

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE**

**UNDERGRADUATE STUDIES COUNCIL
Tuesday, 14 November 2017, 3 p.m.
Faculty Lounge, Bernhard Center**

Members present: Ackerson, Baas (for Bischof), Baldner, Brown (Western Student Association), Carlson, Coons, Curran, Duke, Ealy, Ferrin, Hack (WSA), Hillenbrand, Kritzman, Reinhold (for Interim Provost Stapleton), Sachs, Shao
Members absent without substitution: Anderson, Birnbaum

Academic Advising Liaison present: Drummer

Advisory Member present: Martini

Procedural / Informational Items

Call to Order

Acting Vice Chair Kritzman called the meeting to order at 3 p.m.

Welcome and Introductions

Acting Vice Chair Kritzman welcomed members.

Acceptance of Agenda

Ackerson moved to accept the agenda as written, seconded by Brown. Motion carried.

Approval of the Minutes

Baldner moved to approve the minutes of 10 October 2017 as written, seconded by Brown. Motion carried.

Chair's Comments – Bruce Ferrin

On November 17 Chair Ferrin has a scheduled meeting with the Faculty Senate Executive Board to discuss concerns regarding the USC charge related to recruitment and retention. Ferrin will send USC members an update from this meeting via email, for discussion at the December USC meeting.

Ferrin met with the Ad Hoc General Education Logistics Committee representative, Mervyn Elliott, on November 8. Ferrin distributed to council members the questions he asked in the meeting and Elliott's requests of USC regarding WMU Essential Studies. Reinhold also offered additional clarification and explanation of the areas in which the committee needs support from USC. The following requests were discussed:

- a) It was requested that USC review the policy document that will come from the General Education Logistics Committee. Specific input is sought regarding the rubrics that will evaluate learning outcomes, upon which the policy will be built. This addresses questions 1 and 3 on Ferrin's list.
- b) It was requested that USC review the procedures for approving/authorizing courses for the Essential Studies curriculum. As a new approval process will need to be phased in, it was suggested that

two approval committees exist: an "existing Committee to Oversee General Education" and a "new COGE". Reinhold stated that the committee will use as a guide the transitions used by other universities who have completed this process; there are models from which WMU can learn. Reinhold added that faculty should not assume that an existing course approved for general education will be "reauthorized" as an Essential Studies course. It was suggested that courses be approved by the department, then dean, then COWES which will include college representatives.

- c) It was requested that USC assist the committee in long-term strategic oversight of WES. The council will address this in a future meeting.
- d) It was requested that 1-2 members of USC also serve on the Ad Hoc General Education Logistics Committee.

Concern from the council was expressed about the need for significant faculty involvement in WES. Reinhold stated awareness of this concern. It is anticipated that Reinhold's office can serve as a resource for faculty in the transition.

Ferrin was contacted by COGE regarding courses seeking approval as a baccalaureate-level writing course (Proficiency 2). Of 136 proposals, 68 were approved, 21 are pending approval once a request for additional information is satisfied by the department, and there were no proposals submitted for 11 courses. Two courses were not approved. Council members discussed the need for departments to be given a firm deadline for submitting information for course approval, and if the information is not provided, then the course is not approved as a baccalaureate-level writing course. A deadline of February 1, 2018 was recommended. After much discussion Ferrin recommended that a strongly-worded letter be sent to the departments of 33 courses for which additional information has not been provided.

As a follow up to Ferrin's recommendation, Kritzman moved that a strongly-worded letter be sent to department chairs associated with courses for which there has been no response to COGE regarding approval as a baccalaureate-level writing course, with copies sent to advising directors, the registrar, and the provost. Baas seconded. The motion passed.

Informational/Discussion/Action Items

1. Committee to Oversee General Education – Election of College of Arts and Sciences representative

Paper ballots were distributed, collected and tallied.

Ilana Nash was elected by the council to serve as CAS representative to COGE.

2. Transfer of Credit Committee

a) Election of four members to fill vacancies and assign their terms
Baas moved to nominate the following: Rouscher, three-year term to May 2020; Pattison, two-year term to May 2019; Swickrath, three-year term to May 2020; Gauthier, two-year term to May 2019. The motion was seconded by Sachs. Motion passed.

b) For continuing members, set terms for those not yet assigned
Brown moved to set the terms of continuing TCC members as follows: Korista, term will end in May 2019; Burnie, term will end in May 2019. The motion was seconded by Sachs. Motion passed.

c) Selection of USC member to serve on the committee
Baas moved to nominate Hillenbrand to a one-year term on TCC, with Ackerson as alternate; seconded by Sachs. Motion passed.

3. *Committee on University Strategic Planning – selection of USC member to serve*

Sachs moved to nominate Ackerson to CUSP, with Kritzman as alternate; seconded by Brown. Motion passed.

4. *Curriculum Proposals – Department of Family and Consumer Sciences*

a) CEHD 810 – Deletion of the Secondary Education in Marketing minor.
There was no department representative to present this proposal. This minor is being phased out by the Michigan Department of Education effective January 1, 2018. There are no students enrolled in this minor, as nearly 10 years ago a “group” major in Business Education which includes marketing, was created in which students now enroll.

b) CEHD 811 – Deletion of the Secondary Education in Marketing major.
This major is being phased out by the Michigan Department of Education effective January 1, 2018. No students have enrolled in this major since 2004. Nearly 10 years ago a “group” major in Business Education which includes marketing, was created in which students now enroll.

As both proposals addressed deletions that were related, they were discussed together. Baldner moved to approve deletion of the Secondary Education in Marketing major and deletion of the Secondary Education in Marketing minor. The motion was seconded by Ackerson. Motion carried.

5. *Service Learning*

Reinhold represented Shawn Tenney at the meeting. There is intent to get the service learning report to the Faculty Senate Executive Board as soon as possible, so students have information about service learning courses. A request form for service learning courses will be developed, for review by a service learning committee. That committee will comprise five members, with representatives of staff and faculty, with one-, two-, and three-year terms. The designation code will be S- (dash) *prefix*. Service learning courses will be reviewed every five years. Courses will be reviewed at the department level, to confirm that individual course offerings are service learning courses. Criteria for evaluation of courses have been developed.

Other

General Education Reform

Reinhold reported that the Ad Hoc General Education Logistics Committee is developing basic learning outcomes. Rubrics for each learning outcome were developed by faculty on October 20 and 27. Rubrics will go out to faculty for

comment. Writing a new policy will begin by making amendments to the current general education policy. Committee members recently visited Bowling Green State University to learn about its new general education program. It is projected that WES will be ready for implementation in fall 2020; it will be up and running for Higher Learning Commission visit in 2020.

Adjournment

A motion to adjourn was made by Kritzman, seconded by Ackerson. The motion carried. The meeting was adjourned at 4:27 p.m.

Respectfully submitted,
Kathryn Hillenbrand