

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Tuesday, 12 February 2019, 3 p.m.
Faculty Lounge, Bernhard Center

Members present: Birnbaum, David Code (for Coons), Cumming, Duffy, Ealy, Edwards, Ferrin, Anthony Helms (for Bischof), Hillenbrand, Kritzman, Charles Kurth (for Baldner), James Muchmore (for Anderson), Reinhold (for Provost Bott), Sachs, Shao

Members absent without substitution: Hack, Martini

Academic Advising Liaison present: Drummer

Guests: Richard Gershon, Faculty Senate President; Marilyn Duke, Director, Academic Resource Center; Deniz Toker, graduate assistant, Special Education and Literacy Studies

Procedural / Informational Items

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

Welcome and Introductions

The chair welcomed those in attendance.

Acceptance of Agenda

Hillebrand moved to accept the agenda as amended (addition of consideration of curriculum proposal CEHD 869), seconded by Kritzman. Motion carried.

Approval of the Minutes

Ealy moved to approve the minutes of 8 January 2019 as written, seconded by Birnbaum. Motion carried.

Chair's Comments – Bruce Ferrin

Service Learning course identification procedures will be handled in the Registrar's Office, where the attribute will be added to Banner by request of the Office of Service Learning. The registrar noted that a memorandum of action is not needed for these procedures.

The accelerated degree program proposal for Political Science from the January meeting was approved subject to revision of learning outcomes. Chair Ferrin received revised learning outcomes and approved them, then forwarded them to the Faculty Senate office.

Action Items – Curriculum Proposals

- 1) *Special Education and Literacy Studies – Deniz Toker*
 - a) CEHD 869: Create accelerated graduate degree program for M.A. Teaching English to Speakers of Other Languages
Hillebrand noted that learning outcomes in the proposal are not measurable and requested that they be revised. Code asked for clarification that the grant

funding mentioned in the proposal would be used to fund student tuition rather than funding courses; therefore, the continuation of the program is not dependent on continued funding.

Kritzman moved to approve the proposal: CEHD 869: Create accelerated graduate degree program for M.A. Teaching English to Speakers of Other Languages pending revision of the learning outcomes and receipt of letter from Special Education and Literacy Studies department chair, seconded by Hillebrand. Motion carried with one abstention.

Discussion/Action Items

- 1) *Membership of Transfer of Credit Committee*
Duffy moved to approve the election of Robin Gallagher to fill the remainder of the term of Kimberly Doudna, seconded by Kurth. Motion carried.
- 2) *Charges for the Transfer of Credit Committee*
The Transfer of Credit Committee has requested a clear charge from the council to direct upcoming work. The committee will be charged to research and recommend best practices for transfer credit evaluation and acceptance, including, but not limited to: definitions, website, terms, database, transfer credit processes, procedures, and policies, recommendations for IT support, and budget protocol recommendations.
Hillebrand moved to approve draft charges for the Transfer of Credit Committee, seconded by Birnbaum. Motion carried.
- 3) *2018-19 Council Charges*
 - a) Review and evaluate current policies concerning the last day of registration for summer I & II course offerings
Council will discuss this charge at the March meeting.
 - b) Review and evaluate current policies concerning final exam scheduling
Kritzman sent draft language previously written by the council which would allow students with three or more final examinations scheduled on the same day to request that some exams be rescheduled so that no more than two exams are scheduled on the same day. Ferrin will ask the Graduate Studies Council to weigh in on this issue. Reinhold will provide similar policies from peer institutions. The council will continue discussion in the March meeting with the goal to draft an MOA to submit to the Faculty Senate Executive Board.

Other

There was no other business.

Adjournment

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,
Dianna E. Sachs