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**Undergraduate Studies Council  
Minutes of 12 November 2024****Call to Order**

A meeting of the Western Michigan University Faculty Senate Undergraduate Studies Council was called to order at 3:03 p.m. on 8 October 2024 via Webex video conferencing by Diane Riggs, chair.

**Members in Attendance:** Jessica Birnbaum, Jennifer Bott (substitute for Bret Wagner), Carrie Cumming, Lisa DeChano-Cook, Tomika Griffin-Brown, Dave Karowe, Irma Lopez, Dylan McGlothlin, Diane Riggs, Priyanka Sharma, Katherine Suender, Yuanling Sun

**Members Absent:** Lucy Clark, Scott Slawinski

**Advisory Member in Attendance:** Colleen Stano

**Ex Officio:** David Rudge

**Guests:** Janet Hahn, School of Interdisciplinary Health Programs; David Szabla, Educational Leadership, Research and Technology

**Quorum**

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

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Karowe, seconded by Rudge, to accept the 8 October 2024 minutes. The motion carried unanimously.

**Reports of Officers**

Chair Riggs reported the following amendments to the agenda:

1. Shawn Tenney, Director of the Service-Learning Committee, will join and present at the USC meeting in either December or January.
2. Two curriculum proposals from the Religion department have been added to the agenda.
3. One of today's guests, Adam Manley from the Family and Consumer Sciences, will not be able to attend.

Ex Officio Rudge reported that he will seek guidance from the Faculty Senate Executive Board on enhancing efforts related to experiential learning. The Faculty Senate Executive Board agreed to bring the issue to the provost at their upcoming meeting.

Ex Officio Rudge shared that the Faculty Senate Executive Board will consult with Adriana Cardoso Reyes to determine whether information and artifacts related to experiential learning need to be collected for the Higher Learning Commission (HLC) report. The current strategic plan does not include the collection of assessment data on experiential learning. However, the second objective of Academic Excellence clearly states: "Engage every student in experiential education to foster lifelong learning, deepen their understanding through application, increase connections between WMU and the broader community, and prepare for meaningful, long-lasting careers".

Other topics related to experiential learning were discussed:

1. The WMU undergraduate catalog already includes a definition of experiential learning. Clarification is needed on whether this definition should be updated. Questions:
  - a. Why is the Experiential Learning Program working group creating their own definition;

- b. Why is this issue being handled by marketing rather than the faculty?
2. Guidance is needed on whether experiential learning should be a requirement at WMU or just a selling point for the university experience. There should be a discussion about adding faculty to the experiential learning committee if it becomes a requirement for all students. Clarification is also needed on whether this is a faculty responsibility.
3. The inclusion of experiential learning in WMU's strategic plan and marketing materials will likely create an expectation for assessment practices from the HLC regardless of its value as a marketing tool for WMU.
4. There should be a discussion about the feasibility of providing all WMU students with resume-worthy experiential-learning experiences.

McGlothlin joined the meeting at 3:08 p.m.

Suender joined the meeting at 3:30 p.m.

### **Reports of University Representatives**

Griffin-Brown reported:

1. Since 30 August, academic advisors have held 11,592 advising appointments;
2. 3,070 alerts were created for students not registered for the spring semester, which are being addressed by the Navigation Network.
3. Since the start of the fall semester, 1,096 advising alerts have been generated for students with major changes or who do not have a degree plan. Of these, 693 alerts have been completed, and 403 remain open and in progress.
4. Merze Tate College celebrated the 40th anniversary of the TRIO Student Success Program.

Griffin-Brown raised concern regarding some WMU Essential Studies courses without prerequisites due to not having enough seats or available sections for students, particularly Michigan Transfer Agreement (MTA) students and early middle college students. DeChano-Cook suggested that the issue should be directed to Jonathan Bush, WMU Essential Studies faculty director.

### **Unfinished Business**

None.

### **New Business**

Curriculum Proposals:

**[MOTION]** It was moved by Rudge, seconded by Suender, to approve the following proposals as presented. The motion carried unanimously.

1. Advertising and Promotion Major (ADVJ)
2. Chemistry: ACS Certified Major (CHCJ)
3. Exercise Science: Human Performance Concentration (PXHJ)
4. Exercise Science: Strength and Conditioning Concentration (PXSJ)

Hahn presented the following proposals:

1. Healthcare Services and Sciences Blindness and Low Vision Studies Preparation Concentration (HBLJ)
2. Healthcare Service and Sciences Occupational Therapy Preparation Concentration (HOTJ)
3. Healthcare Services and Sciences: Clinical Practice in Health (HCPJ)
4. Healthcare Services and Sciences: Physician Assistant Preparation Concentration (HPAJ)

**[MOTION]** It was moved by Rudge, seconded by Lopez, to approve the above proposals as presented. The motion carried unanimously.

**[MOTION]** It was moved by Rudge, seconded by Bott, to approve the Industrial Technology Education Major (TNSJ) and Industrial Technology Education Major (TVSJ) proposals as presented. The motion carried unanimously.

Szabla presented the Organizational Change Leadership Undergraduate Minor proposal.

**[MOTION]** It was moved by Rudge, seconded by Griffin-Brown, to approve the Organizational Change Leadership Undergraduate Minor proposal as presented. The motion carried unanimously.

**[MOTION]** It was moved by Rudge, seconded by Sun, to approve the Religion Minor (RELN) and Religion Major (RELJ) proposals as presented. The motion carried unanimously.

**[MOTION]** It was moved by Rudge, seconded by Karowe, to approve the Strategic Communication Major: Public Relations (SCPJ) proposal as presented. The motion carried unanimously.

Stano left the meeting at 3:42 p.m.

**Announcement**

Shawn Tenney, Program Manager, Service Learning, will present to USC on service learning. Ex Officio Rudge will report on the Faculty Senate Executive Board's meeting with the provost regarding experiential learning.

**Adjournment**

**[MOTION]** It was moved by Rudge, seconded by Suender, to adjourn the meeting at 4:02 p.m. The motion carried unanimously. The Undergraduate Studies Council will next meet on 3 December 2024 at 3 p.m. via Webex.

**Approval**

Submitted by Yuanliang Sun, Secretary

Minutes approved on 3 December 2024.