

**WMU Faculty Senate
WMU Essential Studies Executive Advisory Committee
Charges for 2020-21**

Sarah Summy will serve as the Faculty Senate Executive Board representative on WMU
Essential Studies Executive Advisory Committee

ROLE STATEMENT

In addition to annual charges it may receive from the Faculty Senate Executive Board, the WMU Essential Studies Executive Advisory Committee oversees the implementation, assessment, and revision of the WMU Essential Studies curriculum.

CHARGES FOR 2020-21

In addition to its specific responsibilities listed in the WMU Essential Studies Executive Advisory Committee's role statement and the work of subcommittee(s) including but not limited to the WMU Essential Studies Course Review and Approval Committee, the Faculty Senate Executive Board charges the committee to consider, as a committee of the whole or through the appropriate subcommittee or task force, the following:

1. Review the scope and description of the committee's role statement and assess the effectiveness of the committee's practices. Address any continuing or outstanding issues or initiatives as directed by the Faculty Senate Executive Board. To the extent possible, conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
2. Design a systemic review process for WMU Essential Studies courses. To the extent possible, conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
3. Oversee the communication/marketing plan for implementation and delivery. To the extent possible, conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
4. Coordinate an on-going course review and approval process for WMU Essential Studies. To the extent possible, conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
5. Identify and address policies, programs, and practices that will ensure considerations of diversity, equity, and inclusion within the Faculty Senate and the University. To the extent possible, conclude the initiative by producing a report to the Executive Board or a Memorandum of Action
6. Identify approaches and methods used to increase civility and respect in order to create a safe environment both within the Faculty Senate at the University. To the extent possible, conclude the initiative by producing a report to the Executive Board or a Memorandum of Action

NOTE: The WMU Essential Studies Executive Advisory Committee will seek information from the Office of the Provost and Vice President for Academic Affairs and any administrative office to maintain communications with that office on issues directly related to it. Committee recommendations are to be submitted to the Executive Board in the form of a memorandum of action (MOA) on which the recommendation(s) is/are stated. Any draft MOAs requested by the Executive Board should be submitted using the MOA template.

The WMU Essential Studies Executive Advisory Committee chairperson shall provide a written report of the committee's accomplishments and progress for the year; list the above charges noting each item's progress and current status; any other activities undertaken; and draft charges for the 2021-22 academic year, no later than June 30, 2021.

Approved by the Faculty Senate Executive Board on Sept. 11, 2020