

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE**

**EXTENDED UNIVERSITY PROGRAMS COUNCIL
Meeting Minutes of 17 September 2018
Room 244 (Faculty Lounge), Bernhard Center**

Members present: Marshall Allen, Dawn Anderson, Beth Belachew, William Charland, Bradford Dennis, Kimberly Doudna, Annette Hamel, Andrew Holmes, Kyle Jehnzen, Edwin Martini, Tammy Morgan, William Rantz, John Spitsbergen, Sarah Summy

Member absent: David Meade

Advisory member present: Adriana Cardoso Reyes

Guests: Richard Gershon, Faculty Senate president; Chris Cheatham, Associate Provost for Budget and Personnel

Council Chair Flanagan called the meeting to order at 10 a.m. A quorum was present.

PROCEDURAL ITEMS

Acceptance of the Agenda

A motion was made by Summy, supported by Rantz, to accept the agenda as presented. Motion carried.

Approval of the Minutes of 16 April 2018

A motion was made by Anderson, supported by Dennis, to approve the minutes as presented. Motion carried.

Presentation of 2018-19 Council Charges

Gershon provided the following charges and reminded the council about shared governance.

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.
2. Revise the council's role statement to incorporate EUPC acting in place of faculty/department/unit regarding curricular changes to the University Studies program of study.
3. Review EUP processes and procedures to ensure the University is efficient and effective in responding to external opportunities.

4. Explore, evaluate, and provide input on competency-based learning models for EUP programming, keeping in mind the diverse substantive and pedagogical approaches of WMU faculty.
5. Evaluate and provide input on alternative and innovative learning programs such as middle colleges, on-line dual enrollment, continuing education and professional development courses.
6. Actively collaborate with the Campus Planning and Finance Council's Budget and Finance Subcommittee toward the goal of clarifying departmental incentives to offer courses at off-campus sites.
7. Address instructional process, and any instructional issues of the WMU Regional Locations.
8. Explore, evaluate, and provide input on issues pertaining to Board-appointed faculty at offsite locations contributing to service and shared governance on campus.

This list can be changed. Charges can be eliminated, new charges can be added. Gershon is interested in #3 and #5 especially. A question was raised by Spitsbergen regarding the consequences of a Responsibility Center Model budget for Extended University Programs. Gershon will bring the question to the Faculty Senate Executive Board. A change was made to charge number 2: "Research and recommend best practices for oversight of curriculum changes to University Studies curriculum."

Remarks by Provost and Vice President for Academic Affairs Jennifer Bott
Chris Cheatham, associate provost for budget and personnel, represented the provost, as she had a conflict with another meeting. Cheatham reiterated that this is an important council. EUP is important, a growing area of the University and reaches contemporary students.

The RCM and EUP is being discussed extensively by the revenue allocation work group and cost allocation work group. It will be a "strategic resource management" model, not pure RCM. The list of work groups can be found online.

Anderson asked about a timeline, which was noted to be fiscal year 2022. In fiscal year 2021, the new budget model will be run in parallel, with a relatively slow phase-in. Budgets will not change dramatically the first day of roll out. The working groups are figuring out the rules this year.

Chair's Remarks

Flanagan welcomed members and announced that Ed Martini is now the interim associate provost of EUP. Flanagan reported that EUPC members Sarah Hill and Lisa Singleterry have had changes to their teaching schedules, which prevents

them from attending EUPC meetings. The Senate office is working to find replacements.

DISCUSSION/INFORMATION ITEM

Report from Extended University Programs

Martini reported a significant change in leadership in EUP. Dawn Mattoon resigned and Martini is interim associate provost until spring.

The budget model will be very important to EUP. Martini is on the revenue allocation and cost allocation work groups. Holmes is on the infrastructure work group. The assumption is that EUP will look different in two to three years because of the new model. Change is what EUP does. It is important for WMU to have an entrepreneurial arm.

The regional locations are being looked at closely, including Muskegon. Enrollment is down because more programs are online. The Grand Rapids location is strong. The Advanced Manufacturing Partnership Laboratory, at the downtown location, had its grand opening on September 19. The Punta Gorda, Florida, location has continued growth, with 21 in Aviation Flight Science and 2 in Music Therapy.

Upcoming Higher Learning Commission visits will be: September 20 at the Grand Rapids Beltline location; in October in Punta Gorda, and in November at Auburn Hills.

Staff restructuring in EUP has resulted in five to seven more positions. Cara Junghans, coordinator of assistive technology, will ensure technology is presented in an accessible manner. She can be reached via email and can provide a mini audit of a course and make recommendations for accommodations.

New D2L features include portfolio, repository, reporting. Mediasite issues were discussed.

ACTION ITEM

Discussion of Council Charges

- Wording for charge #2: "Research and recommend best practices for oversight of curriculum changes to University Studies curriculum."
- Add 9th charge: add review of eLearning standards
- Clarification of charge #6: Rantz will take to the Executive Board
- Topic for October meeting: dual enrollment admissions criteria are due to sunset at the end of spring 2019 semester
- Add charge about EUP awards
- Under charge #2, Martini proposes as a priority: Federal and financial aid for graduate certificates, undergraduate certificates, different types of semesters and terms

- Budget model – Martini will report in his updates to EUPC since he is on the working groups
- Open discussion on charge #6 proposed as an agenda item
- Potential new wording for charge 9 and a new charge about awards: Charge 9 – Review award procedures and make recommendations on applications for the Extended University Programs Innovative Teaching and Community Engagement Awards.
- Charge 10 – Review the University's E-Learning Standards and make recommendations for changes as needed.

Flanagan will write up proposed changes and forward them to Rantz.

Award Submissions

Martini reported that there are no submissions at this time. There has been limited publicity on awards to date. It has been requested for an announcement to come from Faculty Senate and the Provost's office. It is planned to announce awards on D2L. Applications are due on October 8, which could be discussed at the October 15 council meeting. It is best to decide on winners by the middle of November. Plan to look for email asking for review of applicants and to come ready to discuss.

The presidential scholar award recipient can be determined later.

Discussion of Plans for University Studies Degree

Martini explained that University Studies is a degree completion program, housed in EUP. The curriculum is made up of classes from any department on campus, with a focus on contemporary students. The curriculum has not changed significantly for about six or seven years. In the core curriculum, zero students complete all four required core curriculum courses; substitutions are made.

How to position University Studies as a viable choice was discussed. University Studies enrollment is up this year. Work continues on a proposal for a new curriculum, which may be brought to the council in winter or spring. The goals are to: rename the degree; create formalized tracks; develop articulation agreements, e.g. criminal justice/law enforcement with Kellogg Community College, 3+1s; generalized business studies, culinary; coming up with courses to revise the core using portfolios, portfolio based assessment, and competency based approaches. 360 students are enrolled as University Studies majors; 75% will graduate. Some ideas of new names have been discussed, and Interdisciplinary Studies tested well with students. Students can get financial aid for University Studies. Advertisements have been heard on Michigan Radio about EUP.

ADJOURNMENT

A motion was made by Rantz, supported by Summy, to adjourn. The motion carried at 11:45 a.m.

Kimberly Doudna
Council Secretary