

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE**

**UNDERGRADUATE STUDIES COUNCIL
Tuesday, 10 September 2019, 3 p.m.
Faculty Lounge, Bernhard Center**

Members present: Jessica Birnbaum, Deanna Bush, Carrie Cumming, Michael Duffy, Clifton Ealy, Bruce Ferrin, Kathryn Hillenbrand, Marilyn Kritzman, Kate LaLonde, Irma Lopez, Rebecca Natale (Western Student Association), David Reinhold (for Provost Jennifer Bott), Dianna Sachs, Xiaoyun Shao

Members absent without substitution: Daniela Schroeter, Sarah Strathman (Western Student Association)

Academic Advising Liaison present: Betsy Drummer

Advisory Member present: Tammy Morgan (for Edwin Martini)

Guests: Richard Gershon, Faculty Senate President; Theresa Bieszka, Center for English Language and Culture for International Students; Autumn Edwards, School of Communication; Muhammad Razi, Business Information Systems; Marilyn Duke, Director, Academic Resource Center

Procedural / Informational Items

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

Welcome and Introductions

The chair welcomed those present.

Acceptance of Agenda

Ferrin proposed revision to the order of agenda items, moving item 3 to the beginning. Ealy moved to accept the amended agenda, seconded by Kritzman. Motion carried.

Approval of the Minutes

Birnbaum moved to approve the minutes of 14 May 2019 as written, seconded by LaLonde. Motion carried.

Chair's Comments – Bruce Ferrin

Ferrin reported on a meeting that the Undergraduate Studies Council and Graduate Studies Council leadership had with Provost Jennifer Bott in August to discuss concerns that curriculum proposals are reviewed according to shared, clearly defined criteria.

Discussion Items

1. Presentation of 2019-20 Council Charges – Rick Gershon.
Gershon thanked council members for the amount of work accomplished in the past year and introduced charges for the coming year. He emphasized the importance of charges 3 and 5, and reminded the council that charges can be amended, if necessary.

2. Discussion of curriculum revision process, responsibilities/duties of USC members
Ferrin provided a draft list of questions for council members to consider when reviewing curriculum proposals.

Action Items

Curriculum Proposals

1. Center for English Language and Culture for International Students – O-2019-ESL-1: ESL 0665 – Special Topics (new course) (updated proposal with revised learning outcomes)
Kritzman moved to approve O-2019-ESL-1: ESL 0665 – Special Topics, seconded by Hillenbrand. Motion carried with one abstention.
2. Speech, Language and Hearing Sciences – CHHS 10-19 Change title of undergraduate program and associated major to Speech, Language and Hearing Sciences to align with department name change
Kritzman moved to approve CHHS 10-19 Change title of undergraduate program and associated major to Speech, Language and Hearing Sciences to align with department name change, seconded by Birnbaum. Motion carried with one abstention.
3. Business Information Systems – HCOB 17-50 Deletion of the Business Mobile Development Minor
Birnbaum moved to approve HCOB 17-50 Deletion of the Business Mobile Development Minor, seconded by Ealy. Motion carried with one abstention.
4. Communication – CAS17-382 Create new minor in User Experience/Human-Computer Interaction
Discussion of effect on resources – The School of Communication has committed to teaching required courses on a regular basis and, if program capacity is met, will consider whether and how to offer additional sections. The council requested that the learning outcomes be revised to describe measurable outcomes. In addition, the council requested letters of support from the Department of Computer Science and the Department of Business Information Systems, which houses the Computer Information Systems program. Also, the council requested a letter of support from Libraries indicating effect on Libraries resources.
Ealy moved to approve CAS17-382 Create new minor in User Experience/Human-Computer Interaction pending receipt of revised learning outcomes and letters of support, seconded by LaLonde. Motion carried with one abstention.

Other

5. MOA-19/07 Revision of the Undergraduate Catalog-Academic Policies-Registration-Dropping Classes and Withdrawing from All Classes (*regarding summer I and II, now in Memorandum of Action format*)
The item was postponed until a future meeting.

6. MOA-19/06 Revision of the WMU Registrar's Office Website Regarding Final Exams (*revisit scheduling, now in Memorandum of Action format; input from Graduate Studies Council*)
The item was postponed until a future meeting.
7. MOA-19/02 Adding a Major or Minor to a Previously Awarded Degree Policy (*revisit wording of recommendation*)
The item was postponed until a future meeting.
8. Transfer of Credit Committee Membership
Hillenbrand moved to elect Melinda Holohan, College of Education and Human Development, with a term ending in 2021, and Doris Ravotas, College of Health and Human Services, with a term ending 2022, to the Transfer of Credit Committee, seconded by Birnbaum. Motion carried.
9. Recipients of College Curriculum Committee meeting agendas (*continued discussion, USC members' approval*)
Discussion was held on how USC can identify college-level curriculum proposals that USC should review. The consensus of the council was that it is necessary to develop guidelines and criteria for requesting USC review of a proposal that would ordinarily be final at the dean's level of the curriculum revision process. The council also expressed support for charging the council chair to make such requests in consultation with a specific council member from a specific college, if advisable, and following the guidelines and criteria to be developed. Kritzman and Ferrin, along with GSC Chair Tim Michael and GSC Executive Board Representative Bill Rantz, will work on developing guidelines and criteria to present to the council for approval. Kritzman agreed to contact Michael and Rantz to request their participation.
10. Intellectual Skills Program Advisory Committee 2019-20 charges – Marilyn Duke
Duke reported on the work on the committee and requested continuation of charges.
11. Transfer of Credit Committee – revisit draft charges (*need actionable language*)
Reinhold will ask the committee to revise charges before bringing them back to the council.

Informational Item

1. *Intellectual Skills Program Advisory Committee 2018-19 Year-End Report – Marilyn Duke*
The report was provided to council members prior to the meeting.

Other

There were no other items.

Adjournment

A motion to adjourn was made by Bush, seconded by Birnbaum. The motion passed.

The meeting was adjourned at 4:46 p.m.

Respectfully submitted,
Dianna E. Sachs
Council Secretary