

5 September 2023

**TO:** **WMU Essential Studies Executive Advisory Committee:** Elissa Allen, Gina Garza-Kling, Elizabeth Isidro, Lindsay Jeffers, Lois Lemon, Lei Meng, Jessica Parker, Brenda Srof, Kathryn Wagner

**Advisory Members:** Jonathan Bush, Carrie Cumming, Lisa DeChano-Cook

**Ex Officio Member:** Decker Hains

**GUESTS:** Randy Ott, Director for Academic Collaboration; Sarah Summy, President, Faculty Senate Executive Board

**FROM:** Brian Tripp, Chair

**WMU Essential Studies Executive Advisory Committee:**

**AGENDA**

**12 September 2023 1 – 2:30 p.m.**

[Webex Link](#)

1. **Call to Order**
2. **Acceptance of the Agenda**
3. **Approval of Minutes**
  - WMU Essential Studies Executive Advisory Committee – 11 April 2023 minutes
4. **Election**
  - a. Secretary – Hains
5. **Reports of Officers**
  - a. 2023-24 WMU Essential Studies Executive Advisory Committee Charges – Summy
  - b. Chair Report – Tripp
  - c. Ex Officio Report – Hains
6. **Reports of University Representatives**
  - a. WMU Essential Studies – Bush
    - i. Deadline for New and Revised WMU Essential Studies Courses
    - ii. WMU Essential Studies Cyclic Review
    - iii. Plans for 2024-25 WMU Essential Studies Comprehensive Review
  - b. Merze Tate College – WMU Essential Studies at Student Orientation – Ott
  - c. WMU Essential Studies Curriculum – DeChano-Cook
7. **Unfinished Business**
  - b. Subcommittee Reports
    - iv. Procedures and Handbook – Bush
    - v. Committee Vacant Position – Tripp
  - c. Ad Hoc Committee to Review WMU Essential Studies Transfer of Credit – DeChano-Cook
8. **New Business**
  - a. WMU Essential Studies Course Review and Approval Committee – Tripp
    - vi. Seating the 2023-24 Members
    - vii. Development of 2023-24 Charges
    - viii. Define Role in the Cyclic Review Process
    - ix. Review of 2022-23 Continuous Improvement Data
9. **Announcements**
  - a. First WMU Essential Studies Course Review and Approval Committee Meeting on 16 October 2023, 10 a.m. to 12 p.m.
10. **Adjournment**