

WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL  
Tuesday, 8 May 2012, 3 p.m.  
Faculty Lounge, Bernhard Center

**Members present:** A. Anderson, N. Andreadis, R. Aravamuthan, K. Baldner, B. Ferrin, K. Hearit, K. Hillenbrand, P. Krawutschke, M. Kritzman, D. Reinhold, D. Sachs, G. Whitehurst

**Absent without substitution:** D. Ravotas, C. Thralls, V. Torano

**Guest:** Jody Brylinsky, Associate Provost for Institutional Effectiveness

**Also present:** Janice Anderson, Faculty Senate Office; Jeanine Bartholomew, academic advising liaison; 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*

Krawutschke moved acceptance of the agenda, seconded by Whitehurst. Motion carried.

*Approval of the Minutes*

Anderson moved approval of the minutes of 10 April 2012, seconded by Kritzman. Motion carried.

*Chair's Remarks*

The subcommittee created to study the issues in the first Action Item (changes to Academic Policy) never met. But the council needs to approve these proposals today.

**Action/Discussion Items**

1. *Academic Policy Drafts approved by Graduate Studies Council and forwarded to USC for approval*

Our charges this year included working with the Graduate Studies Council to address curricular changes mandated by the Higher Learning Commission, in compliance with the Federal Government. The following recommendations for Academic Policy have been approved by the GSC and now need our approval before being sent on to the Faculty Senate.

a. Credit Hour Definition

Anderson moved, seconded by Aravamuthan, acceptance of the Credit Hour Policy Proposal as contained in the 26 April 2012 minutes of the Graduate Studies Council  
(<http://www.wmich.edu/facultysenate/councils/graduate/minutes/20120426.pdf>).  
Motion carried.

The core of this recommendation was that:

- 1) One hour of classroom (50 minutes) of direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit; or
- 2) At least an equivalent amount of work as required in #1 above of this definition for other academic activities as established by the institution including laboratory work, internships practica, studio work, and other academic work leading to the award of credit hours.

b. Monitoring Enrollment Policy

Aravamuthan moved, seconded by Anderson, acceptance of the Monitoring Enrollment Policy Proposal as contained in the 26 April 2012 minutes of the Graduate Studies Council, which states, "Instructors are required to provide the last date of recorded attendance or academic activity for all grades of E and X."  
Motion carried.

2. *USC Recommendations returned by Faculty Senate Executive Board for revision*

The Faculty Senate Executive Board asked USC to revise the following two proposals approved by this council.

a. General Education Policy on the syllabus requirement

The following proposal was approved at 13 March 2012 meeting: "All courses included in general education must have syllabi consistent with the syllabus template adopted by the Faculty Senate on October 6, 2011, in MOA 11/02. Syllabi and other related materials must be made available to the COGE as part of the request for a course to be granted general education status."

The Executive Board moved to return this to USC as it does not understand the need for this language and requires a rationale for it. The chair of the Committee to Oversee General Education will communicate with the Executive Board to provide this rationale.

b. General Education Policy on one time course offerings prior to Curricular Review Process

The following proposal was approved at the 10 April 2012 meeting: "With the approval of the USC, the COGE shall decide on accommodations and exceptions to the General Education Policy that other programs may need. (See the next section.) Colleges, institutes and centers may offer, a course for general

education one time, prior to review by COGE, only if the following conditions are met:

- All such courses proposed for general education will first be reviewed and approved by the appropriate curriculum committees. This review must, if relevant, include consideration of the required documentation of consultation with other impacted departments, colleges and programs;
- No such courses may be offered as special or variable topics courses. All such courses must be offered under a dedicated course number;
- The second time the course is offered for general education credit, it must have gone through the full curriculum approval process, including COGE review.

It also shall assist the University community in carrying out its responsibilities to the General Education Policy. Most importantly, the COGE shall evaluate the success of the general education program in meeting its goals and recommend improvements to the USC."

The Executive Board had a number of concerns with this proposal, many arising from questions from the Registrar's Office concerning the details of implementation.

The council found two issues: one regarding the expedited curricular review policy mentioned above, and a second concerning whether or not Honors College courses can be approved for General Education. N. Andreadis will propose language for the council to consider explicitly allowing the Lee Honors College to have courses approved for General Education. The council will try to address the first issue in the future.

The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Kent Baldner