
**Undergraduate Studies Council
Minutes of 6 December 2022**

Call to Order

The regular meeting of the Western Michigan University Faculty Senate Undergraduate Studies Council was called to order at 3 p.m. on 6 December 2022 via Webex video conferencing by Diane Riggs, chair.

Roll Call

Members in Attendance: Jessica Birnbaum, Carrie Cumming, Lori Gray, Colleen Hagins, Irma Lopez, Diane Riggs, Jill Rowe, Scott Slawinski, Susan Steuer, Nicolas Witschi

Members Absent: Said Abubakr, Clifton Ealy, Sam Longlet, Dawn Mason, Susan Piazza, Bruna Louise Silva

Advisory Members Present: Colleen Stano, Edwin Martini

Ex Officio: Lisa DeChano-Cook

Quorum

A quorum was present.

Agenda

An amendment was made to withdraw the proposal for Certificate in Advanced Business Communication and add appointments to Transfer of Credits Committee. It was moved by DeChano-Cook, seconded by Steuer, to accept the agenda as amended. The motion carried unanimously.

Minutes

An amendment to the 8 November 2022 minutes to change “program changes” to “program name changes” was made. It was moved by DeChano-Cook, seconded by Gray, to approve the 8 November 2022 minutes as amended. The motion carried unanimously.

Reports of Officers

Chair Riggs discussed Curriculog regarding the schema problem where documents have been added as attachments, Student Learning Outcomes are an ongoing problem. USC will work on developing examples and a guide.

Ex Officio DeChano-Cook reiterated that Faculty Senate Office will help USC collect examples for Curriculog and Student Learning Outcomes.

Reports of University Representatives

Witschi reported on planned modifications to the Curriculog process. These modifications will be implemented by January 2023. In the interim, proposals will be temporarily halted.

Martini provided the WMUx report:

- a. Retention is up from fall to spring, 4% from last year at this time. This bodes well for fall-to-fall retention.
- b. Reporting of mid-term grades fell. There was a 5% increase in academic concern forms submitted. Each received a follow-up to instructors and updates on how the students have been contacted and assisted.
- c. The Intellectual Skills Program Advisory Committee met with representatives from Mathematics, Witschi and Ott. Revisions to the catalog language is needed. There will be another meeting prior to the University winter closure.

Unfinished Business

Chair Riggs led a discussion to revise the Cybersecurity Minor Student Learning Outcomes.

New Business

It was moved by Cumming, seconded by DeChano-Cook, to appointment the following to the Transfer of Credits Committee. The motion carried unanimously.

- Kerrie Harvey, University Advisory Council
- M.K. Monahan, Haenicke Institute for Global Education
- Randy Ott, Advisory Member from Merze Tate College
- Jeffery Xie, Business

The Transfer of Credit Committee still needs representatives from Engineering, Health and Human Services, and Arts and Sciences. It was suggested that DeChano-Cook be appointed as the representative for Arts and Sciences. It was moved by Slawinski, seconded by Lopez, to appoint DeChano-Cook to TCC. The motion carried unanimously.

Chair Riggs explained that many of the curriculum proposals on the agenda for this meeting do not have clearly stated old and new catalog copy. This failing was pointed out by Cumming who explained that the registrar must have clear statements of both in order to make catalog changes. The following proposals were affected by this issue. USC discussed the proposals but postponed action until the catalog copy problem is resolved. Witschi will contact the initiators of the proposals and make these amendments to the proposals in time for the January meeting. Affected proposals included:

- a. Bachelor of Arts in Organizational Change and Development – name change
- b. E-Sport Minor
- c. Food Marketing Major
- d. Integrated Supply Management Major
- e. Sport Management Recreation
- f. Sport Management Sport
- g. Supply Change Management Major and Minor.
- h. Music Theatre Performance Certificate

The proposal to delete the Entrepreneurship Major (ENTJ) curriculum proposal was discussed. It was moved by Lopez, seconded by Hagins, to accept the Entrepreneurship Major (ENTJ) curriculum proposal. The motion carried unanimously.

Announcements

None.

Adjournment

It was moved by Slawinski, seconded by DeChano-Cook, to adjourn the meeting at 4:12 p.m. The motion carried unanimously. The Undergraduate Studies Council will meet next on 10 January 2023 at 3 p.m. via Webex.

Approval

Submitted by Lisa DeChano, substitute for Susan Piazza, Secretary

Minutes approved 10 January 2023.