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**Undergraduate Studies Council  
Minutes of 14 November 2023****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Undergraduate Studies Council was called to order at 3:03 p.m. on 14 November 2023 via Webex video conferencing by Diane Riggs, chair.

**Members in Attendance:** Jessica Birnbaum, Carrie Cumming, Lisa DeChano-Cook, Jordan Dunn, Lori Gray, Tomika Griffin-Brown, Dave Karowe, Leah Latumaerissa, Irma Lopez, Susan Piazza, Diane Riggs, Jill Rowe, Abdus Salam, Scott Slawinski, Yuanling Sun, Sue Steuer,

**Members Absent:** Dawn Mason

**Advisory Member in Attendance:** Colleen Stano

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

**Guests:** Jennifer Bott, Management; Steven Carr, Chair, Computer Science; Lori Farrer, Teaching, Learning and Educational Studies; Kerry Hegele, Teaching, Learning and Educational Studies; Kyle Jehnzen, Aviation; Cynthia Klekar-Cunningham, Chair, Communications; Kelley O'Reilly, Chair, Marketing; Steve Sparks, Aviation

**Quorum**

A quorum was present with 17 members in attendance, of the 10 needed to establish quorum.

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by DeChano-Cook, seconded by Karowe, to approve the 10 October 2023 minutes as presented. The motion carried unanimously.

**Reports of Officers**

Chair Riggs did not provide a report.

President Summy did not provide a report.

**Reports of University Representatives**

Curriculum Manager DeChano-Cook suggested that USC batch the proposals that convert concentrations to majors that will become effective in fall 2024. They are name changes and are not changes to the curriculum.

Griffin-Brown provided the Academic Advising report which included that the priority registration period has passed. More than 11,000 students have been advised. Approximately 3,600 students still need to meet with an advisor. Advisors and success staff are having a mini conference on 8 December from noon to 5 p.m.

**Reports of Council Standing Committees**

None.

**Unfinished Business**

None.

**New Business**

Cummings explained that MOA-23/02: *Drop/Withdrawal Extension* will extend the deadline to drop classes from the 10<sup>th</sup> week to 12<sup>th</sup> week of class. The revision will decrease academic dismissals. The MOA also extends the midterm grade deadline to the 10<sup>th</sup> week of classes. There are no financial aid

implications. Students will not get a refund but will avoid failing grades. The intention is to help retain currently enrolled students.

**[MOTION]** It was moved by Slawinski, seconded by Birnbaum, to approve MOA-23/02: Drop/Withdrawal Extension. With two opposing the motion carried.

Bott presented the Integrated Business Administration proposal as an online degree program. The goal is to help students return to WMU to complete their degree after leaving for a period. The program allows them to flexibly elect credit hours from marketing, management, accountancy, and information systems. Eighteen hours must be 3,000 and 4,000 level courses. There are no other online business degrees on this side of the state. It is estimated that the impact on the University Studies program will be minimal.

**[MOTION]** It was moved by Rowe, seconded by Griffin-Brown, to approve the Integrated Business Administration proposal as presented. With one opposed the motion carried.

O'Reilly presented the Digital Marketing name change proposal.

**[MOTION]** It was moved by Rowe, seconded by Piazza, to approve the Digital Marketing proposal as presented. The motion carried unanimously.

Sparks presented the Aircraft Dispatching and Scheduling Certificate proposal.

**[MOTION]** It was moved by Birnbaum, seconded by Karowe, to approve the Aircraft Dispatching and Scheduling Certificate proposal as presented. With one abstention, the motion carried.

Sparks presented the Airport Management Certificate proposal based on industry feedback and students' needs.

**[MOTION]** It was moved by Karowe, seconded by Sun, to approve the Airport Management Certificate proposal as presented. With one abstention, the motion carried.

Jehnzen presented the Unmanned Aerial Systems Operations Undergraduate Certificate proposal. A question was raised regarding geography classes not being included as options along with geoscience courses for UAS. This certificate core is aviation-specific, but flexibility is built for other tracks. There will be future proposals to add additional tracks, such as fine arts for video capture, and at that time, geography would be added.

**[MOTION]** It was moved by Birnbaum, seconded by Karowe, to approve the Unmanned Aerial Systems Operations Undergraduate Certificate proposal as presented. With one abstention, the motion carried.

DeChano-Cook proposed to delete the Geography Major (GGLJ), a comprehensive major with two tracks, general and teaching geography. There is a need to delete the secondary education teaching preparation due to state standards.

**[MOTION]** It was moved by Birnbaum, seconded by Karowe, to approve the Geography Major (GGLJ) proposal as presented. The motion carried unanimously.

Klekar-Cunningham presented the Film and Digital Storytelling Minor proposal. It is a pathway for students to complement their career path with digital storytelling skills through technical production and customized areas of fiction, and documentary

**[MOTION]** It was moved by Piazza, seconded by Birnbaum, to approve the Film and Digital Storytelling Minor proposal. The motion carried unanimously.

Farrer presented two Early Childhood General and Special Education title change proposals. It is based on MDE's certification structure to be more transparent to students.

**[MOTION]** It was moved by Birnbaum, seconded by Rowe, to approve both Early Childhood General and Special Education proposals. The motion passed unanimously.

Carr presented the Embedded Systems Venture (ESVF) Undergraduate Certificate program deletion proposal

**[MOTION]** It was moved by Slawinski, seconded by Piazza, to approve the Embedded Systems Venture Undergraduate Certificate proposal. The motion carried unanimously.

**[MOTION]** It was moved by Riggs, seconded by Piazza, to approve the following conversions from concentrations to majors proposals as a batch. The motion carried unanimously.

- BFA Acting Major
- Family Science and Human Development: Child Development and Services
- Family Science and Human Development: Family Studies
- Family Science and Human Development: Youth and Community Development
- Fashion Merchandising and Design: Design Development
- Fashion Merchandising and Design: Merchandising
- Geography – Environmental Geography
- Geography: Geographical Information Systems
- Geography – Urban, Regional, and Environmental Planning
- Recreation: Recreation Management
- Recreation: Sport Management
- Theatre Stage Management
- Sociology – Social Psychology

### **Announcements**

None.

### **Adjournment**

**[MOTION]** It was moved by Slawinski, seconded by Rowe, to adjourn the meeting at 4:26 p.m. The motion carried unanimously. The Undergraduate Studies Council will meet next on 5 December 2023 at 3 p.m. via Webex.

### **Approval**

Submitted by Susan Piazza, Secretary

Minutes approved on 9 January 2024.