

WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL  
Tuesday, 10 March 2020, 3 p.m.  
Faculty Lounge, Bernhard Center

**Members present:** Carrie Cumming, Michael Duffy, Ruby Eagle (Western Student Association), Clifton Ealy, Bruce Ferrin, Kathryn Hillenbrand, Marilyn Kritzman, Kate LaLonde, Irma Lopez, William Rantz (for Jessica Birnbaum), David Reinhold (designee for Provost and Vice President for Academic Affairs Jennifer Bott), Dianna Sachs, Daniela Schroeter, Xiaoyun Shao  
**Members absent without substitution:** Deanna Bush, Riley Lukomski (WSA)  
**Academic Advising Liaison present:** Betsy Drummer  
**Advisory Member present:** Edwin Martini  
**Guests:** Marilyn Duke, Director, Academic Resource Center, and Shawn Tenney, Director of Service Learning

**Procedural / Informational Items**

Chair Ferrin called the meeting to order at 3:02 p.m.

*Welcome and Introductions*

Members and guests were welcomed.

*Acceptance of Agenda*

Ealy moved to accept the agenda, seconded by Hillenbrand. Motion carried.

*Approval of the Minutes of 11 February 2020 and 25 February 2020*

Lopez moved to approve the minutes of 11 February 2020, seconded by Hillenbrand. Motion carried.

Lopez moved to approve the minutes of 25 February 2020, seconded by Kritzman. Motion carried with two abstentions.

*Chair Comments*

Chair Ferrin will meet with the Faculty Senate Executive Board on Friday, 13 March to discuss MOA-20/02 Revision to Create Faculty-driven Prior Learning Assessment (PLA) Opportunities for Undergraduate Programs.

**Action Item**

*MOA-20/02 Revision to Create Faculty-driven Prior Learning Assessment (PLA) Opportunities for Undergraduate Programs*

Hillenbrand moved to recommend MOA-20/02 Revision to Create Faculty-driven Prior Learning Assessment (PLA) Opportunities for Undergraduate Programs be forwarded to Faculty Senate, seconded by Ealy.

Kritzman reported that any student fees must be approved by the Board of Trustees and, therefore, the language currently in sections 7, 8, and 10-E-3 of the draft MOA are not valid.

Kritzman proposed an amendment to MOA-20/02 Revision to Create Faculty-driven Prior Learning Assessment (PLA) Opportunities for Undergraduate Programs that sections 7, 8 and 10-E-3 be deleted, seconded by Cumming. Motion carried.

Hillenbrand moved to recommend amended MOA-20/02 Revision to Create Faculty-driven Prior Learning Assessment (PLA) Opportunities for Undergraduate Programs be forwarded to Faculty Senate, seconded by Ealy. Motion carried with one abstention.

**Information/Discussion Items**

*Report from Transfer of Credit Subcommittee – Dave Reinhold, Chair*

The subcommittee is investigating the possibility of acknowledging associate degrees or similar collections of coursework in a program earned at community colleges on WMU transcript as a “transfer minor”. This would only be applicable for programs that are not offered at WMU.

*Report from Service Learning Course Approval Subcommittee – Shawn Tenney, Chair*

There have been few requests to have courses considered for Service Learning designation. She is working with the Academic Forum to promote Service Learning designation to departments.

*Report from Intellectual Skills Program Advisory Subcommittee – Marilyn Duke, Chair*

The subcommittee is looking at the success of the guided self-placement of reading and writing for directing students to the appropriate course.

The ISPAC is also examining, in rotation, the developmental courses in math, reading, and writing to ensure that learning outcomes are being met. This year the subcommittee is evaluating the developmental course in math.

An online math education program, Assessment and Learning in Knowledge Spaces (ALEKS), is available for students to assist them through the developmental math course.

The subcommittee is also looking into tools to assist advisors in placing students in correct reading, writing, and math courses once WMU no longer requires SAT/ACT scores (which are currently used to determine eligibility for placement).

*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.*

- Annual orientation for USC members
- Development of criteria for use of USC's authority to review curriculum proposals that would ordinarily be complete at dean's level

The council discussed potential items to be included in an annual orientation for USC members.

Discussion was held on how and when to exercise USC's authority to review curriculum proposals that would ordinarily be complete at the dean's level.

*Charge #2 – Research best practices regarding University issued certificates.  
Review and revise undergraduate certificate program ([MOA-14/02](#)). – Dave Reinhold*

The council is asked to consider whether or not to allow departments to offer both an undergraduate certificate and a minor in the same area, with the same courses. This may need to be clarified with a revision to the MOA-14/02 Undergraduate Certificate Programs.

Kritzman, Cumming, and Duffy will research best practices for undergraduate certificates and will report back to the council.

*Charge #3 – Research policies and best practices, and recommend established guidelines, to determine if a newly created degree is a Bachelor of Arts or a Bachelor of Science degree. – Dave Reinhold*

The council started discussion of Charge 3.

#### **Adjournment**

The meeting was adjourned at 4:59 p.m.

Respectfully submitted,  
Dianna E. Sachs