

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Tuesday, 8 October 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, Irma Lopez, Rebecca Natale (Western Student Association), David Reinhold (for Provost Jennifer Bott), Juliana Espinosa (for Dianna Sachs), Daniela Schroeter, Sid Bhandari (for Xiaoyun Shao)

Members absent without substitution: Kate LaLonde, Sarah Strathman (Western Student Association)

Academic advising liaison present: Paul Hildebrand (for Betsy Drummer)

Advisory member present: Ed Martini

Guests: Richard Gershon, Faculty Senate President; Cynthia Klekar-Cunningham, Director, and Chad Edwards, School of Communication; Donna Talbot, Chair, and Eric Archer, Department of Educational Leadership, Research and Technology; Susan Pozo, Director, Global and International Studies Program; Marilyn Duke, Director, Academic Resource Center

Procedural / Informational Items

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

Welcome and Introductions

Those in attendance were welcomed to the meeting.

Acceptance of the Agenda

Kritzman moved to accept the agenda, seconded by Schroeter. Motion carried.

Approval of the Minutes

Hillenbrand moved to approve the minutes of 10 September 2019 as written, seconded by Bush. Motion carried.

Chair's Comments – Bruce Ferrin

Ferrin offered a reminder that meetings will end no later than 5 p.m. so members can get to classes they are teaching.

Action Items – Curriculum Proposals

School of Communication – CAS 17-382-REVISED: create minor in User Experience/Human-Computer Interaction

This proposal came to the council in September. Learning outcomes needed revision and letters of support were needed. Edwards stated that these changes had been made to the proposals presented.

Kritzman supported the motion to approve the proposal, seconded by Hillenbrand. Motion carried, with one abstention.

Department of Educational Leadership, Research and Technology
CEHD 966-REVISED: create minor in Leadership for Social Change.

- a. EDLD 2020 – New course – Experiential Leadership
- b. EDLD 3020 – New course – Leadership for Social Change
- c. EDLD 4795 – New course – Capstone in Leadership

This proposal came to USC in spring semester 2019. Ferrin asked for USC review of new courses as part of the review of the new minor. Talbot addressed the council, stating that the proposal presented reflects the changes suggested in spring semester 2019. She stated that the college curriculum committee and dean have approved the new course proposals, now under review by Associate Provost David Reinhold's office. Concern was raised about use of one course for the major and the minor; Talbot addressed this concern. Talbot also stated that course electives for the minor do not need to be related to social change; study abroad may count for this requirement, for example.

Kritzman moved to approve the revised proposal, as well as proposals for three new courses EDLD 2020, EDLD 3020, and EDLD 4795, seconded by Cumming. Motion carried, with three abstentions made.

Global and International Studies Program

CAS 17-360: Create minor in Latinx and Latin American Studies

Pozo addressed the council. The proposal is a response to student request. The new minor will provide study of Latino culture in the U.S. The council discussed the need for revision of learning outcomes to be measureable. A question was raised about the rationale for the proposal. The proposal is for a new minor, not a revision of the existing minor; the proposal for deletion of the existing minor is in the review process, not yet received by USC.

The motion to approve the proposal for a minor in Latinx and Latin American Studies was rejected in lieu of a motion to postpone the proposal due to the need for revised learning outcomes. Motions were made by Lopez, seconded by Schroeter. Motions carried with one abstention.

Action Items – Other

MOA–19/07 Revision of the Undergraduate Catalog-Academic Policies-Registration-Dropping Classes and Withdrawing from All Courses

USC recommended the following edits to the memorandum of action, with additions in bold and deletions with strikethrough:

BODY OF MOA

RATIONALE, sentences 3-5:

~~It was determined that~~ WMU has a longer period for summer drop/add than other Mid-American Conference schools: most ~~require~~ **allow** 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~~ **days** of class ~~meetings~~ **meetings** of a summer session is equivalent to two weeks of class in a full semester.

RECOMMENDATION

To revise the Undergraduate Catalog language in the Registration-Dropping Classes and Withdrawing from All Classes section to ~~revise~~ **change** the number of days students are allowed to drop or ~~withdrawal~~ **withdraw** from the Monday of the fifth week of classes to four business days for the summer I and II sessions.

Cumming asked about confusion that may be created for students.
Ealy moved to approve MOA-19/07 Revision of the Undergraduate Catalog-Academic Policies-Registration-Dropping Classes and Withdrawing from All Courses, seconded by Hillenbrand. Motion carried, with one opposed and three abstentions.

MOA-19/06 Revision of the WMU Registrar's office Website Regarding Final Exams

USC recommended the following edits to the MOA, with additions in bold and deletions with strikethrough:

TITLE PAGE

TITLE

Revision of the WMU Registrar's Office Website Regarding Final Exams **Exam Policy**

RECOMMENDATION

To revise the language of the WMU Registrar's website regarding Final Exams **Exam Policy** to allow students to ~~arrange for rescheduling~~ **reschedule** of one or more exams, if **they have** three or more exams ~~are~~ scheduled on any single day of final exam week.

BODY OF MOA

RECOMMENDATION

To revise the language of the WMU Registrar's website regarding Final Exams **Exam policy** to allow students to ~~arrange for rescheduling~~ **reschedule** of one or more exams, if **they have** three or more exams ~~are~~ scheduled on any single day of final exam week.

CURRENT POLICY. Final Exams

From the American Association of University Professors ~~contract~~ **collective bargaining agreement** with Western Michigan University regarding Final Exams:

CURRENT POLICY. Paragraph after 38.3.

The ~~official~~ **final** exam week is at the end of each fall and spring ~~semesters~~ **semester**.

CURRENT POLICY. Next paragraph.

Regularly scheduled class meeting times are not held during ~~the~~ **final** exam week.

CURRENT POLICY. Page 3, first complete paragraph.

Exams for arranged class times are to be scheduled during ~~the~~ **final** exam week at the convenience of the instructor and the student.

Ealy moved to approve the revisions to MOA-19/06 Revision of the WMU Registrar's office Website Regarding Final Exams, seconded by Bush. Motion carried, with three abstentions.

MOA-19/02 Adding a Major or Minor to a Previously Awarded Degree Policy

USC recommended the following edits to the MOA, with additions in bold and deletions with strikethrough:

TITLE PAGE

RECOMMENDATION

Create a policy ~~defining the~~ **and** process for adding a newly created major or minor to a previously awarded degree.

BODY OF MOA

RATIONALE. Sentence 1

A formal policy regarding the addition of ~~a second major~~ **another major or minor** to a previously awarded degree does not exist.

RATIONALE. Sentence 3

~~According to the~~ **Under current practice policy**, a student cannot add a major/minor that did not exist in the catalog at the time their WMU degree was awarded.

RATIONALE. Final sentence.

An increasing number of students are attempting to add a major/minor to their previously awarded degree due to the creation of ~~several~~ new majors and minors ~~in recent years~~.

PROCEDURES. Second bullet point.

If the student is not in Degree Works, a paper major/minor slip must be completed by **the** department and forwarded to graduation auditing.

Hillenbrand moved to approve the revised wording of MOA-19/02 Adding a Major or Minor to a Previously Awarded Degree Policy, seconded by Ealy. Motion carried, with four abstentions.

Intellectual Skills Program Advisory Committee 2019-20 Charges

Duke addressed the council. The charges are the same as last year. She expressed concern about the lack of committee members and she may be changing the ways membership is structured. Kritzman stated that a committee for writing across the curriculum will be established for WMU Essential Studies and suggested coordination with ISP before adding new people to the committee. Due to questions about how the WMU Essential Studies writing across the curriculum committee will impact ISP charges, Duke will return to USC in November to present the 2019-20 charges.

Information/Discussion Items

Intellectual Skills Program Advisory Committee 2018-19 Year-End Report

Duke reviewed the report, with no questions from the council. Duke stated that she will be bringing to the council information regarding student success in guided self-placement in reading and writing.

Birnbaum moved to accept the 2018-19 report, seconded by Duffy. Motion passed.

Discussion of Curriculum Revision Process, Regarding the Responsibilities/Duties of USC Members

Ferrin will convene a meeting with representatives of the Graduate Studies Council to discuss the criteria/guidelines that specify how the chair of the council reviews proposals that ordinarily would stop at the level of the dean.

Other

There was no other business.

Adjournment

The meeting was adjourned at 4:04 p.m.

Kathryn Hillenbrand (Substitute Secretary for Dianna Sachs)