

**WMU Essential Studies Executive Advisory Committee
Minutes of 12 September 2023**

Call to Order

The regular meeting of the Western Michigan University Faculty Senate WMU Essential Studies Executive Advisory Board Committee was called to order at 1:01 p.m. on 12 September 2023, via Webex video conferencing, by Brian Tripp, chair.

Members Present: Elissa Allen, Elizabeth Isidro, Lindsay Jeffers, Lois Lemon, Lei Ming, Randy Ott, Jessica Parker, Brenda Srof, Brian Tripp

Members Absent: Kathryn Wagner

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

Ex Officio: Decker Hains

Guests: Randy Ott, Senior Director, Academic Collaboration, Merze Tate College, Sarah Summy, President, WMU Faculty Senate, Carol Weideman, WMU Essential Studies Course Review and Approval Committee

Quorum

A quorum was present with nine members in attendance, of the seven needed to establish a quorum.

Agenda

[MOTION] It was moved by Lemon, seconded by Allen, to accept the agenda as presented. The motion carried unanimously.

Minutes

[MOTION] It was moved by Allen, seconded by Lemon, to approve the 11 April 2023 minutes as presented. With one abstention, the motion carried.

Election

Ex Officio Hains facilitated the election of secretary for the 2023-24 academic year. Allen nominated Jeffers as secretary.

[MOTION] It was moved by Allen, seconded by Parker, to elect Jeffers as secretary. The motion carried.

Reports of Officers

President Summy presented the 2023-24 charges and the following goals:

1. Oversee the WMU Essential Studies Course Review and Approval Committee and approve committee members
2. Create 2023-24 charges for WMU Essential Studies Course Review and Approval Committee
3. Organize the fourth-year review of WMU Essential Studies.

The WMU Essential Studies Executive Advisory Committee can present suggestions regarding charges to the Faculty Senate Executive Board. President Summy discussed the importance of the WMU Essential Studies Executive Advisory Committee and its charges. WMU Essential Studies courses constitute approximately 40% of all undergraduate credits at WMU.

Chair Tripp reviewed Faculty Senate rules permitting committee chairs to vote on motions but not to make or second motions. Chair Tripp summarized the two main goals of the WMU Essential Studies Executive Advisory Committee for the 2023-24 academic year:

1. Prepare for the fourth-year review of the entire WMU Essential Studies program
2. Interact with the WMU Essential Studies Course Review and Approval Committee.

Ex Officio Hains reported that Lindsay Jeffers has been appointed to the WMU Essential Studies Executive Advisory Committee.

Reports of University Representatives

Bush summarized his role as WMU Essential Studies Faculty Director and discussed the need for the WMU Essential Studies fourth-year program review.

Ott reported on the WMU Essential Studies program presentation at the WMU new student orientation during the summer.

DeChano-Cook reported the deadlines for course proposal submissions to the WMU Essential Studies Course Review and Approval Committee.

Reports of Council/Committee Standing Committee

Weideman presented information regarding the WMU Essential Studies Course Review and Approval Committee. The new course approval deadline is 31 December 2023. The WMU Essential Studies Course Review and Approval Committee will focus on review of new courses during the fall 2023 semester and will focus on the cyclic review of WMU Essential Studies courses during the spring 2024 semester.

President Summy left the meeting at 1:11 p.m.

Unfinished Business

Chair Tripp reported that the faculty [WMU Essential Studies handbook](#) is complete.

Chair Tripp reported that the position of Merze Tate representative on the WMU Essential Studies Executive Advisory Committee was approved by the Faculty Senate Executive Board. A motion was made by Allen to approve Ott as an appointed administrative member.

[MOTION] It was moved by Allen, seconded by Parker, to appoint Ott as an administrative member representing Merze Tate College. The motion carried unanimously.

DeChano-Cook reported that the WMU Essential Studies Executive Advisory Committee was approved by the Faculty Senate Executive Board to create an ad hoc transfer of credit committee for WMU Essential Studies. The WMU Essential Studies Executive Advisory Committee must develop charges for that committee. The charge is to develop a system for granting WMU Essential studies credit to transfer students. DeChano-Cook reported the development of a list of faculty and staff candidates for the ad hoc committee. Parker and Bush offered to be part of the ad hoc committee. Tripp reported the need of a representative from the registrar's office on the ad-hoc committee.

New Business

Ott reported that Student Learning Outcomes (SLOs) should be loaded into E-learning courses for fall 2023. A "Welcome to WMU Essential Studies" informational document was created for new instructors. Ott reported that the Instructional Technology Center (ITC) is open to all questions and has plans to schedule drop-in help sessions.

Bush requested that WMU Essential Studies Executive Advisory Committee members read the 2023-24 charges before the 10 October meeting and be prepared to vote on the WMU Essential Studies Course Review and Approval Committee 2023-24 charges. Bush is planning to present an outline and timeline for the fourth-year review.

Announcements

Tripp reported that the first WMU Essential Studies Course Review and Approval Committee meeting for 2023-24 is on 16 October 2023.

Weideman announced that there are three vacant faculty positions on the WMU Essential Studies Course Review and Approval Committee. There is a need for a faculty member from the following colleges:

- College of Arts and Sciences (CAS),
- College of Fine Arts (CFA)
- College of Health and Human Services (CHHS)

Bush volunteered to recruit faculty members from CAS and CFA.

Adjournment

Chair Tripp adjourned the meeting at 1:54 p.m. The WMU Essential Studies Executive Advisory Committee will meet next on 10 October 2023 at 1:30 p.m. via Webex.

Approval

Submitted by Lindsay Jeffers, Secretary

Minutes approved on 10 October 2023.