
**WMU Essential Studies Executive Advisory Committee
Minutes of 9 April 2024**

Call to Order

The regular meeting of the Western Michigan University Faculty Senate WMU Essential Studies Executive Advisory Committee was called to order at 1:01 p.m. on 9 April 2024, via Webex video conferencing, by Brian Tripp, chair.

Members in Attendance: Elissa Allen, Elizabeth Isidro, Lindsay Jeffers, Jessica Parker, Brenda Srof, Brian Tripp, Kathryn Wagner

Member Absent: Lois Lemon, Lei Meng

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

Ex Officio Present: Decker Hains

Guest: Carol Weideman, Chair, WMU Essential Studies Course Review and Approval Committee

Quorum

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

Agenda

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

Minutes

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

Reports of Officers

Chair Tripp reported that he prepared a draft version of the WMU Essential Studies Executive Advisory Committee 2023-24 year-end report. Faculty and staff are being recruited to serve on three committees that will be responsible for completing the four-year program review of the WMU Essential Studies Program. The review process will include a Course Review Committee, a Student Learning Outcomes Performance Review Committee, and a Systems and Structures Review Committee. Associate Deans of the College of Arts and Sciences, Dr. Nicolas Witschi and Dr. Stephanie Peterson, have assisted in recruiting faculty willing to serve on those committees. Four out of six co-chairs have been recruited to serve, while two more co-chairs are needed. A list of faculty and staff willing to serve on these committees has also been developed. These committees are expected to function separately from the WMU Essential Studies Executive Advisory Committee and will report to the WMU Essential Studies Executive Advisory Committee.

Ex Officio Hains did not provide a report.

Reports of University Representatives

Bush reported the following:

1. The fourth-year review of the WMU Essential Studies Program is in the planning stages. Department chairs have been invited, and surveys have been sent to all potential committee members. This review will begin in fall 2024. Bush will meet with all committee chairs before the end of the semester. Chair Tripp affirmed that these committees could meet via Webex. The WMU Essential Studies Executive Advisory Committee will continue in an oversight position, and members of this committee will be assigned as liaisons to the various committees directly involved in the WMU Essential Studies Program fourth-year review process.
2. Presentations to all college curriculum committees have been completed, except for the WMU College of Aviation, to discuss WMU Essential Studies Course Review and Approval Committee

revisions and WMU Essential Studies course proposals. The WMU Essential Studies Course Review and Approval Committee has almost completed its cyclic review and will meet on 15 April and 22 April 2024 to plan the process for new and revised proposals.

3. The student learning outcomes rubric review will take place concurrently with the fourth-year review. The Student Learning Outcomes Rubric Committee will have WMU Essential Studies Executive Advisory Committee and WMU Essential Studies Course Review and Approval Committee members, as well as faculty members.
4. A WMU Essential Studies substitution decision tree will be created by an ad-hoc committee during the summer. The committee will be formed by faculty and staff advisors and will present the process for approval at the beginning of the fall semester.
5. WMU Bronson School of Nursing RN to BSN Program is working on a transfer credit proposal to satisfy the Level 1 and Level 2 WMU Essential Studies course requirements for students accredited through community college programs.

Ott reported that midterm grade data were submitted for 67% of WMU Essential Studies courses for spring 2024.

Unfinished Business

Weideman reported that there are three vacancies on the WMU Essential Studies Course Review and Approval Committee. Bush reported that he has a list of at least six people to contact who may be interested in serving on the WMU Essential Studies Executive Advisory Committee or WMU Essential Studies Course Review and Approval Committee.

New Business

[MOTION] It was moved by Allen, seconded by Wagner, to approve the year-end report. The report was discussed, and a minor correction was made. The motion carried unanimously.

Chair Tripp reported that the WMU Essential Studies Course Review and Approval Committee also needs to submit its year-end report for approval by the WMU Essential Studies Executive Advisory Committee, which is expected to occur during the Summer I semester.

Nominations for the 2024-25 WMU Essential Studies Executive Advisory Committee officers were taken.

[MOTION] It was moved by Parker, seconded by Isidro, to elect Tripp as chair, Allen as vice chair, and Jeffers as secretary for the 2024-25 WMU Essential Studies Executive Advisory Committee. The motion carried unanimously.

[MOTION] It was moved by Jeffers, seconded by Isidro, to continue meeting via Webex for the 2024-25 academic year. The motion carried unanimously.

Announcements

None.

Adjournment

Chair Tripp adjourned the meeting at 1:41 p.m. The WMU Essential Studies Executive Advisory Committee's next meeting date will be determined over the summer.

Approval

Submitted by Lindsay Jeffers, Secretary

Minutes approved on 10 September 2024.