

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE**

**UNDERGRADUATE STUDIES COUNCIL
Tuesday, 11 October 2011, 3 p.m.
Faculty Lounge, Bernhard Center**

Members present: A. Anderson, R. Aravamuthan, K. Baldner, B. Ferrin, K. Hearit, K. Hillenbrand, P. Krawutschke, M. Kritzman, D. Ravotas, D. Reinhold, Chris Rettich (for Western Student Association), D. Sachs, C. Thralls, V. Torano, G. Whitehurst

Absent without substitution: N. Andreadis

Guest: Tim Greene, Provost and Vice President for Academic Affairs

Also present: Jeanine Bartholomew, academic advising liaison and Betty Dennis, associate dean, Extended University Programs.

Procedural Items

Council Chair Bruce Ferrin called the meeting to order at 3:05 p.m.

Acceptance of Agenda

Thralls moved acceptance of the agenda, seconded by Ravotas. Motion carried.

Approval of the Minutes

Anderson moved approval of the minutes of 13 September 2011, seconded by Whitehurst. Motion carried.

Chair's Remarks

The Undergraduate Studies Council and Graduate Studies Council MOA-11/02, Syllabus Template, was approved at the 6 October Senate meeting. Ferrin noted receiving several notes of thanks for the councils' work on this subject.

Information/Discussion Item

Tim Greene, Provost and Vice President for Academic Affairs

Provost Greene also thanked the councils for the memorandum of action providing a template of information the Faculty Senate recommends all faculty put on all syllabi. He suggested the faculty now consider a policy requiring a syllabus of record for each course.

The provost has been having discussions with the Graduate Studies Council and the Faculty Senate Executive Board regarding periodic program review. It should be understood up front that this process will result in the elimination of some programs. Provost Greene pledged that the faculty would have the opportunity to provide input and response before these actions would be taken. This review process will likely start with the programs that have the fewest students. The provost and the council had a discussion of how the process might work.

Action Items

Approval of a Member of the Committee to Oversee General Education from the College of Health and Human Services

The council approved Sharie L. Falan (Bronson School of Nursing) to be the representative to COGE from the College of Health and Human Services.

Selection of a Council Representative on the University Assessment Steering Committee

Marilyn Kritzman agreed to be the USC representative on the University Assessment Steering Committee. Aravamuthan moved, Anderson seconded a motion to approve this appointment. Motion carried.

Formation of a Sub-committee to Address Council Charge #1 for the 2011-12 Academic Year

The council's first charge concerns Academic Standards and Academic Progress. This charge concerns policy changes and standards that will be required by the U.S. Department of Education. The purpose of the sub-committee is to review the Academic Program Integrity Policy Draft from the Office of Institutional Effectiveness. Jeanine Bartholomew, Vince Torano, and Bruce Ferrin volunteered to serve on this sub-committee.

Other

Keith Hearit discussed this year's enrollment numbers. Undergraduate enrollment is up very slightly, and graduate enrollment is slightly down. Minority and international enrollment are each up about 10%.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Kent Baldner