

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Tuesday, 12 September 2017, 3 p.m.
Faculty Lounge, Bernhard Center

Members present: Ackerson, Anderson, Baas (for Bischof), Baldner, Birnbaum, Brown (Western Student Association), Carlson, Coons, Curran, Ealy, Ferrin, Hillenbrand, Kritzman, Sachs

Academic advising liaison present: Drummer

Advisory member present: Martini

Absent without substitution: Reinhold (for Stapleton), Shao

Guests: Suzan F. Ayers, Faculty Senate President; Marilyn Duke, Chair, Intellectual Skills Program Advisory Committee

Procedural/Informational Items

Call to Order

Council Vice Chair Anderson called the meeting to order at 3 p.m.

Welcome and Introductions

Anderson welcomed the two newest faculty members of the council. Jessica Birnbaum represents the College of Aviation, Xiaoyun Shao represents the College of Engineering and Applied Sciences. Returning council members introduced themselves.

Acceptance of Agenda

Ferrin requested, through Anderson, that Council Charges be moved to later in the agenda when he would be present. Baldner moved to accept the amended agenda, seconded by Sachs. Motion carried.

2017-18 Council Charges

Faculty Senate President Ayers introduced the Council Charges, which were generated from the council's recent areas of work. Charges can be modified by the council. Formal discussion of the charges was moved to later on the agenda.

Sharon Carlson will serve as the Faculty Senate Executive Board representative to USC.

Approval of the Minutes

Ealy moved to approve the minutes of 13 June 2017 as written; seconded by Carlson. Motion carried.

Vice Chair's Comments – Ariel Anderson

Anderson attended the Council Chairs' training session and shared with USC members the notebook of information from the training. Councils follow the *American Institute of Parliamentarians Standard Code of Parliamentary Procedures* (previously referred to as Sturgis). Council members were encouraged to send a substitute to council meetings, if the member cannot attend.

A reminder about this is noted at the bottom of each meeting agenda. Interim Provost Susan Stapleton plans to visit all councils; it is anticipated she will be attending the October 10 USC meeting. Members were encouraged to bring questions and concerns for the interim provost to this meeting. The Transfer of Credit Committee will be meeting this week. This will be a particularly busy year for USC, due to the transition from General Education to Western Essential Studies. The first Faculty Senate meeting will be held on October 5. The council was reminded that charges can be revised or rejected.

Discussion/Action Items

Election of 2017-18 Council Chair

Anderson discussed the council's need to elect a chair; Anderson is not able to serve in that position. The chair must be an elected member of the council. Anderson asked for nominations for a one-year term as council chair, with the term running from May to May. Ealy nominated Sachs, who turned down this nomination. Ealy then nominated Ferrin for this position. Ferrin expressed willingness to serve as chair, but he is unable to start meetings at 3 p.m., due to his teaching schedule for fall semester 2017. A suggestion was made for the vice chair to start meetings at 3 p.m., with the chair leading upon arrival, for fall semester.

Ealy moved to nominate Ferrin for the position of council chair, seconded by Baas. Motion passed.

2017-2018 Council Charges

Ferrin led discussion of the charges. Members were provided background regarding the council's work with the Office of Service Learning, the Committee to Oversee Western Essential Studies, the Committee to Oversee General Education, and the Office for Enrollment Management. Martini and Reinhold will serve as liaisons to COWES.

Charge 1. *Review the scope and description of the council's role statement and assess the effectiveness of the council's practices. Address any continuing or outstanding issues or initiatives as directed by the Faculty Senate Executive Board.*

Charge 1 is similar to that of previous years.

Charge 2. *In collaboration with the Office for Enrollment Management, develop a plan based on the WestCom Report to engage faculty in recruitment and retention of undergraduate students, with intentional focus on under-represented groups.*

Members expressed and discussed concerns about the council's role in recruitment and retention, offering support of the council's participation in developing a plan for recruitment and retention that is focused on curriculum. It was recommended that the council respond to the Executive Board regarding the role the council could take regarding recruitment and retention, i.e., limiting its role to that regarding curriculum. For example, the council could support innovative curricula and programs that would bolster

recruitment. Curran reported that students leave campus primarily due to lack of connection to faculty and/or financial aid problems. The best recruiting occurs through direct student-faculty connections.

Ealy moved that Charge #2 be referred back to the Faculty Senate Executive Board for revision, to limit the council's involvement in recruitment and retention to matters related to curriculum. The motion was seconded by Baas. Motion passed.

Anderson moved that the USC chair communicate with the Faculty Senate Executive Board regarding Charge 2. The motion was seconded by Carlson. Motion passed.

Charge 3. In consultation with the Office of Service Learning, develop a cyclical review process to ensure courses meet this designation.

Charge 4. Coordinate planning for the dissolution of COGE and the implementation of the Committee to Oversee Western Essential Studies with the Ad Hoc General Education Logistics Committee.

COGE exists to interpret general education policy and course standards. As the general education curriculum transitions to WES, there will be a sunset on COGE, replaced by COWES. The council's role is to support the planning initiated by COWES and the Ad Hoc General Education Logistics Committee.

Charge 5. Be available as a resource for the Ad Hoc General Education Logistics Committee.

Other

There was no other business.

Adjournment

A motion to adjourn was made by Baas, seconded by Anderson. Motion carried. The meeting was adjourned at 4:36 p.m.

Respectfully submitted,
Kathryn Hillenbrand