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**Undergraduate Studies Council  
Minutes of 9 April 2024****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Undergraduate Studies Council was called to order at 3:02 p.m. on 9 April 2024 via Webex video conferencing by Diane Riggs, chair.

**Members in Attendance:** Jessica Birnbaum, Carrie Cumming, Lisa DeChano-Cook, Tomika Griffin-Brown, Dave Karowe, Irma Lopez, Dawn Mason, Susan Piazza, Diane Riggs, Jill Rowe, Scott Slawinski, Sue Steuer

**Members Absent:** Jordan Dunn, Lori Gray, Leah Latumaerissa, Abdus Salam, Yuanling Sun

**Advisory Member in Attendance:** Colleen Stano

**Ex Officio Absent:** Bret Wagner

**Guests:** Sue Brodasky, Faculty Senate Office; Jennifer Harrison, College of Health and Human Services; Marcellis Zondag, Graduate Studies Council

**Quorum**

A quorum was present with 13 members in attendance, of the 10 needed to establish quorum.

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Karowe, seconded by Birnbaum, to approve the 12 March 2024 minutes as presented. The motion carried unanimously.

**New Business**

Brodasky presented MOA 24/05 *Revision of High School Dual Enrollees Catalog Language*. The Faculty Senate Executive Board met with Jason Glass, Associate Vice-President for Teaching and Learning. Glass requested a change in policy regarding dual enrollment. USC is charged with reviewing this policy and suggesting changes and moving forward with the MOA. There was a discussion to add clarification to specify high school students. There was a question regarding the reason for lowering Grade Point Average (GPA) requirements. For example, conditional admission for students whose GPA is C. The previous MOA did not include conditional admission. This is a new proposal to consider. It was discussed to postpone the vote on MOA 24/05 until 16 April meeting when Jason Glass can address questions.

**[MOTION]** It was moved by Mason, seconded by Cumming, to postpone vote on MOA 24/05 to USC 16 April meeting. The motion carried.

Zondag presented MOA 23/03 *Accelerated Graduate Degree Program-Undergraduate/Graduate Dual Admission*. MOA 23/03 sets expectations for students who wish to enroll in an Accelerated Graduate Degree Program (AGDP) when they apply to admission to WMU as an incoming undergraduate student. This applies only to departments that already have an AGDP in place. Furthermore, departments with AGDP programs are not required to participate in the dual admission program described in the MOA. The following were discussed:

1. Teaching Assistants: These students would be admitted to the program four years earlier than traditional paths to the M.A. program. Early admission does not guarantee funding in the form of an assistantship, only a future spot in the program.
2. Appeal process if a student falls below a 3.0 GPA: It would be handled the same way as other appeals are handled. If a student GPA goes under 3.0, they would lose their automatic spot in AGDP but could re-apply if they bring their GPA up.
3. Data on how the program works at another institution: There is information that there are not a lot of students taking advantage of this, but several departments at WMU are interested.

4. Financial aid is not impacted.
5. Graduation plans: Undergraduate advisors do not create plans for graduate courses, so who will advise on the graduate courses? Language should be clear to ensure undergraduate advisors are not tasked with creating program plans for graduate programs.
6. Should departments have a standard set of courses listed in the catalog to guide undergraduates in selecting courses?

**[MOTION]** It was moved by Mason, seconded by Birnbaum, to approve MOA 23/03 *Accelerated Graduate Degree Program-Undergraduate/Graduate Dual Admission*. The motion carried.

### **Reports of Officers**

Chair Riggs suggested that USC hold a meeting on 16 April to consider MOA 24/03 Undergraduate Transfer Course Evaluation Policy and MOA 24/05 Revision of High School Dual Enrollees Catalog Language.

Ex Officio Wagner announced the election of 2024-25 USC officers and determine modality of 2024-25 meetings.

### **Reports of University Representatives**

DeChano-Cook updated USC on the Transfer Credit Committee. TCC will meet on 11 April and vote on MOA 24/03 which USC will then vote on MOA 24/03.

Griffin-Brown shared that 10 April will be Merze Tate College Academic Advising second advising awards ceremony. There are 470 alerts that advisors are still working on, and the plan is to complete those by the end of the semester. Advising journey comes out of the marketing cloud. For example, students who receive lower than C will enter the journey, and advising will follow up to support them until their journey is complete and closed.

Harrison reported that no proposals for service learning have been received over the last two years. The committee is willing to help WMU make the best use of experiential learning outside of internships if needed. USC will include a suggestion in the year-end report that the Faculty Senate should consider whether the committee is no longer needed.

### **New Business Continued**

Election of 2024-25 USC officers were held. Current officers shared the role and responsibilities of the council officers. Piazza nominated Riggs as chair.

**[MOTION]** It was moved by Piazza, seconded by Lopez, to elect Riggs as USC chair for 2024-25. The motion carried unanimously.

Wagner announced that he will be stepping down from the Faculty Senate Executive Board and may be willing to serve as USC vice chair depending on his teaching responsibilities in the fall. Wagner will report back to USC on this matter. No nominations were made for USC 2024-25 vice chair and secretary.

**[MOTION]** It was moved by Riggs, seconded by Wagner, to meet virtually for USC 2024-25 meetings. The motion passed unanimously.

Peace Corps Health Preparation Minor was presented.

**[MOTION]** It was moved by Karowe, seconded by Griffin-Brown to delete Peace Corp Health Preparation Minor program. The motion passed unanimously.

Child Welfare Minor was presented. The School of Social Works requested a child welfare program as a minor in social work and other related majors. There is tuition remission for graduate certificate title funds. Effects on other departments include that it offers additional options to students in different departments. The funding is a work payback that requires students to work for an allotted time immediately after graduation.

**[MOTION]** It was moved by Lopez, seconded by Karowe to accept Child Welfare Minor proposal. The motion passed unanimously.

Chair riggs presented USC year-end report.

**Announcements**

None.

**Adjournment**

**[MOTION]** It was moved by Slawinski, seconded by Steuer, to adjourn the meeting at 4:51 p.m. The motion carried unanimously. The Undergraduate Studies Council will meet next on 16 April 2024 at 4 p.m. via Webex.

**Approval**

Submitted by Susan Piazza, Secretary

Minutes approved on 16 April 2024.