



**WMU Essential Studies Cyclic Course Review Procedures/Process
November 2, 2021**

Purpose: The purpose of the Cyclic Course Review is to provide insight into execution of the WMU Essential Studies Program with specific focus on ensuring courses meet the intent of the category they have selected, have syllabi that clearly indicate and communicate the nature of the course as it relates to WMU Essential Studies, and that the course has an effective assessment plan.

This is NOT curricular process but rather a process focused on the continuous improvement of the WMU Essential Studies program. The cyclic review process is completed by the WMU Essential Studies Course Review and Approval Committee with the intent of providing feedback to instructors and providing summary findings of overall course compliance and quality to the WMU Essential Studies Executive Advisory Committee.

The Year 1 Review is for courses in the following categories:

- Writing
- Oral and Digital Communication
- Societies and Cultures
- World Languages/Cultures

ONLY Course in these categories will be submitted and reviewed during 2021-22 (Year 1). If any of the courses in the level 2 categories have Diversity/Inclusion or the Planetary Sustainability outcomes, these will also be reviewed as a part of this process. There is no separate review for Diversity/Inclusion or the Planetary Sustainability outcome.

If a course features multiple sections and/or multiple instructors, only ONE submission for the course is required. The submission should include the syllabus and assessment plan that is representative of all sections.

Submission Process for Instructors (Due December 15, 2021):

- Submit review through Curriculog by:
 - Answering the following five questions which are designed to solicit feedback from experiences teaching the WMU Essential Studies course and to share best practices:
 1. What changes, if any, have you made to the course since its initial approval? (e.g. added additional sections, appointed course coordinator for multiple sections, changed assessment activity, etc.)
 2. Please provide specific examples of the WMU Essential Studies Student Learning Outcome and criteria for the assessment activities. If you assessed questions on a mid-term or final exam, please include sample questions that were assessed.
 3. Describe any challenges you encountered with assessment.
 4. What was your greatest success/accomplishment in this course?
 5. What advice, if any, would you give to faculty who are thinking about developing a WMU Essential Studies course?
 - Attaching the following documents:
 - Course Syllabus
 - WMU Essential Studies SLO Assessment Plan

Review Process for WMU Essential Studies Course Review and Approval Committee:

- Review each course using the Cyclic Course Review Checklist and Assessment Form no later than March 15, 2022.
- Upload completed Cyclic Course Review Checklist and Assessment Form to Curriculog so instructors can see the feedback and use it as appropriate. Forms must be uploaded not later than March 15, 2022.
- Provide summary data to the WMU Essential Studies Executive Advisory Committee at its April 2022 meeting to include:
 - the number of courses reviewed
 - compliance with syllabi requirement, etc.
 - findings of overall course fit
 - assessment plan evaluation, etc.
 - list of courses submitted/reviewed
 - list of courses that were NOT submitted but should have been