

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Tuesday, 11 April 2017, 3 p.m.
Faculty Lounge, Bernhard Center

Members present: Ackerson, Anderson, Baas (for Bischof), Paul (for Baldner), Carlson, Coons, Riggs (for Cousins), Curran, Drummer, Ferrin, Hillenbrand, Kritzman, Martini, Reinhold (for Greene), Sachs, Whitehurst

Absent without substitution: Aravamuthan, Fischman, Hall

Guests: Yuanlong Liu, Chair, Human Performance and Health Education; Steven Butt, Chair, and Paul Engelmann, Engineering Design, Manufacturing and Management Systems; Shawn Tenney, Director of Service-Learning; and Marilyn Duke, Chair, Intellectual Skills Program Advisory Committee

Procedural / Informational Items

Call to Order

Council Chair Kritzman called the meeting to order at 3:03 p.m.

Acceptance of Agenda

Duke requested adding to the agenda item 2F: Membership on Committee. Baas moved to accept the amended agenda, seconded by Anderson. Motion carried.

Approval of the Minutes

Baas asked for correction of typographic error in Discussion/Action Item 3, *abstentions*. Whitehurst moved to approve the minutes of 14 March 2017 with the correction, seconded by Anderson. Motion carried.

Chair's Comments – Marilyn Kritzman

Kritzman addressed the council and encouraged members to attend tomorrow's announcement of a new president. She summarized the 6 April Faculty Senate meeting: faculty home pages will continue to be funded. Elearning system, D2L, will be upgraded over the summer. President Dunn testified at the capital regarding budget. Dr. Dunn completed farewell tour. The Faculty Senate approved a new name for General Education program: WMU Essential Studies. Domestic enrollment is up; international enrollment is down. The Provisional Acceptance Policy has been approved.

Discussion/Action Items

Curriculum Proposals

1.[CEHD 793] Proposal to delete the Health Education Minor: Community Emphasis

Yuanlong Liu addressed the council. Due to the new public health undergraduate program in the College of Health and Human Services starting in fall 2017, the minor in community emphasis needs to be deleted. Whitehurst moved to approve the proposal to delete the Health Education Minor: Community Emphasis, seconded by Baas. Motion carried.

2.[CEAS-17-05 EDMMS] Proposal to allow all 78 hours of transferable coursework from Muskegon Community College into the B.S. in Manufacturing Engineering Technology, which is 10 more than the currently allowed 68 hours. Paul Engelmann addressed the council. There has been a formal articulation agreement between WMU and MCC for over 20 years, and each accept the other as colleagues and interlock. The program at MCC is recognized as a quality program and attracts contemporary students who easily can't come to Kalamazoo for class. The demand is high for programs like this. Reinhold stated that the new policy for exceptions to the credit hour policy permits the proposed change. There was a question from the council about whether the change affects accreditation or the Higher Learning Commission; there is no effect on either. A question was raised about whether there is need to update the articulation agreement from 2010; it was determined no need to update as long as current agreement is in place. Ackerson moved to approve the proposal to allow 78 hours of transferable coursework from Muskegon Community College into the B.S. in Manufacturing Engineering Technology. Sachs seconded. Motion carried.

Informational/Discussion/Action Items

1.Service-Learning course designation documents

Shawn Tenney addressed the council. The registrar is in support of the documents; it is recommended that the service-learning designation be noted by course. Discussed future "service-learning" designation for sections of courses. Kritzman recommended that we propose a process for a development of a course/section "service-learning" designation. This would be initiated by the instructor of record and submitted to the registrar. Will also need to have a reverse process, to remove this designation, when needed. Perhaps "service learning" can be designated at the time of building the schedule of courses each semester, in conjunction with the instructor of record. It was proposed that once a process is developed, it be reviewed by the registrar to determine whether this is workable.

2. Discussion of General Education

Reports from the Intellectual Skills Program Advisory Committee. Marilyn Duke addressed the council.

- a. Catalog Copy Revision – as the language is dependent upon updates in the related/following documents, this item was tabled until the May meeting.
- b. Junior Standing – original policy reportedly had been unenforceable as written, perhaps due to arbitrary credit hour requirement (62 credit hours is between sophomore and junior status). Most students take the college-level writing course in their freshman year. Curran expressed concern about putting registration holds on student accounts; stated that academic advising could prevent need for placing holds. Duke stated that most academic advising directors were consulted regarding this policy change. There was a question about whether terminology might change with a new general education program; i.e., college-level writing and baccalaureate-level writing. It's anticipated that there will be a sequence of writing courses built in to the general education curriculum.

All new transfer students are required to meet with an advisor. Advisors will be able to lift a registration hold.

Reinhold requested that one proposal/policy be created for all college level writing courses; he will talk to the registrar about this to know the capabilities of Banner. Need to check language of existing General Education policy regarding college-level writing as a prerequisite for baccalaureate writing course. Ask Executive Board if we can create one policy – college-level writing as prerequisite for baccalaureate writing course. Will have answers for the May meeting.

- c. Placement Rubric
Three-quarters (3/4) of incoming students have taken the new SAT (4/2016), so new SAT rubric is needed. Baas moved to approve Intellectual Skills Placement rubric for SAT scores for newly-admitted students. Sachs seconded. Motion carried.
- d. Reading Self Placement
Policy was generated by Literacy Studies faculty. Students will be advised at orientation regarding whether enrollment in LS 1040 is either “encouraged” or “strongly recommended”. A question arose regarding how skills can be improved if students are making this determination. The response was that research has shown evidence that a policy of this type works; however, it’s understood that it may not work at WMU. Concern was raised that students will opt to not take the course, due to extra tuition. Requested advising guide to be provided to advisors. Baas moved to add language that it’s a pilot and will be assessed in two years. Whitehurst seconded; motion passed.
- e. Sophomore Standing
The move to sophomore status should make this more enforceable. The registrar will place a registration hold until a student sees an advisor. The council requested that a student be informed when a registration hold is placed; Curran said upgraded content system could have this capability. Anderson moved to accept the proposal, as long as student notification system is in place. Hillenbrand seconded. Motion carried.

Committee Membership

Jo Wiley needed to resign from the committee. Dr. Leah Omilion-Hodges will complete Wiley’s term. Baas moved to approve committee member; Whitehurst seconded. Motion passed.

3.Finals Week Policy

Marilyn Kritzman addressed the council. The issue is related to the date of dorm closure, Friday at 6 p.m. In the event of a weather emergency, exams are moved to Friday as late as 9:15 p.m.; dorms would be closed before the final exam. The registrar stated that the notice regarding a change in exam schedule in the event of a weather emergency would now include a statement regarding on-campus housing. Kritzman also asked the council to consider a policy regarding final exams and “exam fatigue” when students have as many as 3 face-to-face exams in one day. The policy will need to specify which exam(s) could be rescheduled; e.g., first exam of that day. Anderson will work with Kritzman on this before the May meeting.

May will be our last meeting. Will need to determine who will fill council leadership openings.

4. 2016-17 Council Charges – not addressed in this meeting

Other

Martini: Status of MOA-16/13 Revise Undergraduate Catalog Non-degree Certificate Programs – this has been sent to the provost’s office for signature. Once signed, the council will resume work on proposals for certificate programs in music and hydrogeology.

The next council meeting is scheduled for May 9. Will determine at that time whether or not the council will hold a meeting in June.

Adjournment

A motion to adjourn was made by Whitehurst, supported by Baas . Motion carried. The meeting was adjourned at 4:47 p.m.

Respectfully submitted,
Kathryn Hillenbrand
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