

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE**

**UNDERGRADUATE STUDIES COUNCIL
Tuesday, 13 November 2018, 3 p.m.
Faculty Lounge, Bernhard Center**

Members present: Anderson, Baldner, Birnbaum, Cumming, Duffy, Ealy, Edwards, Hack, Hillenbrand, Kritzman, Perryman-Clark (for Dean Bischof), Reinhold (for Provost Bott), VanderMeer (for Sachs), Sanchez, Shao

Member absent without substitution: Coons

Academic Advising Liaison present: Drummer

Advisory Member present: Edwin Martini

Guests: Jennifer Bott, Provost and Vice President for Academic Affairs; Marilyn Duke, Chair, Intellectual Skills Program Advisory Committee; Philip Egan, Department of English; Shawn Tenney, Director of Service Learning

Procedural / Informational Items

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

Welcome and Introductions

Ferrin stated that Provost Jennifer Bott would visit with the council at 3:15 p.m.

Acceptance of Agenda

Anderson moved to approve the agenda, seconded by Hack. Motion passed.

Approval of the Minutes

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

Chair's Comments – Bruce Ferrin

Ferrin provided an update regarding the Medieval Accelerated Graduate Degree Program proposal discussed in the 9 October meeting, relating to the number of graduate credit hours undergraduates could take in an AGDP. Graduate Studies Council minutes reflected that the proposal was modified to indicate the number to be 15, but the policy states that number is 12. The MDVL proposal will be amended to reflect the 12 credit hour limit of coursework taken as an undergraduate for an AGDP. Ferrin presented the question whether USC would need to re-vote on the MDVL AGDP proposal since the version USC approved in October was modified by GSC. Ferrin decided that if USC wants to review the modified proposal for approval, USC should do this.

The Faculty Senate Executive Board formed an ad hoc committee to study university-wide learning outcomes. A draft set of four university-wide learning outcomes will go to the Executive Board meeting on 16 November. The Board will review and send feedback to the committee; this may come back to USC.

Discussion with Provost Jennifer Bott

Provost Bott was welcomed to the meeting. She expressed interest in hearing questions and concerns of USC members.

- Ferrin presented the challenge of coordinating the upcoming implementation of WMU Essential Studies, particularly Essential Studies oversight. Provost Bott stated that the support structures for Essential Studies might shift over time regarding learning outcomes; the assessment practices likely won't change.
- A question was raised about WMU's rankings in U.S. News and World Report. Provost Bott stated that rankings relate to getting students to graduation and eliminating administrative barriers to graduation. This year's graduation rate was lower than expected. Intentional strategies include scholarships for students and retention. The alumni giving rate is low.
- A question was raised regarding service learning, particularly growing the program and increasing awareness. Provost Bott suggested tying service learning to the scholarship of teaching and learning early on, highlighting faculty who are doing this well to connect with other faculty.
- A question was raised about the information we have regarding students who don't graduate; current sources are anecdotes from advisors, ombudsman, late withdrawal/appeal process. Graduates aren't anxious to complete exit surveys. The Higher Learning Commission requires a student complaint form; can provide content analysis of problems. Some systems and offices don't work together, which results in frustration. There are efforts to give students access to financial resources through academic units, when possible, to help them graduate.

Provost Bott discussed the transition to a new budget model; one challenge is new program proposals which require resources. There is a need to view program proposals as a more holistic process, for funding. Discussion included means of transparency in budgets, including rationale behind administrative budget decisions. Applications are up from last year. Sales Force has sped up application processing.

Action Items – Curriculum Proposals

1. *School of Public Affairs and Administration – Vickie Edwards*
 - a) *CAS 17-305: Establish a Bachelor of Science, Public and Nonprofit Administration*
 - b) *CAS 17-307: Establish new curriculum and minor in Public Administration*
(postponed on 9 October 2018)

Vickie Edwards presented revised learning outcomes.

Motion to approve CAS 17-305 and CAS-17-307 was made by Kritzman, seconded by Sanchez. Motion passed with one abstention.

c) *CAS 17-342: Deletion of Nonprofit Leadership Minor with certification*

Edwards stated that this new proposal is related to the proposals for the new major in Public and Nonprofit Administration and minor in Nonprofit Administration.

Motion to approve was made by Cumming, seconded by Hack. Motion passed with one abstention.

2. *Department of English – Philip Egan*

a) *CAS 17-329: Create an Accelerated Graduate Degree Program in English*

Egan presented this proposal. A number of corrections were requested by the council: correct AGDP title throughout the document; remove 7000-level courses from the program; clarify that first enrollment can start at senior level; admission can start at the junior level; and remove requirement of 24 month timeline to complete the MA program. The council also asked for learning outcomes which are measureable.

Initial motion to approve review of the proposal was made by Kritzman, seconded by Ealy. The council postponed approval of CAS 17-329, given the number of corrections needed. Egan will resubmit the revised proposal to the Faculty Senate office and USC will review at its next meeting.

3. *Department of Geological and Environmental Sciences – Peter Voice*

a) *CAS 17-298: Delete MA in Earth Science (accelerated)*

b) *CAS-17-299: Create MS in Earth Science (accelerated)*

A representative of the Department of Geological and Environmental Sciences was not present to present the proposal or answer questions.

USC postponed review of both proposals.

4. *Service Learning – MOA-18/09 Creation of Service Learning Course Approval Procedures – Marilyn Kritzman*

Kritzman reported that the memorandum of action to create the service learning course approval procedures was approved by the Faculty Senate on 1 November. Needed now is approval for creating a standing committee which will report to USC, which reports to the Faculty Senate.

Kritzman made a motion to create a standing committee for Service Learning, which will report to USC; Anderson seconded. Motion passed.

Service Learning – MOA-18/10 Creation of Service Learning Course Identification Procedures

Carrie Cumming and Shawn Tenney will follow up with Marilyn Kritzman.

Discussion / Action Items

1. *Intellectual Skills Program Advisory Committee*
Marilyn Duke reported the membership of this standing committee. She recommended keeping the current membership.
Anderson moved to approve the membership of the ISPAC, as currently constituted and assign terms as recommended; seconded by Edwards. Motion passed.
2. *Service Learning Course Approval Committee.* The committee composition was not addressed in the meeting.
3. *Discussion of 2018-19 Council Charges.* Will be addressed in the December meeting.

Other

There was no other business.

Adjournment

A motion to adjourn was made by Anderson, seconded by Edwards. The motion passed.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,
Kathryn Hillenbrand