

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE**

**INTELLECTUAL SKILLS PROGRAM ADVISORY COMMITTEE
Minutes of Tuesday, November 21, 2017**

Members Present: Marilyn Duke, Jan Gabel-Goes, Kerrie Harvey, Leah Omilion-Hodges, Deanna Roland (for Susan Piazza), Nick Witschi (for Jonathan Bush)

Members Absent: Kim Ballard, Kirsty Eisenhart

The meeting was called to order at 1:03 p.m. by Chair Duke. A quorum was present.

PROCEDURAL ITEMS

Acceptance of the Agenda

A motion was made by Harvey, seconded by Gabel-Goes, to approve the agenda as presented. Motion carried.

Approval of the Minutes

A motion was made by Gabel-Goes to approve the minutes of October 17, 2017, seconded by Harvey, to approve the minutes with the corrections that were discussed. Motion carried.

Announcements/Chair's Remarks

Duke met with the directors of advising and laid out ISPAC plans for using self-directed placement for reading and writing for the fall 2018 FTIACS attending Freshmen Orientation. They are on board with this approach.

Using the new CRM for orientation sign-up will require a confirmation email to students that will include the link to complete self-directed placement.

Duke will be meeting with the Office of Information Technology to discuss how placements can be processed/loaded into the student record.

ACTION ITEM/DISCUSSION/INFORMATION

There was discussion of the options for structuring the self-directed placement and what type of questions would be needed to address necessary strategies and tools for a successful foundation. The committee reviewed the structure and questions used by Grand Valley State University. Discussion of the research showing students have a tendency to rank themselves lower took place.

It was determined that one questionnaire will be used to address both reading and writing. Roland and Witschi will develop the introductory explanations of placement/ISDP courses to be included in the self-directed placement process for students to better understand the purpose and their placement.

Subcommittee Follow-up

2017 orientation placement report – Duke included information in report about how the problems were handled with the SAT scores during orientation.

Development opportunities for faculty teaching skill-building courses and baccalaureate writing review – recommend creating a repository of syllabi for recently approved/reapproved Proficiency 2 courses in an effort to help faculty wanting to build or alter courses to be more inclusive of writing. Also discussed was a “Best Practices Exchange” panel featuring faculty from across the University who are teaching P2 courses.

ADJOURNMENT

A motion was made by Harvey to adjourn the meeting and seconded by Witschi. Motion carried. The meeting adjourned at 2:32 p.m.

Submitted by:

Kerrie jo Harvey

Next meeting:

Tuesday, December 19, 2017

1 p.m.

1353 Ellsworth Hall