
**WMU Essential Studies Executive Advisory Committee
REVISED Minutes of 10 October 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 10 October 2023, via Webex video conferencing, by Brian Tripp, chair.

Members Present: Elissa Allen, Elizabeth Isidro, Lois Lemon, Lei Meng, Brenda Srof, Brian Tripp, Kathryn Wagner

Members Absent: Lindsay Jeffers, Jessica Parker

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

Ex Officio: Decker Hains

Guests: Carol Weideman, WMU Essential Studies Course Review and Approval Committee; Brian Carnell, Associate Director, Educational Technology

Quorum

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

Agenda

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

Minutes

[MOTION] It was moved by Srof, seconded by Isidro, to approve the 12 September 2023 minutes as presented. With one abstention, the motion carried.

Reports of Officers

Chair Tripp did not provide a report.

Ex Officio Hains did not provide a report.

Reports of University Representatives

Bush reported that the WMU Essential Studies Course Review and Approval Committee will be meeting on 16 October.

A draft plan for the WMU Essential Studies fourth year comprehensive review includes a proposed three-committee structure. The aim of the review process is not to repair things at this point but rather to identify issues that require adjustments and make data-driven decisions, as part of the upcoming Higher Learning Commission review of WMU. The three proposed committees include a WMU Essential Studies Course Review Committee, a WMU Essential Studies Systems and Structure Review Committee, and a WMU Essential Studies Student Learning Outcome (SLO) Performance Review Committee. A draft version of the review process timeline was presented for the Fall 2023 through Summer 2024. The presentation of initial results is slated for 19 April 2025, and the final report will be due 1 December 2025. Bush provided the following link to the [PowerPoint presentation](#):

Discussion included how to address courses/areas that have completed the review process, committee structure, how the proposed committees will work together, and faculty workload. The proposed committees planned to have chairs in place in the fall of 2023. WMU Essential Studies Executive Advisory Committee members may serve as chairs. The committee charges, full membership on each committee, and an initial retreat are planned for spring 2024. The Faculty Senate and college deans may need to assist with faculty recruitment. Teaching faculty may need to receive workload credit for their service on these committees.

Ott did not provide a report.

DeChano-Cook did not provide a report.

Unfinished Business

There was discussion regarding the proposed charges for the WMU Essential Studies Course Review and Approval Committee. Weideman proposed that the year-end report of the WMU Essential Studies Course Review and Approval Committee activities be submitted to the WMU Essential Studies Executive Advisory Committee before 21 June 2024. The final version of the WMU Essential Studies Course Review and Approval Committee charges is as follows:

1. Complete all incoming and ongoing reviews for new/revised WMU Essential Studies courses following the schedule and deadlines outlined in Faculty Senate MOA-23/01: Recommended Revisions of General Principles of Curriculum Change.
2. Complete all WMU Essential Studies cyclic reviews before the end of the spring semester 2024 for the following course categories:
 - Global Perspectives
 - Artistic Theory and Practice
 - Personal Wellness
 - Quantitative Reasoning
3. Complete a final report of all course approvals, revisions, and other activities to be delivered to the WMU Essential Studies Executive Advisory Committee before 21 June 2024.
4. Work with the WMU Essential Studies Faculty Director and the WMU Essential Studies Executive Advisory Committee to provide continual improvement of WMU Essential Studies processes.
5. Participate in planning for 2024-25 WMU Essential Studies Comprehensive Review.

[MOTION] It was moved by Lemon and seconded by Wagner to approve the WMU Essential Studies Course Review and Approval Committee 2023-24 charges as presented. The motion carried unanimously.

Lemon joined the meeting at 1:34 p.m.

Weideman left the meeting at 1:47 p.m.

The following items will be addressed at the next meeting:

- Development of policies and procedures manual
- Distribution of WMU Essential Studies Course Review and Approval Committee membership with a 51% majority of faculty.
- College of Education and Human Development faculty nomination on WMU Essential Studies Course Review and Approval Committee.

New Business

None.

Announcements

None.

Adjournment

Chair Tripp adjourned the meeting at 1:56 p.m. The WMU Essential Studies Executive Advisory Committee will meet next on 14 November 2023 at 1:30 p.m. via Webex.

Approval

Submitted by Elissa Allen, Substitute Secretary

Minutes approved on 14 November 2023.