

**WMU Faculty Senate
WMU Essential Studies Executive Advisory Committee
Charges for 2024-25**

Decker Hains 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. Participate in the 2024-25 WMU Essential Studies Comprehensive Review.
2. Continue to improve and update the online WMU Essential Studies manual and other resources for the faculty WMU Essential Studies course application process.
3. Review and update the WMU Essential Studies handbook as needed.
4. Improve documentation/provide specific examples of what makes a good assessment plan for an WMU Essential Studies course at each of the three levels and subject areas.
5. Work with departments and colleges to increase the number of online/distance learning WMU Essential Studies course offerings, which are in high demand.
6. Continue to improve and streamline the process of approving transfer credits for WMU Essential Studies requirements as needed for transfer students, and new programs. (i.e., Nursing R.N. to B.S.N. program), as well as process for department credit courses.
7. Review, in consultation with the WMU Essential Studies Faculty Director, the WMU Essential Studies course portfolio in relation to WMU Essential Studies objectives, student enrollment and interests, WMU Essential Studies student learning outcomes and other criteria to find opportunities for additional courses, including courses for Diversity, Equity, and Inclusion and Planetary Sustainability student learning outcomes.
8. Review the 2023-24 continuous improvement data from WMU Essential Studies Course Review and Approval Committee, noting significant findings for year four of the program review. Conclude the initiative by producing a report that includes recommend process changes to the Executive Board or a Memorandum of Action.
9. Recruit faculty and staff representatives to seat the WMU Essential Studies Course Review and Approval Committee, to ensure at least 60% of the committee is faculty.
10. Develop and deliver charges to WMU Essential Studies Course Review and Approval Committee for the 2024-25 academic year.
11. 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.
12. Review the scope and description of the committee's role statement and assess the effectiveness of the committee's practices.
13. 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.
14. 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 2025-26 academic year, no later than June 30, 2025.