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**WMU Essential Studies Executive Advisory Committee  
Minutes of 10 December 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 1:02 p.m. on 10 December 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

**Members Absent:** Lei Meng

**Advisory Members Present:** Lisa DeChano-Cook

**Advisory Members Absent:** Jonathan Bush, Carrie Cumming

**Ex Officio Present:** Decker Hains

**Quorum**

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

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Wagner, seconded by Allen, to approve the 12 November 2024 minutes as presented. With one abstention, the motion carried.

**Reports of Officers**

Chair Tripp reported that this committee must approve the list of courses from the WMU Essential Studies-Course Review and Approval Committee. There are 33 courses pending approval. The list of courses was sent to members before this meeting. Chair Tripp, DeChano-Cook, and Bush will attend the Faculty Senate Executive Board meeting on 13 December 2024 to discuss the approval of courses for military science.

Ex Officio Hains did not provide a report.

**Reports of University Representatives**

Bush was unable to attend the meeting, but sent notes and updates:

1. Bush will attend the 13 December Faculty Senate Executive Board meeting to discuss the comprehensive review and changes to the WMU Essential Studies program.
2. There is a new “hold/contact” process for courses under Course Review and Approval when a revision or adjustment needs to be made. Rather than a rejection, the proposal goes to Faculty Director Bush, who contacts the department to suggest a change. Bush then brings the proposal back to the WMU Essential Studies Course Review and Approval Committee. This process change is designed to increase the number of courses approved.

DeChano-Cook reported that the WMU Essential Studies Executive Advisory Committee will have access to future proposals for courses. The next chair of the WMU Essential Studies Executive Advisory Committee will have a curriculum account of courses that need approval.

**Unfinished Business**

Parker reported that Luchara Wallace would like to discuss being a Merze Tate representative. Chair Tripp will invite her to the January meeting.

**New Business**

Two Military Science courses were not approved by the WMU Essential Studies Course Review and Approval Committee despite being submitted by the September 2024 deadline. The WMU Essential Studies Course Review and Approval Committee cancelled their last meeting in December 2024, so the WMU Essential Studies Executive Advisory Committee may need to approve these classes before the 31 December deadline. A decision about pursuing the appeal of these two courses is expected to be made at the Faculty Senate Executive Board meeting on Friday, 13 December 2024.

33 courses are pending final approval by the WMU Essential Studies Executive Advisory Committee, listed on the document sent out before the meeting. Allen discussed the two courses on homelessness, which are cross-listed.

**[MOTION]** It was moved by Tripp, seconded by Allen, to approve these courses.

**Announcements**

None.

**Adjournment**

Chair Tripp adjourned the meeting at 1:58 p.m. The WMU Essential Studies Executive Advisory Committee will meet next on 14 January 2025 at 1 p.m. via Webex.

**Approval**

Submitted by Lindsay Jeffers, Secretary

Minutes approved on 14 January 2025.