

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Tuesday, 11 October 2016, 3 p.m.
Faculty Lounge, Bernhard Center

Members present: K. Ackerson, A. Anderson, J. Atkin, R. Aravamuthan, J. Baas, K. Baldner, S. Carlson, L. Coons, Stephen Hasenick (fall semester substitute for Geoff Whitehurst), K. Hillenbrand, M. Kritzman, David Reinhold (for Provost Tim Greene), Diane Riggs (fall semester substitute for James Cousins), D. Sachs; T. Hall (Western Student Association), T. Fischman (Western Student Association)

Absent without substitution: T. Curran, B. Drummer

Guests: Marilyn Duke, Academic Resource Center, David Paul, Philosophy

Procedural / Informational Items

Council Chair Marilyn Kritzman called the meeting to order at 3 p.m.

Welcome and Introduction of New Members

Kritzman welcomed council members and started the meeting with the introduction of members.

Acceptance of Agenda

Anderson moved acceptance of the agenda, with second by Baldner. Motion carried.

Approval of the Minutes

Baldner moved approval of the minutes of 13 September 2016 as they stand, seconded by Baas. Motion carried.

Chair's Remarks – Marilyn Kritzman

Kritzman addressed the council. Faculty Senate chair training was offered in September. Kritzman clarified the procedure for reviewing/voting on proposals in USC meetings. As USC operates under the Open Meetings Act, the council cannot ask guests to leave the meeting during council votes and discussion. A majority vote occurs when 51% of eligible present voting members are in favor of an action; abstentions do not count. There is a question about whether curricular proposals and Memoranda of Action should always use ballot vote for council decisions; this needs to be decided by the next USC meeting.

Kritzman reviewed items from the first Faculty Senate meeting of the academic year, including: a memorial for Mary Cain, long-time Faculty Senator; new appointments and searches are in process; reminder to use preferred name policy; enrollment is down, but no significant effect on budget; athletic funding

discussed. The proposal from USC passed, MOA-16/13 Revise Undergraduate Catalog Non-degree Certificate Programs. Reminder for USC to make sure proposals comply with Higher Learning Commission requirements.

Action Items

Follow-up on Letter of Intent between Western Michigan University and Kalamazoo Valley Community College

Kritzman addressed the council; asked the questions generated from September USC meeting. This item had been forwarded to USC by the Faculty Senate Executive Board; however, there is nothing of substance for USC to provide on this item.

Approval of Transfer of Credit Committee Members

Reinhold addressed the council. There have been no nominations for this USC committee. Kritzman added that there are several openings on the three committees under the USC; strategies for filling these positions will be addressed in the November meeting.

Review of 2016-17 Council Charges

Kritzman addressed the council to review the charges.

1. Reinhold provided history regarding WMU's need for student success initiatives. Recent discussions have resulted in addressing student success as part of enrollment management best practices and data, led by Terrence Curran, associate provost for enrollment management.
2. A question was raised about the student success charge. The council decided to keep it as a charge until Kritzman can talk to Curran before the next USC meeting. She will obtain Curran's perspective of the larger picture and need for feedback from USC. As many groups on campus work to improve student success, USC could recommend a structure/process for the work (vs creating USC work groups).
3. This charge carried over from 2015-16. A question was raised about the role of USC in "identifying and enhancing" and "developing" programs; wording change to delete "enhancing" and add "recommending development of new programs" was recommended. Kritzman commented that USC may want to make recommendations for or create a centralized list/index/directory of existing resources for multiculturalism on campus so the University and greater communities are aware. This work is in line with the new strategic plan. The Western Student Association expressed interest in working on this project with USC, with the goal to identify existing multicultural programs on campus and Southwest Michigan, using the campus climate study for guidance. Sachs agreed to work on a draft list for the November meeting.

4. Reinhold discussed the need for an electronic system for gathering input about general education from faculty for the Ad Hoc General Education Design Committee. USC could support this by advertising to the greater faculty the need for feedback from faculty. A question was raised about the second part of the charge, "Depending upon the proposed model, review and provide recommendations to the Ad Hoc General Education Design Committee on the number of courses being designated as general education courses". Council members expressed concern about monitoring the specific number of courses. A recommendation was made to remove the second sentence from the charge; change was made. USC will respond to requests for feedback about numbers of courses, if/when approached by work groups. Reinhold will ask the Ad Hoc General Education Design Committee about service learning courses and whether they also can count toward general education credit.
5. This charge is related to work from two years ago; definition was established. Work can now address identifying service learning courses. There was a recommendation to bring the policy on undergraduate service-learning courses back to USC, to continue work on this.

Kritzman asked members to bring to the November meeting additional charges. The council will finalize charges at the November meeting.

Intellectual Skills Program Advisory Subcommittee

M. Duke addressed the council. Charges and membership of the committee were reviewed; Duke stated that charge #1 is priority #1. The State of Michigan is moving to the requirement of the SAT. Funding for skill building programs varies by college. Concerns were expressed about where to go for consistency in funding and in ensuring the skill sets of instructors for the programs (upper-level undergraduate). The committee is working on this, under the oversight of the USC. A question arose about the need to formalize a connection between efforts in student success, retention and intellectual skills programs. Also need to have coordination of ISP courses and general education courses. Charge #10 was revised; added "pending outcome of general education resign". There was a comment regarding the number of committee members; the committee will address this. The council requested report from committee at least once per semester, to keep USC informed.

A motion to approve the charges, as amended in today's meeting, was made by Baas and seconded by Hasenick. Motion carried.

A motion to approve the committee membership was made by Anderson and seconded by Aravamuthan. Motion carried.

Information/Discussion Items

Update from the Committee to Oversee General Education

Kritzman addressed the council. The chair, vice chair and secretary positions are filled. Baccalaureate writing course review is in process. Reinhold reported on

streamlining the process of reviewing/approving curricular proposals. Some course changes won't go to the full committee (i.e., changing prefix of a General Education course). Discussed were additional ways to make the process more efficient; e.g., inviting proposal writers to address/answer questions from committee.

Review of Council Scope/Description

This hadn't been distributed to the council, so it will be addressed in the November meeting.

Succession Planning

Kritzman addressed the council regarding the need to have a leadership succession plan in place. She asked the council for ideas: institute a two-year vice chair process? create two vice chair positions? Discussion sought ways to get more people in the pipeline for council leadership; several current members are ineligible to serve in positions.

Adjournment

A motion to adjourn was made by Baldner, Anderson supported. Motion carried.
The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Kathryn Hillenbrand

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