of Councils/Committees Standing Committee(s)

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

Unfinished Business

Cousins presented three WMU Essential Studies leadership scenarios. It was moved by Knutson, seconded by Tripp, to recommend scenario 3. The motion carried unanimously.

Cousins and Bush will draft a Senate Snapshot on WMU Essential Studies progress.

Cousins and Ott are taking lead on WMU Essential Studies assessment and data collection; creating a survey instrument to inform and guide assessment days.

New Business

None

Announcements

None

Adjournment

It was moved by Allen, seconded by Knutson, to adjourn the meeting at 2:55 p.m. the motioned passed unanimously. The WMU Essential Studies Executive Advisory Committee will next meet on 13 April 2021 via Webex virtual conferencing at 1:30 p.m.

Approval

Submitted by Diane Riggs, Secretary

Minutes approved this thirteenth day of April 2021.