

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE**

**UNDERGRADUATE STUDIES COUNCIL
Tuesday, 13 June 2017, 3 p.m.
Faculty Lounge, Bernhard Center**

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

Absent without Substitution: Coons, Ferrin

Guests: Donald Meyer, Chair, Department of Economics; Suzan Ayers, Human Performance and Health Education (for Chair Yuanlong Liu); Shawn Tenney, Director of Service-Learning; Marilyn Duke, Chair, Intellectual Skills Program Advisory Committee; Carrie Cumming, Registrar

Procedural / Informational Items

Call to Order

Council Chair Kritzman called the meeting to order at 3 p.m. with introductions to welcome new council member Clifton Ealy.

Acceptance of Agenda

Kritzman recommended that item C1, Service-Learning course designation documents be removed from the agenda, as the work has been completed. Duke asked that item C2 Reports from the Intellectual Skills Program Advisory Committee be removed from the agenda, as this work has been completed. Baas moved to accept the amended agenda, seconded by Anderson. Motion carried.

Approval of the Minutes

Anderson moved to approve the minutes of 09 May 2017 as written; seconded by Ackerson. Motion carried.

Chair's Comments – Marilyn Kritzman

At the most recent Faculty Senate meeting on May 11, the general education model was approved. Administrative changes were reviewed.

Discussion/Action Items

Curriculum Proposals

1. [CAS 17-135.ECON] *Establish an Accelerated Degree (MA) Program in Applied Economics.*

Donald Meyer addressed the council. The proposal to develop accelerated graduate program was designed to allow undergraduate economics majors the opportunity to start work on a master's degree while working on the bachelor's degree; shortens the program for a student by one semester/12 credit hours. BBA or BA students are eligible.

There was a question from the council regarding ECON 1254 and concern about minimum grade of B in that course. The response to the question about the small

anticipated audience (2-3 students) for this program; low numbers are due to the number of students in the major (40). The BS program is considered a good fit for students interested in graduate school. A question was raised regarding #9; learning outcomes need to be edited; Kritzman offered assistance in editing required vs elective courses listed in the catalog copy.

Sachs moved to approve the proposal to establish an accelerated degree (MA) program in Applied Economics, seconded by Baas. Motion carried.

2. [CEHD 793R] *Delete the Health Education Major: Community Education*
Reinhold addressed the council, as no one from the department was present. The program was transferred to the College of Health and Human Services due to the Academic Program Review; the former program needs to be deleted.

Riggs moved to approve the proposal to delete the Health Education Major: Community Education, seconded by Whitehurst. Motion carried.

3. [CEHD 796] *Creating Physical Education/Activity track for non-teaching graduates*

Ayers addressed the council on behalf of the department chair. There were no questions from the council.

Whitehurst moved to approve the proposal to create the Physical Education/Activity track for non-teaching graduates, seconded by Ackerson. Motion carried.

Informational/Discussion/Action Items

3. MOA-17/04 *Revision to Advising Directors General Education Substitution Authority*

Representatives of the Committee to Oversee General Education were not available to address the council. Cumming provided information about the 31 Extended University Programs General Education exceptions that occurred between summer I 2016 and spring 2017; the number of exceptions is small. Questions from the council addressed how this policy relates to exploratory advising; exploratory advising is exempt. Exceptions are noted in Degree Works. The memorandum of action expands the number of advisors who can approve exceptions for students. There was a question about making the process more streamlined; EUP Academic Advising Director Jessica Parker now needs to work with College of Arts and Sciences Academic Advising Director Kevin Knutson regarding exceptions. Directors of advising have discussed this and approve the intent of the MOA, per Martini. A question was raised about students who will be transitioning from the current general education program to the new program and the need for exceptions; a high number of substitutions can be expected during the general education transition period.

Motion to support MOA-17/04 Revision to Advising Directors General Education Substitution Authority was offered by Anderson; Riggs seconded. Motion carried.

4. *Election of 2017-18 Council Officers*

Kathryn Hillenbrand was re-elected as USC secretary, by acclamation. Anderson agreed to continue to serve as vice chair, but she will be unable to give consistent attendance in spring semester due to teaching load. Ealy offered to serve as substitute for Anderson in this role. Regarding USC chair, Anderson

suggested that Kritzman talk to Bruce Ferrin about serving in this role. Kritzman will send the council an update via email.

5. Election of Members of the Committee to Oversee General Education

A motion was made by Baas, seconded by Sachs, to approve nominations of Kathryn Wagner (Theatre, College of Fine Arts) and Jennifer Harrison (Social Work, College of Health and Human Services) to the Committee to Oversee General Education, for three-year terms. Motion carried.

6. Finals Week Policy

A number of aspects of the policy was discussed at length by the council. Cumming stated that the Registrar's Office could remind students about the deadline for requests to move a final exam at the time the reminder is sent regarding the last day to withdraw from classes. Cummings agreed to create a form for students to complete when approaching an instructor to request moving a final exam.

The council agreed that the policy should permit students to approach an instructor to request/negotiate moving the second of three final exams scheduled on the same day. If a student has four final exams scheduled on one day, the student has the right to negotiate with the instructor of up to two of those exams. The student must bring to the instructor the form created by the Registrar's Office for this purpose.

Kritzman will send the edited policy to the council for review before forwarding to the Faculty Senate Executive Board. Ealy moved to approve the final exam policy with the language proposed, to be reviewed by USC before forwarding beyond the council. Anderson seconded. Motion carried.

7. 2016-17 Council Charges.

Topic was postponed.

Other

This is the final USC meeting for the 2016-17 year. The council will meet again in September.

Adjournment

A motion to adjourn was made by Anderson, seconded by Ackerson. Motion carried. The meeting was adjourned at 4:37 p.m.

Respectfully submitted,
Kathryn Hillenbrand