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**Undergraduate Studies Council  
Minutes of 10 October 2023****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Undergraduate Studies Council was called to order at 3:04 p.m. on 10 October 2023 via Webex video conferencing by Diane Riggs, chair.

**Members in Attendance:** Micaela Carignano (substitute for Sue Steuer), Lisa DeChano-Cook, Jordan Dunn, Tomika Griffin-Brown, Dana Hammond, Dave Karowe, Irma Lopez, Dawn Mason, Susan Piazza, Diane Riggs, Jill Rowe, Abdus Salam, Scott Slawinski, Yuanling Sun

**Members Absent:** Jessica Birnbaum, Carrie Cumming, Lori Gray, Carly Hagins, Leah Latumaerissa

**Advisory Member:** Colleen Stano

**Ex Officio:** Sarah Summy, Faculty Senate President

**Guests:** Alicia Kornowa, Director of Admissions; Robert Tuttle, Associate Professor, Engineering Design, Manufacturing and Management Systems; Marcellis Zondag, Chair, Faculty Senate Graduate Studies Council.

**Quorum**

A quorum was present with 15 members in attendance, of the 10 needed to establish quorum.

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Karowe, seconded by Rowe, to approve the 12 September 2023 minutes as presented. The motion carried unanimously.

**New Business**

Kornowa presented MOA-23/03: Accelerated Graduate Degree Program-Undergraduate/Graduate Dual Admission. The MOA serves as a dual admission for accelerated graduate degree option for departments to allow students an early graduate admission at the time of their freshman application to WMU. If a program chooses to utilize this option, the applicant could indicate an interest in and be considered for admission to a baccalaureate level along with a conditional admission to the graduate program. The AGDP could serve as a recruitment tool to attract high achieving and motivated high school students to choose WMU. If they meet the program's criteria, they can be assured of a place in the graduate program. This may help distinguish WMU from other universities across the US. If a degree program offers this option as proposed in MOA-23/03, potential students would be alerted to the graduate program early admission option. Admission requirement is 3.5 GPA or above for this pathway. That GPA does not guarantee a spot; departments will make the final decision in selecting candidates. Departments will set their own additional criteria and will ultimately select the students to admit through a competitive process. Market research on this type of AGDP is slim at this point, but this is something that would differentiate WMU from other midwestern universities where there are very few of these kinds of programs. Discussion included 1) How would this affect funding for traditionally admitted graduate students. The MOA does not guarantee funding, but it guarantees placement in the program. This may be an area where the two councils, GPC and USC, may come together on this work. 2) Incoming students are only eligible if they are in the top five percent of incoming freshmen. How will this affect equitable admissions for incoming FTIAC students? Voting on MOA-23/03 was postponed until the next meeting to allow council members a chance to review the document and make recommendations.

**Reports of Officers**

Chair Riggs shared that collaboration with the GSC on the charge to develop guidelines for cross-level courses is ongoing.

**Ex Officio** Summy reminded the council that members are elected to serve on the council, and members should share the details of the council's work with constituents.

## **Reports of University Representatives**

DeChano-Cook did not provide a report.

Griffin-Brown reported that academic alerts from the Success Hub have gone out to students and there is an increase in advising appointments. Discussion was held regarding the Concern Form accessibility. The governance committee met with trouble-shoot problems with the electronic form.

## **New Business**

Tuttle presented the Master of Science in Manufacturing Engineering (Accelerated) curriculum proposal. The program is proposing an access point for freshman at the time of admission. The proposal for this program provides an accelerated route for undergraduates to obtain a Masters in Manufacturing Engineering. It was noted that the proposal is missing Student Learning Outcomes. DeChano-Cook will amend the proposal to include the SLO's which are unchanged from the current master's program.

**[MOTION]** It was moved by Karowe, seconded by Slawinski, to approve the Master of Science in Manufacturing Engineering Accelerated curriculum proposal as amended. The motion carried unanimously.

Slawinski left the meeting at 4:10 p.m.

Moreno, who was scheduled to present the Minor in Business Communications curriculum proposal, had to leave the meeting at 3:40, before it could be considered. Having several Business representatives at the meeting consideration moved ahead. This proposal will allow non-business majors to take Business communications courses. Discussion included: 1) Does the proposal limit Business majors' opportunities to take WMU Essential Studies courses outside of the Business school? 2) Does the proposal need letters of support from the Arts and Sciences Communications Department? It was stated that it does not consider there are no communication courses included.

**[MOTION]** It was moved by Riggs, seconded by Piazza to approve the Minor in Business Communications curriculum proposal as presented. With two abstentions, the motion carried.

## **Announcements**

Chair Riggs encouraged council members to review MOA-23/03 prior to the next meeting and be prepared to discuss and vote on it.

## **Adjournment**

**[MOTION]** It was moved by Mason, seconded by Griffin-Brown, to adjourn the meeting at 4:26 p.m. The motion carried unanimously. The Undergraduate Studies Council will meet next on 14 November 2023 at 3:00 p.m. via WebEx.

## **Approval**

Submitted by Susan Piazza, Secretary

Minutes approved on 14 November 2023.