

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Tuesday, 14 May 2019, 3 p.m.
Faculty Lounge, Bernhard Center

Members present: Jessica Birnbaum, Deanna Bush, Michael Duffy (for Dianna Sachs), Clifton Ealy, Bruce Ferrin, Kathryn Hillenbrand, Marilyn Kritzman, Kate LaLonde, David Reinhold (for Provost Jennifer Bott), Carter Rice (for Lisa Coons), Xiaoyun Shao

Member absent without substitution: Carrie Cumming

Academic advising liaison present: Betsy Drummer

Advisory member absent: Ed Martini

Guests: Eric Archer, Department of Educational Leadership, Research and Technology; Marilyn Duke, Director, Academic Resource Center; Brennan Davis and Chuck Pearson, Extended University Programs; Kelly Schultz, Enrollment Management

Procedural / Informational Items

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

Welcome and Introductions

Those in attendance were welcomed, including new members Bush and LaLonde.

Acceptance of Agenda

Ealy moved to accept the agenda as written, seconded by Reinhold. Motion carried.

Approval of the Minutes

Kritzman moved to approve the minutes of 9 April 2019, seconded by Ealy. Motion carried.

Chair's Comments – Bruce Ferrin

No comments. He welcomed new members to the council.

Action Items

- 1) *Curriculum proposal – Center for English Language and Culture for International Students*
 - a) ESL 0665 – Special Topics (new course) – updated proposal with revised learning outcomes.
In the 9 April 2019 USC meeting, this proposal was approved pending receipt of submitted revised learning outcomes.
Hillenbrand supported the motion to approve the proposal, seconded by Birnbaum. Motion carried with one abstention. After review, there was lack of support for the revised learning outcomes submitted. The council suggested that the creators of the proposal contact Dave Reinhold regarding the requested structure for learning outcomes. No further action was taken on this proposal at this meeting.

- 2) *Curriculum proposal – Extended University Programs*
 - a) Student Planned Curriculum (STCJ) Program Deletion
There has not been a student applicant for a Student Planned Curriculum program in several semesters; students are directed to pursue University Studies. The paperwork for this proposal now needs to go back to Faculty Senate for review by Ferrin, as USC represents the college curriculum committee for this proposal. It was recommended that the council act on this proposal, pending signatures from Andrew Holmes and Ed Martini, representing EUP. Kritzman moved to approve STCJ program deletion pending signatures from EUP, seconded by Birnbaum. Motion carried with one abstention.
- 3) *Curriculum proposal – Educational Leadership, Research and Technology*
 - a) CEHD 966 – Create new minor in Leadership for Social Change
Archer addressed the council. The proposal is for a new minor, with new courses being proposed as part of the minor. Archer stated there was support from other units on campus; however, documentation of support did not accompany the proposal. There was a question reported from Ferrin about potential inconsistency in the proposal from the viewpoint of the Department of Management. There also was concern about potential overlap with coursework in the School of Communication. Discussion led to recommendation of postponement of the proposal until Ferrin, Archer and the chair of Management and the director of Communication meet to discuss the areas of question. The original motion was made by Hillenbrand to approve the new minor in Leadership for Social Change, seconded by Birnbaum. Motion carried with one abstention. The motion was reconsidered and a motion to postpone approval was made by Duffy, seconded by Kritzman. Motion carried.
- 4) Election of 2019-20 Council Officers: Chair, Vice Chair, and Secretary.
Ferrin and Ealy expressed willingness to continue their current roles. Sachs was nominated to continue to serve as secretary. An open call for additional nominations yielded none. The slate of officers for election were as follows: Chair–Bruce Ferrin; Vice Chair–Clifton Ealy; Secretary–Dianna Sachs. Duffy moved to approve the slate of officers; Hillenbrand seconded. Motion carried.
- 5) *MOA–19/02 Adding a Major or Minor to a Previously Awarded Degree Policy (revisited)*
The Faculty Senate Executive Board requested that the Memorandum of Action be reviewed to include a limit on the timeframe within which a student could add a new major or minor to a previously-awarded degree. Discussion by the council revealed the feeling that putting a time limit would undermine the intent of the MOA: to give students an avenue to supplement previously-completed coursework. Adding a time limit could be a barrier for students, particularly those interested in seeking a major/minor that did not exist at the time of the previously-completed coursework. In this case, alumni might have no choice but to seek continuing education elsewhere, not at WMU. It was requested that the discussion of the USC on this matter be conveyed to the Executive Board. Duffy moved to accept MOA–19/02 Adding a Major or Minor

to a Previously Awarded Degree Policy without the addition of a time limit, seconded by Birnbaum. Motion carried, with one abstention.

- 6) *MOA–16/08 Revise High School Dual Enrollees Policy (approved 12 May 2016 with a three-year sunset stipulation, when evaluation for success is required)*
Chuck Pearson, Kelly Schultz and Brennan Davis addressed the council. In 2016 the Faculty Senate approved new criteria for dual enrollment admissions. Those criteria were approved with a “sunset clause” of three years, reverting to the previous criteria if not updated or made permanent by the end of the 2018-19 academic year. The revised policy comes as a joint recommendation of Academic Affairs, and is thought to make dual enrollment more accessible to high school students by more closely aligning with current undergraduate admission standards and simplifying the criteria. The revised criteria stipulate raising the GPA to 3.0 (from 2.75) for high school freshmen, sophomores and juniors, and maintaining the GPA of 2.75 for high school seniors. The need for PSAT, SAT or ACT has been eliminated from the criteria. Kritzman moved to approve MOA–16/08 Revise High School Dual Enrollees Policy dual enrollment criteria, seconded by Duffy. Motion carried.

- 7) *Charge #3: Review and evaluate current policies concerning final exam scheduling*
The task to USC was to work on final review of policy language. Members reviewed the language in Charge #3 from the 9 April 2019 USC meeting and the Graduate Studies Council also reviewed. Discussion included stating a deadline for students to make requests to faculty; e.g., two weeks before scheduled final exam. Also discussed was that this is a student success matter and the goal is to inform students that they have a right to have no more than two exams scheduled on any single day of final exam week. Also, it is desired to have a policy that supports faculty; a comment was made about faculty load, in general, as more students will be affected by the new final exam policy and more students will come to faculty for final exam re-scheduling. To clearly communicate the new policy, it was recommended that a date be posted on the academic calendar; the following wording of the policy was recommended:

*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 will have no more than two exams scheduled on any single day of final exam week. Students should receive early notification from their instructors as to the dates, times and places of their final exams. **Students must make their requests to reschedule a final exam no later than 14 calendar days before the Monday of final exam week, as designated by the final exam schedule.***

The recommendation for revised language will be sent to the Faculty Senate Executive Board to fulfill Charge #3. Birnbaum moved to approve the revised policy language on the final exam schedule for a draft MOA to the Faculty Senate Executive Board, seconded by Kritzman. 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)*
Reinhold stated that WMU has a longer period for summer drop/add than other Mid-American Conference schools; most require three calendar days to drop/add a course. The council discussed several questions related to changing the policy, relating how late drops/adds affect students already registered in the class and the faculty teaching a course. Four days of class in a summer session is equivalent to two weeks of class in a full semester.
- It was recommended that for summer I and summer II the drop/add period be limited to four business days, not including weekends or holidays. Kritzman moved to approve the revised policy concerning the last day of registration for summer I and II course offerings, seconded by Hillenbrand. Motion carried, with one abstention.
- 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.
Ferrin requested that members look at each agenda of their representative college curriculum committees, to be aware of upcoming curricular changes.
- 2) *Recipients of College Curriculum Committee meeting agendas (continued discussion)*
Item not addressed by the council.
- 3) *Transfer of Credit Committee – revisit draft charges*
The following TCC charges were reviewed and approved: Research and recommend best practices for transfer credit evaluation and acceptance, including, but not limited to, definitions; web site; terms; database; transfer credit processes and procedures; recommendations for IT support; budget protocol. Ealy moved to approve the charges to the Transfer of Credit Committee, seconded by Birnbaum. Motion carried.

Other

There was no other business.

Adjournment

The meeting was adjourned at 5:02 p.m.

Respectfully submitted, *Kathryn Hillenbrand*