

**WMU Essential Studies Executive Advisory Committee
Minutes of 13 April 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 13 April 2021, via Webex video conferencing by Jonathan Bush, chair.

Roll Call

Members in Attendance: Elissa Allen, Johnathan Bush, Diane Riggs, Brian Tripp, Andre Venter

Members Absent: Brian Carnell, Decker Hains, Kevin Knutson

Advisory Members in Attendance: James Cousins, Carrie Cumming, Matt Provenzale

Ex Officio Member in Attendance: Sarah Summy

Guests: Colin Scott, Assistant Director, Transfer Admissions; Alice Molvern, Assistant Manager, International Partnerships

Faculty Senate Staff in Attendance: Paige Upchurch

Quorum

A quorum was present.

Agenda:

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

Minutes:

It was moved by Summy, seconded by Riggs, to approve the 9 March minutes as presented. The motion carried unanimously.

Reports of Officers

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

Reports of Standing Committees

Due to Hains absence no report was provided for the WMU Essential Studies Course Review and Approval Committee.

Of the Launch subcommittee members that was established last spring, Cumming is the only original member still active on the WES Essential Studies Executive Advisory Committee. The original launch date was canceled due to the COVID-19 pandemic. Discussion was held regarding planning for a new launch celebration.

No report was provided for the Recruitment Subcommittee.

Reports of University Representatives

Cousins reported on the Assessment Days that are scheduled for 14 and 15 June. No responses were received from the survey, which is probably due to timing. Therefore, the survey questions will be discussed in each session. There is a suggestion to change the format to a single general session on each day rather than the planned breakout sessions. There are plans to use Otter.ai live transcription for

virtual meetings. Another invitation will be distributed via email today. In the future announcements in advance of the event should be made to the Academic Forum and Chairs Council.

Unfinished Business

New Business

The contract for the new curriculum processing software Curriculog is in process. Curriculog will replace the current Banner system. The new product will be user friendly and will coordinate with the production of the WMU catalog. Hains and Witschi are coordinating the implementation project.

Molvern and Scott presented about transfer agreements:

- The Michigan Transfer Agreement (MTA) will need to be in place for the first and second levels of WMU Essential Studies
- Program Agreements will need to be in place for specific programs
- A proposal should be recommended to Associate Provost Edwin Martini regarding these agreements
- An appeal process for students not covered by MTA will need to be established. (i.e. students who enter before an agreement is finalized)
- Advisors can approve substitutions, as they currently do
- Associate degree replaces the first and second levels of WMU Essential Studies
- International students do not have equivalent Associate degrees, and would need to be managed differently
- MTA will need to be established as soon as possible to accommodate potential transfer students from Illinois

It was noted by Cumming that the MTA attributes would have to be coded to incoming student records. Discussion was held regarding the process and agreement that MOA-18/02 and MOA-17/04 provide guidance on these general issues. It was determined that a new MOA will not be necessary.

Announcements

None

Adjournment

It was moved by Tripp, seconded by Summy, to adjourn the meeting at 2:17 p.m. the motioned carried unanimously.

Approval

Submitted by Diane Riggs, Secretary

Minutes approved this eighteenth day of May 2021.