

WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL  
Minutes of Tuesday, 8 March 2011, 3 p.m.  
Faculty Lounge, Bernhard Center

**Members present:** Kelly Ackerson (for K. Hillenbrand), A. Anderson, N. Andreadis, R. Aravamuthan, B. Ferrin, K. Hearit, P. Krawutschke, M. Kritzman, David Reinhold (for Provost T. Greene), D. Sachs, V. Torano, G. Whitehurst.

**Absent without substitution:** K. Baldner, D. Ravotas, C. Thralls, J. Wu

**Also present:** Jeanine Bartholomew (academic advising liaison)

**Procedural Items**

Council Chair Bruce Ferrin called the meeting to order at 3:07 p.m.

*Acceptance of Agenda*

Anderson moved acceptance of the agenda as amended, seconded by Kritzman. Motion carried.

*Approval of the Minutes*

Aravamuthan moved approval of the minutes of 8 February, seconded by Whitehurst. Motion carried.

**Information/Discussion Items**

*Discussion of Council Charge #4*

[Consider recommendation on use of a syllabus template for all courses, based on recommendations of the Committee to Oversee General Education. Consider creation of a joint Memorandum of Action with the Graduate Studies Council.]

Ferrin reported to the council on the Recommendations Pertaining to Development of a Syllabus Template, as developed by the Committee to Oversee General Education. Ferrin proposed that the council draft a Memorandum of Action to recommend adopting the syllabus template proposed by COGE. Ferrin proposed that such an MOA be developed in conjunction with the Graduate Studies Council. Krawutschke moved approval of the syllabus template as amended in our discussion, seconded by Kritzman. Motion carried.

Syllabus template MOA will recommend that all syllabi for all undergraduate courses should contain:

1. The name of the instructor assigned to teach the course, with the instructor's contact information (including email address) and office hours.

2. The name of the course as it appears in the course catalog.
3. Course location, room, building and meeting time.
4. Required textbook and supplies.
5. Recommended readings, if applicable.
6. The description of the course from the course catalog, including prerequisites.
7. The objectives, goals and outcomes of the course.
8. What general education area or proficiency the course fulfills, if applicable.
9. A calendar of the scheduled meetings, including date/time/location of final exam, with the subject of the lecture/discussion/reading/activities for each date. The syllabus may note that the subjects could be revised.
10. Due dates for assignments and what each assignment is worth out of the total grade. The syllabus may note submission deadlines could be revised.
11. A grading scale. The syllabus may note the grading scale could be revised.
12. A clearly articulated attendance policy and expectations for classroom etiquette (behavior).
13. University policies regarding academic dishonesty, religious observance, reasonable accommodation for physical or learning disabilities.
14. How to determine if there will be an Instructor and Course Evaluation System (ICES) evaluation of the course for that semester and, if yes, how to access the evaluation.

*Discussion of Council Charge #1*

[Review the availability of resources and services to foster student retention and develop recommendations for enhancing them if determined necessary. Examples might include but not be limited to the First-Year Experience, mid-term grade reporting, grading scales (i.e. +/-). Focus on expansion of mid-term grading and the Attendance Initiative.]

Ferrin presented the council with the report from the subcommittee to study resources and services to support student retention. Extensive discussion of retention issues ensued. Ferrin tabled further discussion until the 12 April meeting when the council will consider adopting a set of recommendations to send to the Faculty Senate Executive Board.

**Adjournment**

The meeting was adjourned at 4:38 p.m.

Respectfully submitted,

Dianna Sachs