

**WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE
WMU ESSENTIAL STUDIES EXECUTIVE ADVISORY COMMITTEE
Minutes of 10 May 2018**

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

Member Absent: Staci Perryman-Clark

Ex Officio Member Present: Suzan Ayers

Advisory Members Present: Jeanne Baron, Marilyn Duke, Dave Reinhold

Advisory Members Absent: Carrie Cumming, Matt Provenzale

Committee Chair Sarah Summy called the meeting to order at 11 a.m.

ACTION ITEMS

Acceptance of the Agenda

A motion was made by Hains, seconded by Martini, to accept the agenda as provided. Motion carried.

Approval of the Minutes – 23 April 2018

A motion by Ayers, seconded by Hains, to approve the 23 April 2018 minutes as provided. Motion carried.

INFORMATION ITEMS

Chair's Remarks

Summy reviewed the Faculty Senate website; WMU Essential Studies information including all current documents are available on the website. It was suggested that all committee members become familiar with the information and refer colleagues to the website for accurate information.

Committee Charges

Ayers reviewed the charges with the group. There was discussion regarding a need for further clarification on the fourth charge, Determine minimum number of courses required for each course category prior to implementation. Questions arose whether it was number of courses and number of sections (capacity). The committee determined eventually both will be needed but determining what courses in what category is the first priority.

Determining Intent from Department Chairs

Summy and Hains will be attending Academic Forum on Wednesday, 16 May. Hains shared an intent document that will be sent to deans and chairs to complete in order to collect the best information at this time as to what departments plan to offer within the WMU Essential Studies curriculum. Discussion was held. Martini asked that a column be added to ask if the course would be offered online.

Rubrics

Discussion was held regarding rules for criteria per rubric. It was questioned if different criteria rules on different rubrics would be confusing. Reinhold said that hopefully eLearning would populate the D2L courses with the appropriate criteria. Thus, some rubrics would need to be copied and edited. Ford asked if class size in

the Connections Level and Foundations Level-Humanities course category would be capped at low enrollment numbers (i.e. 25-30). Discussion was held regarding class size, category, and social science subjects. There needs to be emphasis on the learning outcomes for each category. Confusion was expressed about the lack of rubrics in Societies and Cultures. Faculty Senate staff will be asked to edit the rubrics web page to remove the mapping between the course categories and the rubrics. An outcome rubrics decision tree flow chart will be developed along with the PowerPoint presentation. The "Increase foundational knowledge of..." rubric was distributed and discussed. Ayers will seek others to help split the rubrics for the different subject areas stated in the outcomes. Ford thought that a generic rubric concentrating on the "Increase knowledge" is more important than the subject itself. Reinhold said that a rubric that works for a large class is important.

Assessment Data in D2L

The question was asked whether data collection had to be done electronically on D2L. Martini raised the issue of talking to union and administration contract administrators concerning the requirement of the program to have to submit data.

WMU Essential Studies Director

Reinhold announced that Interim Provost Susan Stapleton has approved the position of Director of WMU Essential Studies. Reinhold was not aware of the specifics regarding if the position will be full-time or course release. He stated it will be a faculty position and asked that the development of the job description be added to the next meeting. Much of the job description already exists in the budget protocol.

OTHER

Future Topics

It was requested that waivers be discussed at a future meeting.

Responsibilities for the Next Meeting

Ayers and Summy will meet with faculty from the Humanities to complete the rubric aligned with the "Increase Knowledge in the Sciences, Social Sciences, Humanities and the Arts."

Reinhold will ask Faculty Senate staff to separate the rubrics in the necessary areas. Elliot and Summy will update the PowerPoint presentation to be posted to the Faculty Senate website.

ADJOURNMENT

The WMU Essential Studies Executive Advisory Committee will meet next on 22 May 2018 from 1 to 2:30 p.m. in the Bernhard Center – Faculty Lounge. Committee Chair Sarah Summy adjourned the meeting at 1:07 p.m.

Submitted by: Mervyn Elliott, Committee Secretary