

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Tuesday, 9 April 2019, 3 p.m.
Faculty Lounge, Bernhard Center

Members present: Jessica Birnbaum, Carrie Cumming, Michael Duffy, Clifton Ealy, Bruce Ferrin, Marilyn Kritzman, Charles Kurth (for Kent Baldner), James Muchmore (for Ariel Anderson), Rebecca Natale (Western Student Association), David Reinhold (for Provost Jennifer Bott), Carter Rice (for Lisa Coons), Dianna Sachs, Xiaoyun Shao

Members absent without substitution: Vickie Edwards, Kathryn Hillenbrand, Staci Perryman-Clark

Academic advising liaison present: Betsy Drummer

Advisory member absent: Ed Martini

Guests: Marilyn Duke, Director, Academic Resource Center; Eva Copija, Director, and Ila Baker, Center for English Language and Culture for International Students; 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

Kritzman moved to accept the agenda with amendment, seconded by Birnbaum. Motion carried.

Approval of the Minutes

Ferrin proposed revision of the 12 March 2019 minutes for agenda item 4 (Charge #3) to include missing information.

Ealy moved to approve the minutes of 12 March 2019 as revised, seconded by Birnbaum. Motion carried.

Chair's Comments – Bruce Ferrin

Kathryn Hillenbrand is out of town this week and will not be able to attend the Transfer of Credit Committee meeting on Thursday, April 11, from 2 to 3 p.m. in the Bernhard Center, Room 205. Kritzman volunteered to substitute for Hillenbrand and represent the council at this meeting.

Action Items

- 1) *Curriculum proposal – Center for English Language and Culture for International Students*
 - a) ESL 0665 – Special Topics (new course) – Eva Copija and Ila Baker

Since CELCIS does not have a college curriculum committee, this council reviews curriculum proposals which otherwise would be reviewed at the college level.

Ferrin asked how the learning outcomes listed in the proposal would be assessed. Copija responded that the course is a “special topics” course and so would have different learning outcomes for each iteration of the course. Kritzman recommended that the learning outcomes be prefaced with a statement that course sections offered as “special topics” might include [examples of learning outcomes], and remove the words “make progress toward/in” from each learning outcome. Copija will revise learning outcomes and submit to Chair Ferrin for review.

Copija requested clarification of procedure – since form was submitted electronically, the proposal will need to be denied and then resubmitted with the updated language. At that time, the council will be able to approve the revised proposal. It was noted that this process is cumbersome. Kritzman will raise the issue with Faculty Senate Executive Board to clarify procedures for future use of electronic submissions of curriculum proposals. Birnbaum moved to approve the creation of ESL 0665 – Special Topics, pending receipt of revised learning outcomes, seconded by Kritzman. Motion carried with one abstention.

- 2) *Transfer of Credit Committee Member Election*
Cumming moved to approve the seven candidates nominated to the Transfer of Credit Committee, seconded by Kurth. Motion carried with one abstention.
- 3) *MOA–19/01 Revision of Undergraduate Catalog to Define Practice for Majors, Minors, and Cognates (continued discussion on revised MOA, including title)*
Rice asked about the process for updating catalog language, and what departments will need to do. Cumming responded that departments will need to indicate which programs fall under each category, but that the process would be as streamlined as possible.
Kurth moved to approve MOA–19/01 Revision of Undergraduate Catalog to Define Practice for Majors, Minors, and Cognates, seconded by Reinhold. Motion carried with one abstention.
- 4) *Charge #3: Review and evaluate current policies concerning final exam scheduling*
Proposed revision to current policy on final exam schedule reads: “If a student is assigned three or more exams on any single day of final exam week, University policy allows the student to arrange with their instructor(s) to reschedule one or more exams, so the student shall have no more than two exams scheduled on any single day of final exam week. Students shall receive early notification from their instructors as to the dates, times and places of their final exams.”

Kritzman recommended that the council prepare to present this recommendation to the Faculty Senate, including developing a list of likely questions and concerns.

Kritzman recommended that the council review the current language that faculty are encouraged to include in their syllabi regarding accommodations, civility, etc. to ensure that the language is consistent with current expectations. Ferrin will propose that this be a council charge for the 2019-20 academic year.

Kurth moved to approve revised policy language on final exam schedule for a draft MOA to the Faculty Senate Executive Board, seconded by Birnbaum. Motion carried.

Discussion/Action Items

1) 2018-19 Council Charges

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

The council discussed ramifications of changing the drop/add day for summer I & II to the third or fourth business day of the term, versus remaining at the fifth business day of the term.

Kritzman recommended requesting that departments require instructor approval for adding a course on “clean-up day,” rather than just departmental approval.

Cumming will bring a report to the May council meeting on the grades that students earn who late-add summer courses compared with the average grades that students earn in summer courses.

b) 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. (*continued discussion*)
Discussion on *General Principles of Curriculum Change*, 6.
Role of the Dean m. ... In addition, the Graduate Studies Council, the Undergraduate Studies Council, and the provost may request university-level review of specific proposals that would otherwise be final at the dean's level.

Kritzman recommended developing measures/procedures for determining which types of proposals should be reviewed by the council.

Muchmore asked about the procedure for the council reviewing college-level curriculum proposals. Once the council reviews a proposal, to whom does the council send any recommendation? Kritzman recommended that the council draft language to clarify the current policy and submit that language to the Faculty Senate Executive Board. Discussion will be continued at the 14 May meeting.

2) *Recipients of College Curriculum Committee meeting agendas*
Ferrin noted that the council chair is copied on college curriculum committees' agendas. With this information, the council chair could identify specific proposals that council would like to review.

Ferrin suggested that the council representatives from each college review the college curriculum committees' agendas and identify those specific proposals that deserve university-level review. Discussion will be continued at the 14 May meeting.

Other

There was no other business.

Adjournment

The meeting was adjourned at 5:03 p.m.

Respectfully submitted,
Dianna E. Sachs