

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Tuesday, 8 May 2018, 3 p.m.
Faculty Lounge, Bernhard Center

Members present: Suzan Ayers (Faculty Senate Executive Board), Jane Baas (for Bischof), Brown (Western Student Association), Coons, Ferrin, Hillenbrand, Kritzman, Mandagere (WSA), James Muchmore (for Anderson), David Paul (for Baldner), Kelley Pattison (for Ackerson), Reinhold (for Interim Provost Stapleton), Sachs, Shao

Members absent without substitution: Birnbaum, Curran, Ealy

Academic Advising Liaison present: Drummer

Advisory Member present: Martini

Guests: Steven Butt, Chair, and Paul Engelmann, Department of Engineering Design, Manufacturing, and Management Systems; Marilyn Duke, Chair, Intellectual Skills Program Advisory Committee

Procedural / Informational Items

Chair Bruce Ferrin called the meeting to order at 3:01 p.m.

Welcome and Introductions

Ferrin thanked Kelley Pattison for substituting for Kelly Ackerson today.

Acceptance of Agenda

Ferrin proposed an amendment to the agenda, to address curriculum proposal 1 when a representative arrives at the meeting. Ayers moved to approve the amended agenda, seconded by Sachs. Motion passed.

Approval of the Minutes

Baas moved to approve the minutes of 10 April 2018 as written, seconded by Kritzman. Motion carried.

Chair's Comments – Bruce Ferrin

Ferrin reported that there has been active email discussion regarding the admission requirements for non-degree seeking students. This issue will come before USC in the fall. As currently written, the admission requirements for non-degree seeking students at WMU are more stringent than those of other universities. The Admissions Office is requesting that USC work to amend the requirements. When Faculty Senate President-Elect Rick Gershon visited USC in April, he asked the council to identify the four or five most important tasks it should be addressing.

Action Items – Curriculum Proposals

1. *Department of Engineering, Design, Manufacturing and Management Systems: CEAS-18-38: Create a new undergraduate certificate in Integrated Design and Manufacturing (postponed from April 10 USC meeting)*

Department representatives Butt and Engelmann addressed the council. The proposed 16 credit-hour certificate program will provide a new credential and a pathway for students through the Advanced Manufacturing Partnership in Grand Rapids, as well as current high school students participating in early/middle college programs. This is seen as a pipeline for students who are not going on to further study or those who want to continue their education. All coursework will transfer into existing engineering programs on campus. There will be no new courses for this program.

The department was approached by three groups in Grand Rapids to create a certificate program. The target student populations are located in Grand Rapids, with potential expansion in Muskegon, Montcalm and Van Buren counties.

Kritzman moved for initial approval of the proposal; seconded by Hillenbrand. Discussion arose regarding articulation agreements; Baas suggested that there be letters of support from Grand Rapids Community College. Martini stated that Extended University Programs supports this program. Martini stated that an articulation agreement with GRCC is in progress; he will provide documentation of support. Wording changes were recommended to learning outcome 5: 1) replace use of “understand”, and 2) change use of “our”.
The proposal was approved with one abstention.

2. *Center for English Language and Culture for International Students: a) ESL 0511 Oral English Proficiency for Pathway Students and b) ESL 0533 Written English Proficiency for Pathway Students* USC functions as the college curriculum committee for CELCIS. These two new courses are designed to support the oral and written English skills and academic skills of undergraduate international students, by reinforcing and building on the existing Pathway programs. Reinhold stated that the new courses will provide international students additional help in written and oral English language skills while taking courses for academic credit.

Ayers moved to approve both proposals as a package; Hillenbrand seconded. Motion to approve both proposals passed with two abstentions. Ayers stated that she serves as curriculum chair of zero-credit courses and will take input from USC before acting.

Discussion / Action Items

1. *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.*

Ferrin resumed discussion that started in the 10 April USC meeting. In the draft role statement, all references to WMU Essential Studies will be

deleted. After discussion, it was recommended to retain only the second sentence of paragraph 2 and move it to the end of paragraph 1.

There was clarification of the council's perception of apparent program duplication. Ferrin stated that if concern about duplication arises, USC addresses and resolves the concern. It was added that as proposals come through, USC considers whether there is duplication. Reinhold added that USC has made decisions in the past when there is concern about duplication, and that President Edward Montgomery is looking for overlap/duplication of future programs.

The Conceptual Framework, Knowledge Base and Certification Committee will be deleted from the list of standing committees.

Ayers moved to approve Charge #1 as amended, seconded by Baas. Motion passed.

2. *Discussion of Charge #2: Follow-up discussion of faculty involvement in recruitment and retention.*

Ferrin reported that he worked with Curran and Vice President Diane Anderson on the list of ways that faculty can be engaged in recruitment and retention efforts. USC members were encouraged to identify ways USC could support faculty engagement. It was stated that students want to have interaction with faculty, not curriculum.

Ferrin suggested that students should be asked about retention: *What's connecting/disconnecting you?* As it is not clear that these conversations are happening, it was suggested that the USC charge address investigating what is happening currently in recruitment and retention. It was stated that the Registrar's Office created an exit survey and collected data about retention. There reportedly was no follow up, and data collection ended approximately one year ago. Baas stated that Anthony Helms, director of advising in Lee Honors College, created an exit survey and has at least three semesters of data. Ferrin proposed that the council make a recommendation to the Faculty Senate Executive Board for USC to look at the available retention data as part of its 2018-19 charges.

The list generated by Ferrin and Anderson shows the effort of USC in reaching out to administrators whose responsibilities are retention and recruitment, to create a list of ideas to consider. Members agreed that the faculty perspective also needs to be investigated. As "faculty" is not a homogeneous group, it could be valuable to look at retention of students who've taken courses from full-time faculty versus part-time instructors versus TAs who have/haven't had coursework in pedagogy, etc. Those data may show patterns that are informative.

Ferrin stated that he will include in the year-end report to the Executive Board that awareness of faculty involvement is important in discussion about retention. There also is curiosity about operations in admissions:

reasons why students are leaving the University or why they are not accepting admission to the University. *Why are students leaving?*

3. *Discussion of Charge #3: Develop cyclical review process to ensure courses meet the service learning designation.*

Information about the cyclical review process is needed for the report to the Executive Board. Reinhold will send Ferrin documents regarding service learning.

4. *Selection of council representation for the Committee on University Strategic Planning.*

Baas made a motion for Ealy to serve on this committee, with second by Kritzman. Motion passed, with three abstentions.

5. *Selection of council representative and College of Arts and Sciences department chair for the Transfer of Credit Committee*

The new chair of Spanish, Kristina Wirtz, has volunteered to serve, replacing Kirk Korista. Baas moved approval of Wirtz to serve on this committee, with second by Kritzman. Motion passed.

Hillenbrand made a motion to serve as USC representative on TCC, Kritzman seconded. Motion passed.

6. *2018-19 Council Charges*

The following charges were identified:

- a) Establishing university-wide learning outcomes. This will be an expectation of the Higher Learning Commission in 2020. This will be accomplished by the end of the next academic year, working with the Graduate Studies Council.
- b) Exploring recruitment and retention, and reviewing related data.
- c) Coordinating the undergraduate curriculum with WMU Essential Studies.
- d) Changes to the curriculum forms to reflect input/approval from the Haenicke Institute for Global Education and Extended University Programs was in process with the Faculty Senate Office staff and the Office of Information Technology.
- e) Establishing a grade forgiveness policy, specifically the number of times a grade can be forgiven, and how this is reflected in GPA and credit hours. Ayers stated that the Professional Concerns Committee is addressing this; USC will liaise with PCC via Ferrin. Reinhold stated that the Registrar's Office needs to be involved in this process. Drummer will take this to the university advising group.
- f) Providing guidance to faculty about writing learning outcomes that are "acceptable" for USC approval (i.e., objective/measurable). The University Assessment Steering Committee could help provide resources. College curriculum committees need to be aware of this information.

Baas moved to approve the charges, seconded by Kritzman. Motion passed.

7. *Election of Council Officers – Chair, Vice Chair, and Secretary*

Ferrin moved to continue serving as chair, seconded by Ayers. Motion passed. The council postponed a decision regarding Anderson serving as vice chair. Ayers requested that backup vice chair be slated as pro tem. Sachs agreed to serve as secretary with Hillenbrand as backup; seconded by Ayers. Motion passed.

Other

Ferrin stated that no June meeting is anticipated.

Adjournment

A motion to adjourn was made by Baas, seconded by Hillenbrand. The motion passed. The meeting was adjourned at 4:24 p.m.

Respectfully submitted,
Kathryn Hillenbrand