

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Minutes of Tuesday, 13 February 2018, 3 p.m.
Faculty Lounge, Bernhard Center

Members present: Ackerson, Anderson, Jane Baas (for Bischof), Brown (Western Student Association), Carlson (Faculty Senate Executive Board), Curran, Ealy, Ferrin, Hillenbrand, Kritzman, Mandagere (Western Student Association), Dave Paul (for Baldner), David Reinhold (for Interim Provost Stapleton), Sachs, Shao

Members absent without substitution: Birnbaum, Coons

Academic Advising Liaison present: Drummer

Advisory Member present: Martini

Guests: Diane Anderson, Vice President for Student Affairs; Shawn Tenney, Director of Service-Learning; Marilyn Duke, Director, Academic Resource Center

Procedural / Informational Items

Chair Ferrin called the meeting to order at 3:03 p.m.

Welcome and Introductions

Ferrin welcomed and introduced new member Pooja Mandagere from the Western Student Association and guests to the meeting.

Acceptance of Agenda

Kritzman moved to accept the agenda, seconded by Ealy. Motion carried.

Approval of the Minutes

Anderson moved to approve the minutes of 9 January 2018 as written, seconded by Ealy. Motion carried.

Chair's Comments – Bruce Ferrin

Ferrin brought forth a request from a member of the council to discuss formation of a subcommittee to develop guidelines for writing measurable learning outcomes for curriculum proposals. Reinhold mentioned a number of existing resources are available to faculty. Ferrin suggested that the curriculum proposal form guide authors to the existing resources. Ferrin will talk to the Faculty Senate Executive Board regarding the process for amending the current course proposal form.

Reinhold offered to serve as liaison for future discussion between the Committee to Oversee General Education and USC regarding writing learning outcomes for curriculum proposals. Discussion was held on the need for college curriculum committees to carefully review learning outcomes in proposals. Kritzman, Ackerson and Hillenbrand volunteered to support the University Assessment Steering Committee in following up on the learning outcomes matter.

Action Item

Review Letter from Committee to Oversee General Education Regarding Proficiency 2 Baccalaureate-level Writing Review Status and Formulate Response to Faculty Senate Executive Board

Ferrin addressed the council. There was discussion with COGE Chair Decker Hains regarding the general education courses for which re-approval materials were not submitted. The council reviewed the letter drafted by Hains. Discussion yielded recommendations to revise the dates on the letter and add a clear statement that if materials are not submitted for course re-approval, the course will not be approved as a general education course. There is a need to clearly articulate to programs the consequences of not submitting materials for re-approval. It was suggested that Ferrin initiate communication with senior leadership regarding the importance of this matter for students registering for general education courses. It was discussed that when previously-approved general education courses are subject to not being re-approved due to lack of a program's response to requests for information, this directly impacts students. There needs to be administrative responsibility for submitting - or not submitting - materials. There was discussion that there may need to be "grandfathering" of courses not approved, to reduce the potential impact on students.

Carlson moved to approve the letter from COGE, with the revision of dates and direct language regarding consequences of not submitting materials for re-approval; Ealy seconded. Motion approved.

Ackerson moved that the chair of the USC contact the Faculty Senate Executive Board, asking it to contact Interim Provost Susan Stapleton regarding the matter of Proficiency 2 courses whose General Education re-authorization applications to COGE are pending or not submitted, requesting that the appropriate deans be notified to inform relevant department chairs that re-authorization must be complete before fall 2018 registration starts. The motion was seconded by Carlson. Motion passed with a vote of 13 yes and 2 abstain.

Informational/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 addressed the council. Curran stated that there are stages of the recruitment process; students are attracted to campus for reasons other than curriculum, e.g., housing, fitting in, opportunities for mentoring. Curriculum is addressed when students visit campus for a tour; students are connected to program advisors. Parents are most interested in curriculum, in terms of length of programs and cost. Student exposure to curriculum continues in the orientation program; the second day of orientation is held in colleges, with advisors. The challenge is that WMU has a large pool of students who are undecided about a major. It is important for Student Affairs to be involved in recruitment activities. The addition of a new position of vice president for marketing and strategic communication is seen as a positive in

recruitment and retention efforts. Anderson reported that the work of Student Affairs focuses on the student experience. She shared written learning and operational outcomes information. Student Affairs is directly involved in following up when specific student concerns arise on campus. The recent adjustments in the academic calendar are viewed as positive for student retention. Anderson discussed the Success@WMU program, which provides peer mentors for students. She is hopeful that this program will help students in their first year at WMU.

Reinhold added that the learning outcomes for Student Affairs align well with the WMU Essential Studies program. He reiterated that a student's sense of belonging and engagement are important for student success. Discussion addressed how curriculum and Student Affairs align in recruiting and retaining students. Paul and Reinhold discussed National Survey of Student Engagement (NSSE) data as a foundation for discussion: students report regret in not being more involved earlier in their academic careers.

Ferrin proposed that USC address Charge #2 with a response regarding a holistic experience that involves Student Affairs, Admissions, recruitment, etc. Anderson and Curran were asked for a "wish list" of ways they would like faculty to be involved in recruitment and retention, by April.

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 addressed the council. A proposal for cyclical review was presented to USC in fall semester 2017. Faculty who teach a service-learning course will submit a course syllabus for initial review/approval by the service-learning committee. Every two to three years, syllabi will be submitted for review to seek continued approval. Reinhold suggested that the policy/procedure materials already passed by the USC go to the Faculty Senate Executive Board soon, so the Board's feedback is addressed and incorporated in the year-end report. Reinhold will bring the materials to the USC 13 March meeting, for approval and forwarding to the Executive Board.

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.*

Not addressed by the council.

Other

None.

Adjournment

A motion to adjourn was made by Hillenbrand, seconded by Paul. The motion carried. The meeting was adjourned at 4:22 p.m.

Respectfully submitted,
Kathryn Hillenbrand