

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

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

Members present: Birnbaum, Coons, Cumming, Duffy, Ealy, Ferrin, Charles Kurth (for Baldner), Jim Muchmore (for Anderson), Natale (Western Student Association), Perryman-Clark (for Bischoff), Reinhold (for Provost Bott), Sachs
Members absent without substitution: Edwards, Hillenbrand, Kritzman, Shao
Advisory Member Absent: Martini
Academic Advising Liaison Present: Drummer
Guests: Marilyn Duke, Director, Academic Resource Center; Kelley Oliver, Associate Registrar; Stacey Doxtater, Supervisor of Graduation Auditing

Procedural / Informational Items

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

Welcome and Introductions

Those in attendance were welcomed.

Acceptance of Agenda

Ferrin asked to amend the order of agenda items.

Ealy moved to accept the agenda with amendment, seconded by Duffy. Motion carried.

Approval of the Minutes

Cumming moved to approve the minutes of 12 February 2019 as written, seconded by Kurth. Motion carried with two abstentions.

Chair's Comments – Bruce Ferrin

Welcome to Rebecca Natale, representative from Western Student Association.

For administrative reasons in the Registrar's Office, the curriculum proposal from the School of Communication for a Strategic Communications Major, approved by USC on 12 February, needs to be divided into five separate proposals. Since the content of the proposals has not been changed in any other way, the proposals are considered to be approved.

Discussion/Action Items

1) *Proposed policy for adding a major or minor to a previously awarded degree*
This policy, in MOA-19/02, would allow graduates to update their credentials by completing the requirements for a newly-created major or minor that did not exist at the time that they earned their initial degree. The number of requests at this time is relatively small (approximately 10 per year) but is rising as new majors/minors are developed. This policy change would also support alumni relations. Ealy requested clarification that this policy would only apply to WMU graduates. This policy would take effect with the fall 2020 catalog.

Ealy moved approval of the policy for adding a major or minor to a previously awarded degree, seconded by Birnbaum. Motion carried.

2) *Proposed policy for differentiating between a curriculum and a major*
The current definition of "curriculum" in the *Undergraduate Catalog* is inconsistent with de facto definition of programs which are considered to be "curriculums." Those programs currently considered "curriculums" rather than majors do not require an associated minor, but are otherwise indistinguishable from majors.

The Registrar's Office verbally withdrew draft language of MOA-19/01 and will submit updated memorandum of action language reflecting issues raised during the discussion, that programs previously defined as "curriculums" would be redefined as "majors not requiring an associated minor." In the event that the revised MOA is approved, Muchmore requested that a change be made to the curriculum proposal form to require new majors to indicate whether or not the major will require an associated minor. Ferrin noted that curriculum change procedures be clearly defined in the future MOA.

Birnbaum moved approval of policy for differentiating between a curriculum and a major, seconded by Kurth. Duffy moved to postpone vote, seconded by Birnbaum. Motion carried.

3) *USC representation on the Ad Hoc Electronic Curriculum Process Committee*
Michael Duffy volunteered to serve as representative effective April 2019.

Ealy moved to approve the election of Duffy, seconded by Cumming. Motion carried.

4) *2018-19 Council Charges*

a) *Charge #3: Review and evaluate current policies concerning final exam scheduling*

Proposed revision to current policy is:

If a student is assigned three or more exams during the same day, University policy will allow the student to arrange with instructor(s) so that one or more exams may be rescheduled until no more than two exams are scheduled on the same day. Students should receive early notification from their instructors as to the times and places of their exams.

Muchmore moved to recommend that current policy regarding final exam scheduling be revised as written, seconded by Ealy. Motion carried.

Ferrin agreed to review draft language and bring any revisions to the April meeting for final approval.

b) *Charge #2: Review and evaluate current policies concerning the last day of registration for summer I & II course offerings*

The council discussed implications of revising policy to change last day of registration for summer I and summer II courses from fifth business day of term to third business day of term. It considered financial implications; effect on students

being forced to decide whether or not to drop a course before they have sufficient feedback from instructor on their performance; and the pedagogical impact on the class as a whole if one student is behind the rest of the students. At the April meeting, Cumming will report on the number of students dropping classes on the fourth and fifth days of the summer terms. Discussion will be continued at the April meeting.

- c) *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 noted that the council's role statement indicates a broader scope of responsibilities than has been allocated to the council in recent practice. Ferrin recommends that the council review the General Principles of Curriculum Change to reconcile practice with principle and recommend changes in practice to Faculty Senate office. Discussion will be continued at the April meeting.

Other

There was no other business.

Adjournment

The meeting was adjourned at 5 p.m.

Respectfully submitted,
Dianna E. Sachs