

WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL  
Tuesday, 5 December 2017, 3 p.m.  
Room 205 Bernhard Center

**Members present:** Anderson, Jane Baas (for Bischof), Baldner, Birnbaum, Brown (Western Student Association), Carlson (Faculty Senate Executive Board), Coons, Curran, Ealy, Ferrin, Hack (WSA), Hillenbrand, Kritzman, Reinhold (for Interim Provost Stapleton), Sachs, Shao

**Member absent without substitution:** Ackerson

**Academic Advising Liaison present:** Drummer

**Advisory Member present:** Martini

**Guests:** Susan Carlson, Department of Sociology; Ben Ofori-Amoah, Chair, Department of Geography; Ramakrishna Guda, Department of Chemistry; Karen Blaisure, Department of Family and Consumer Sciences; Molly Lynde-Recchia, Chair, Department of World Languages and Literatures

**Procedural / Informational Items**

*Call to Order*

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

*Welcome and Introductions*

Members and guests were introduced by Vice Chair Anderson.

*Acceptance of Agenda*

Vice Chair Anderson requested to add to the agenda item B.1.f., review of a proposal regarding a Sustainable Brewing undergraduate major. Kritzman moved to accept the amended agenda, seconded by Hack. Motion carried.

*Approval of the Minutes*

Brown moved to approve the minutes of 14 November 2017 as written, seconded by Ealy. Motion carried.

*Chair's Comments – Bruce Ferrin*

Comments were addressed in agenda item B.2., the USC charge regarding recruitment and retention.

**Informational/Discussion/Action Items**

*1. Curriculum Proposals*

- a) College of Arts and Sciences – Department of Sociology  
CAS 17-200 Establish an Accelerated Graduate Degree Program in Sociology  
Susan Carlson addressed the council. This proposal provides the opportunity for undergraduate students to take graduate-level

coursework. There is hope to increase the number of WMU students in the master's program. A question arose from the council regarding the need for a listing of learning outcomes in section 9 of the proposal; examples of learning outcomes were provided by the council. Carlson will add learning outcomes to the proposal and send to the Faculty Senate office, for council to approve. Baas moved to approve the proposal for an accelerated graduate degree program in Sociology, pending receipt and approval of specific learning outcomes. The motion was seconded by Kritzman. Motion carried.

- b) College of Arts and Sciences – Department of World Languages and Literatures CAS 17-227 Deletion of the Russian Minor  
Molly Lynde-Recchia addressed the council. The faculty member who previously taught the courses in the Russian minor has retired, and current enrollments are too low to maintain the minor. The two current students taking the minor have been advised regarding cognate courses for the minor. Kritzman moved to delete the Russian minor. The motion was seconded by Brown. Motion carried.
- c) College of Arts and Sciences – Department of Geography  
The three following proposals to revise Banner codes were reviewed as a group:  
1) CAS 17-239 Revise Environmental Analysis and Resource Management concentration  
2) CAS 17-240 Revise Geographic Information Science concentration  
3) CAS 17-241 Revise Climate Science concentration  
Ben Ofori-Amoah provided the council the rationale for making the changes listed above, to increase visibility and transparency for potential students. Anderson moved to revise the Environmental Analysis and Resource Management, Climate Science and Geographic Information Science concentrations to create new Banner codes. The motion was seconded by Baldner. Motion carried.
- 4) CAS 17-251 Revise Geography major to add an Urban, Regional and Environmental Planning concentration with a separate banner code  
Ofori-Amoah addressed the council. The 2009 change to offering a 69-credit major in Community and Regional Planning from a 32-credit major was not as successful as the department desired when it was created. It is proposed that courses will now be offered in a concentration of 32 credits, *Geography: Urban, Regional and Environmental Planning*. Ealy moved to revise the Geography major to add an Urban, Regional and Environmental Planning concentration with a separate Banner code. The motion was seconded by Anderson. Motion carried.
- d) College of Arts and Sciences – Department of Chemistry  
CAS 17-234 Establish an accelerated Master of Arts in Chemistry  
Ramakrishna Guda addressed the council. This proposal seeks approval of an accelerated Master of Arts in Chemistry, by adding 18 credit hours

to the existing undergraduate major. The Department of Chemistry is developing the Master of Arts in Chemistry; with a proposal ready for review by the Graduate Studies Council later this week. Given this, council members suggested that the MA program be in place before approving the accelerated graduate degree program. In addition, it was requested that typographical errors be corrected and measureable learning outcomes be added to the proposal. Examples of learning outcomes were provided by the council. Reinhold stated that tabling the current proposal and addressing the AGDP in the January 2018 USC meeting will not delay its potential availability to students in fall 2018. Anderson moved to table the proposal for an accelerated Master of Arts in Chemistry until the January 2018 USC meeting, pending receipt of measureable learning outcomes and action of the Graduate Studies Council on the MA program proposal. The motion was seconded by Ealy. Motion carried.

- e) College of Education and Human Development – Department of Family and Consumer Sciences. CEHD 808 Establish an Accelerated Graduate Degree Program for the Master of Arts in Workforce Education and Development  
Karen Blaisure addressed the council. Establishing an accelerated graduate degree program for the Master of Arts in Workforce Education and Development will provide incentive for students to complete a graduate degree at WMU. Students in the undergraduate major in Workforce Education and Development currently take four 5000-level courses for that program. The council requested that the learning objectives be revised to be measureable; samples were provided by the council. Kritzman moved to approve an accelerated graduate degree program for the Master of Arts in Workforce Education and Development, pending receipt and approval of revised learning objectives. The motion was seconded by Hillenbrand. Motion carried.
- f) Review of Sustainable Brewing proposal. Reinhold and Martini addressed the council regarding this organizational change. In 2014 Provost Greene stipulated enrollment numbers for the undergraduate major in Sustainable Brewing. Given that many students come from Kalamazoo Valley Community College to Western for this program, tracking enrollment has been challenging. KVCC students earn an associates degree, then come to WMU for a bachelor's degree. An articulation agreement is awaiting approval. Curran stated that a consortium agreement between WMU and KVCC needs to be developed.

Organizational structure for this program is needed, to better track enrollment and provide dedicated staff to assist with student transfers. Enrollment numbers are in line with what the program creators desired. The first graduates of this program will graduate in December and have jobs in the brewing industry. USC supported the recommendation for

reorganization of the program, and agreed that it is too early to be concerned about enrollment numbers.

## 2. USC Charge regarding recruitment and retention

Ferrin reported about his meeting with the Faculty Senate Executive Board. The board requested that 2017-18 Charge #2 be revised by USC. The Executive Board will approve, pending approval by USC.

The original language and suggested language for Charge #2 follow:

Original Language: 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.

Suggested Language: In collaboration with the Office for Enrollment Management, Office of Admissions and Division of Student Affairs, examine the role of undergraduate curriculum in student recruitment and retention.

Ferrin stated that members of the above-mentioned offices will visit with USC regarding how they use retention and recruitment information. Ferrin will include this in the year-end report. The council discussed potential need for more focused attention to retention and recruitment as a council; it was argued that USC does this each time it reviews a course proposal. A question was raised regarding how the number of credit hours in specific majors impacts recruitment and retention. Ealy moved to approve revised 2017-18 Charge # 2 as written earlier in these minutes (Suggested Language); seconded by Birnbaum. Motion approved.

Ferrin also discussed with the Executive Board creation of a standing committee to liaise between recruitment and retention. The board asked USC to create a standing committee to liaise with, work with and oversee the work of Student Affairs, with focus on recruitment and retention. Council members expressed concern about the number of USC subcommittees; suggested that as recruitment and retention is not directly related to curriculum, maybe it is a better fit for the Campus Planning and Finance Council. As there is need to oversee graduate courses, it was asked whether a new Faculty Senate council should be created for recruitment and retention.

WSA representative Hack supported establishing a committee that would represent the bodies on campus involved in recruitment and retention, including students. Finances are stated as concern for students, of which curriculum is a part. WSA representative Brown suggested review of current practices, stating that student engagement with faculty is important.

Curran stated that there is a committee looking at recruitment and retention as related to financial aspects, student connection to the campus community, retention goals, and policies that address recruitment and retention. This committee provides direct outreach to students, then funnels students to specific departments and colleges for specific recruitment efforts.

The council discussed the flat rate tuition policy and how it may affect recruitment and retention. Also discussed was concern about the numbers of committees and the loss of control of information when tasks are “outsourced” to committees.

Discussion concluded in a recommendation that USC continue to focus on the tasks charged regarding course proposal approvals. The importance of keeping the focus of USC on recruitment and retention was discussed only as it pertains to curriculum.

The USC does not recommend establishing a recruitment and retention committee as a standing committee of the council. It was recommended that the Executive Board study and administer a means to address the problem.

### *3. Service Learning*

Reinhold addressed the council. There is nothing in motion to set up what was passed by the council last April/May (establish Service Learning courses, e.g.). Questions exist regarding the definition of what the service learning committee would do. It was recommended that positions, rather than specific faculty, are needed. Kritzman has been working with Shawn Tenney, who is creating service learning documents, including a course designation policy. The council requested that Ms. Tenney be invited to USC to give an update. Kritzman will contact her to schedule a visit.

### **Other**

There was no other business.

### **Adjournment**

A motion to adjourn was made by Baas, seconded by Ealy. The motion carried.  
The meeting was adjourned at 4:50 p.m.

Respectfully submitted,  
*Kathryn Hillenbrand*