



7 February 2018

TO: Undergraduate Studies Council Members and Liaison

Kelly Ackerson	Clifton Ealy
Ariel Anderson	Bruce Ferrin
Jane Baas (for Dean Gary Bischof)	Kathryn Hillenbrand
Dave Paul (for Kent Baldner)	Marilyn Kritzman
Jessica Birnbaum	Pooja Mandagere (Western Student Association)
Logan Brown (Western Student Association)	Edwin Martini (Advisory Member)
Sharon Carlson (Executive Board)	David Reinhold (for Interim Provost Sue Stapleton)
Lisa Coons	Dianna Sachs
Terrence Curran	Xiaoyun Shao
Betsy Drummer (Liaison)	

GUESTS: Diane Anderson, Vice President for Student Affairs
Shawn Tenney, Director of Service-Learning

FROM: Bruce Ferrin, Chair

RE: Meeting Notice and Agenda

**UNDERGRADUATE STUDIES COUNCIL – Tuesday, 13 February 2018, 3 to 5 p.m.
Faculty Lounge, Bernhard Center
PROPOSED AGENDA**

A. Procedural Items

1. Call to order
2. Welcome and Introductions
3. Acceptance of the Agenda
4. Approval of the Minutes of 9 January
5. Chair Comments – Bruce Ferrin

B. Action Item

1. Review of letter from the Committee to Oversee General Education chair regarding proficiency 2, baccalaureate-level writing review status, and formulate response to Faculty Senate Executive Board

C. Discussion / Action Items

1. Discussion of Charge #2: 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. – Diane Anderson and Terry Curran
2. Discussion of Charge #3: In consultation with the Office of Service Learning, develop a cyclical review process to ensure courses meet this designation. – Shawn Tenney
3. Discussion of 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.

D. Other

E. Adjournment

Elected members who cannot attend the meeting are asked to send a substitute of their choice who also represents their respective college. Non-elected members are not restricted as to whom they may designate to substitute for them.