

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Tuesday, 13 March 2018, 3 p.m.
Faculty Lounge, Bernhard Center

Members present: Ackerson, Baas (designee for Bischof), Birnbaum, Brown (Western Student Association), Carlson (Faculty Senate Executive Board), Coons, Curran, Ealy, Ferrin, Hillenbrand, Kritzman, Mandagere (WSA), James Muchmore (for Anderson), Dave Paul (for Baldner), Reinhold (designee for Interim Provost Stapleton), Shao

Member absent without substitution: Sachs

Academic Advising Liaison present: Drummer

Advisory Member absent: Martini

Guests: Shawn Tenney, Director of Service-Learning; Marilyn Duke, Chair, Intellectual Skills Program Advisory Committee

Procedural / Informational Items

Chair Ferrin called the meeting to order at 3:05 p.m.

Welcome and Introductions

Ferrin welcomed members back from Spring Break. James Muchmore will be substituting for Ariel Anderson for the remainder of the semester.

Acceptance of Agenda

Ferrin proposed to delete Discussion/Action Item #3 regarding Charge 4, as the General Education Logistics Committee will address this item.

Baas moved to accept the amended agenda, seconded by Duke. Motion carried.

Approval of the Minutes

Ealy moved to approve the minutes of 13 February 2018 as written, seconded by Ackerson. Motion carried.

Chair's Comments – Bruce Ferrin

None.

Discussion/Action Items

1. *Discussion of Service Learning and Charge #3: In consultation with the Office of Service Learning, develop a cyclical review process to ensure courses meet this designation.*
Reinhold, on behalf of Shawn Tenney, reviewed minutes from recent USC meetings to reconstruct past motions regarding Service Learning documents. He questioned the accuracy of minutes when compared to the documents submitted to the council for those meetings; for example,

motions regarding the number of years recommended for cyclical review and the recommended number of members on the review committee. Ferrin suggested that USC recommend creation of a subcommittee to work on details related to the Service Learning course approval process. The Service Learning subcommittee would receive charges from USC. It was discussed that the subcommittee could develop the cyclical review process and follow the Committee to Oversee General Education model for reviewing courses, but review only the individual sections of courses identified as "service learning". Reinhold stated that it is thought that the Service Learning review committee could meet once per semester, given the small number of Service Learning courses. Tenney suggested that Service Learning courses be reviewed and approved every three years. When a new course or new faculty member is teaching an existing course, re-approval is necessary.

If approval of a standing subcommittee is granted, USC will discuss membership of the standing committee. Kritzman requested that the subcommittee be created before the end of this academic year.

There was discussion about whether the current curricular change request form could be revised to include a Service Learning category. This could be addressed by the subcommittee.

Kritzman moved to create a standing subcommittee of the Undergraduate Studies Council to review and approve Service Learning courses and develop a cyclical review process. Baas seconded motion. Motion passed.

2. *Discussion of 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.*
Ferrin presented the USC Role Statement to the council. Questions were raised about the list of Functions, particularly items 2, 3, 4, 5 and 6. It was discussed that items 2 and 3 would need revision to reflect the Western Essential Studies program and the existing Transfer of Credit Committee. There were concerns expressed regarding item 5, related to the scope of the word "other". Item 6 was also discussed as not being clearly worded.

Ferrin stated that USC can revise functions to make assessment an explicit part of the function of the council. The list of functions may have been written before Academic Affairs had its strategic plan.

In response to questions about the overall Role Statement and list of Functions, Baas looked at the information for other Faculty Senate councils and found that most councils do not have Functions listed as part of their Role Statements. It was thought that the list of Functions in the USC Role Statement may have been written a while ago.

Baas suggested that a small ad hoc committee be formed to re-write the Role Statement. Ferrin stated that he will write a first draft, including revising the Role Statement, deleting the list of Functions, adding a list of Standing Committees to USC and Charges, to mirror the structure of Role Statement of other councils.

3. *Discussion of Charge #4: Coordinate planning for the dissolution of the Committee to Oversee General Education (COGE) and the implementation of the Committee to Oversee WMU Essential Studies with the Ad Hoc General Education Logistics Committee.*
This item was deleted from the agenda.

Other

Reinhold led discussion of questions about review of courses identified as meeting the requirements for General Education Proficiency 2, baccalaureate-level writing requirement. The COGE reported to USC that there are 32 courses for which re-approval materials are incomplete (21) or were not submitted for approval (11), despite requests from COGE to submit information. These courses are at risk of not being approved for Proficiency 2.

Reinhold presented the process of course approval: 1) COGE either approves a new course or approves/rejects an existing course, 2) the Faculty Senate office communicates with the Registrar's Office about COGE decisions, and 3) the Registrar's Office uses the information communicated by the Faculty Senate to make changes in courses. Unless the Registrar's Office gets information from the Faculty Senate office regarding courses, no changes will be made.

Ferrin reminded the council of his request to the Faculty Senate Executive Board to communicate with the interim provost and registrar about the matter of courses for which re-approval materials were not submitted or were incomplete. He stated that the interim provost's office reported that this had been done, and the Executive Board stated that COGE has fulfilled its charge regarding Proficiency 2. Ferrin stated that there are courses for which re-approval materials have not been submitted, and the question remains whether these courses continue to fulfill the Proficiency 2 requirements. Carlson reported that the Executive Board has not taken formal action on this; she will add this to the agenda of the next Board meeting.

Registration for fall 2018 courses has begun. Ferrin recommended that for spring 2019, USC will provide the list of courses that COGE could not re-approve and will notify advisors, to make students aware.

Reinhold recommended early review of existing Proficiency 2 courses, in anticipation of Western Essential Studies, although the review process for Essential Studies review hasn't been determined. Students who start WMU before fall 2020 will be under the existing General Education program. Reinhold will

contact the Registrar's Office regarding list of Proficiency 2 courses offered in fall 2018.

Adjournment

A motion to adjourn was made by Baas, seconded by Birnbaum. The motion passed. The meeting was adjourned at 4:07 p.m.

Respectfully submitted,
Kathryn Hillenbrand