

**WESTERN MICHIGAN UNIVERSITY**  
**WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE**  
**Minutes of 23 April 2018**

**Members Present:** Mervyn Elliott, Leigh Ford, Yvonne Ford, Decker Hains, Kevin Knutson, Ed Martini, Staci Perryman-Clark, Elke Schoffers, Sarah Summy, Delores Walcott

**Ex Officio Member Present:** Suzan Ayers

**Advisory Members Present:** Carrie Cumming, Matt Provenzale, Dave Reinhold

**Advisory Members Absent:** Jeanne Baron, Marilyn Duke

**Guest:** Richard Gershon, Faculty Senate President Elect

Committee Chair Sarah Summy called the meeting to order at 1 p.m. Introductions were made.

**ACTION ITEMS**

*Acceptance of the Agenda*

With no formal agenda, no action was taken.

*Election of Secretary*

Mervyn Elliott nominated himself.

A motion was made by Summy, seconded by Ayers, to elect Elliott as secretary.

Motion carried.

*Establish Meeting Times*

It was decided that meetings would be held on the first and third Tuesday of every month from 1 to 2:30 p.m. beginning on 22 May 2018. The next meeting was established for May 10 from 11 a.m. to 1 p.m. as a brown bag session. The Faculty Senate staff will be asked to secure meeting locations. The summer meetings dates are as follows:

May 10

May 22

June 5

June 19

July 3

July 17

July 31

August 7

August 21

**INFORMATION ITEMS**

*Committee Charges*

Ayers reported that the Faculty Senate Executive Board is finalizing the committee charges and they are expected to be presented at the 10 May meeting.

*Committee Structure*

Summy provided a committee structure document. Discussion was held regarding Hains chairing the WMU Essential Studies Course Review and Approval Committee.

*Assessment Process*

Discussion was held. Hains suggested populating the assessment process with 21 faculty plus a committee chair. It would be advisable to have an off-site full day retreat.

*Working Groups Status*

Martini asked about the status of the working groups (i.e. transfers, accreditation, and writing across the curriculum).

*Course Approval Submission*

Discussion was held regarding the need for faculty assistance in the submission workflow process. L. Ford suggested open forum sessions hosted by faculty who have experience and expertise in the process to aid those attending. An online module would be an advantage. Gershon suggested "super users" become point people similar to the idea of ambassadors.

*Presentations*

It was suggested that program explanation presentations be given at Academic Forum and Deans Council. Summy and Hains are scheduled to present to Organization of Chairs, Heads, and Directors on 24 April, and next month's Academic Forum. Discussion was held.

**OTHER**

*Future Topics*

For the May 10 meeting, topics will include outcomes per category, rules for criteria per rubric, "Increase Knowledge of the Arts" rubric, and separate science rubrics.

*Assessment*

Ayers reiterated that the most important items from the Executive Board perspective is within the approval process and holding faculty accountable to the assessment process.

**ADJOURNMENT**

The WMU Essential Studies Executive Advisory Committee will meet next on 10 May 2018 from 11 a. m. to 1 p.m., location to be determined. Chair Sarah Summy adjourned the meeting at 2:30 p.m.

Submitted by: Mervyn Elliott, Committee Secretary