

**WMU Faculty Senate
WMU Essential Studies Executive Advisory Committee
Charges for 2022-23**

Lisa DeChano-Cook will serve as the Faculty Senate Executive Board representative on WMU
Essential Studies Executive Advisory Committee

In addition to its specific responsibilities listed in the WMU Essential Studies Executive Advisory Committee's role statement and the work of its subcommittee(s) including but not limited to the WMU Essential Studies Course Review and Approval Committee, the Faculty Senate Executive Board charges the committee to consider, as a committee of the whole or through the appropriate subcommittee or task force, the following:

1. Develop and deliver charges for the WMU Essential Studies Course Review and Approval Committee for the 2022-23 academic year.
2. Review the 2021-22 continuous improvement data from the WMU Essential Studies Course Review and Approval Committee. Note significant finding for year four program review. Conclude the initiative by producing a report to recommended process changes to the Executive Board.
3. Coordinate with the WMU Essential Studies Course Review and Approval Committee for the on-going course review and approval process. Include a summary of the results and best practices within the committee year-end report.
4. Review, in consultation with the WMU Essential Studies Director, the WMU Essential Studies course portfolio in relation to WMU Essential Studies objectives, student enrollment, student interests, WMU Essential Studies learning objectives, and other criteria to find opportunities for additional courses, including courses with the diversity and inclusion, and the planetary sustainability student learning outcomes.
5. Produce an Assessment Handbook that includes processes on initiating, submitting, and reviewing individual WMU Essential Studies courses. Publish the digital handbook with active links on the Faculty Senate website.
6. Review the scope and description of the committee's role statement and assess the effectiveness of the committee's practices.
7. At the annual April WMU Essential Studies Executive Advisory Committee meeting, the committee members must review the draft year-end report to include annual objectives and outcomes, to be submitted to the Faculty Senate office, by the committee chair no later than June 30.
8. Address any continuing or outstanding issues or initiatives as directed by the Faculty Senate Executive Board, members of the committee, faculty, and/or academic administrators. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.

NOTE: The WMU Essential Studies Executive Advisory Committee will seek information from the Office of the Provost and Vice President for Academic Affairs and any administrative office to maintain communications with that office on issues directly related to it. Committee recommendations are to be submitted to the Executive Board in the form of a memorandum of action (MOA) on which the recommendation(s) is/are stated. Any draft MOAs requested by the Executive Board should be submitted using the MOA template.

The WMU Essential Studies Executive Advisory Committee chairperson shall provide a written report of the committee's accomplishments and progress for the year; list the above charges noting each item's progress and current status; any other activities undertaken; and draft charges for the 2023-24 academic year, no later than June 30, 2023.