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**Undergraduate Studies Council  
Minutes of 13 September 2022****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Undergraduate Studies Council was called to order at 3:04 p.m. on 13 September 2022 via Webex video conferencing by Diane Riggs, chair.

**Members in Attendance:** Jessica Birnbaum, Carrie Cumming, Clifton Ealy, Lori Gray, Dawn Mason, Diane Riggs, Jill Rowe, Scott Slawinski, Susan Steuer, Susan Piazza, Nicolas Witschi

Members Absent: Irma Lopez

**Advisory Members Present:** Colleen Stano

**Advisory Member Absent:** Edwin Martini

**Ex Officio in Attendance:** Lisa DeChano-Cook

**Guest(s):** Sarah Summy, Faculty Senate President; Kerrie Harvey, Transfer of Credits Committee; Kirsty Eisenhart, Intellectual Skills Program Advisory Committee; Shawn Tenney, Service-Learning Course Approval Committee; Eriz Hughey, Faculty Senate Office

**Quorum**

A quorum was present.

**Acceptance of Agenda**

All New Business items were postponed, including MOA-20/03 and the curriculum proposal.

**[MOTION]** It was moved by Slawinski, seconded by DeChano-Cook, to approve the agenda as amended. The motion carried unanimously.

**Election of Officer**

Slawinski nominated Piazza for secretary. Piazza accepted.

**[MOTION]** It was moved by Slawinski, seconded by Birnbaum, to approve Piazza as secretary. The motion carried unanimously.

**Approval of Minutes**

**[MOTION]** It was moved by Cumming, seconded by Gray, to approve the 10 May 2022 minutes as presented. With three abstentions, the motion carried.

**Reports of Officers**

President Summy presented the Undergraduate Studies Council 2022-23 charges and thanked the USC for its important work. President Summy shared that, in addition to receiving the USC Webex meeting links by email, they will be posted on the Faculty Senate website on the newly created [Faculty Senate Academic-Year Meeting Calendar](#).

President Summy left the meeting at 3:14 p.m.

Chair Riggs did not provide a report.

Ex Officio DeChano-Cook did not provide a report.

**Reports of University Representatives**

Interim Curriculum Manager Witschi reported that Curriculog had been successfully launched and there will no longer be any Banner workflow related to curriculum proposals. Witschi demonstrated Curriculog and directed members to the location of the user manual. Witschi noted that USC members should plan

to read the proposals before USC meetings, but may wish to wait for the agenda to see which proposals will be considered. Only Chair Riggs and the two Faculty Senate staff members can officially register decisions in Curriculog on behalf of the USC. Committee members may ask questions and leave comments within each proposal in Curriculog, but it was noted that the comments can be viewed by anyone with Curriculog access. The council only reviews program deletions, program changes, and new programs.

Due to Martini's absence, the WMUx report was not provided.

### **Reports of Council/Committee Standing Committee**

Slawinski reported on the Intellectual Skills Program Advisory Committee. Eisenhart confirmed that there is a current discussion about whether the ISPAC needs to exist.

Tenney reported on the Service-Learning Course Approval Committee and shared that the committee may differ its work this semester due to changes since COVID, in addition to the lack of clarity about how this committee fits into WMU's strategic plan. The committee is questioning whether it should continue to ask faculty for course approvals. Charges for the committee are being revisited. By the spring semester, SLCAC may have a better idea of how to move forward.

Harvey reported on the Transfer of Credit Committee and its evaluation process. Some students will receive credit by department recommendation only. It was decided that there needs to be a clearer process on how and whether credits should be transferred. TCC is drafting a workflow regarding how courses are reviewed. TCC is seeking a system that standardizes the process to offer more consistency in evaluating credit transfer opportunities. TCC has also considered credit for prior learning (PLA) as previously approved. It was noted that some community colleges in Michigan have already set up 3+1 programs. There are WMU Essential Studies transfer guides completed, which are available on the early credit page for WMU admissions.

### **Announcements**

None.

### **Adjournment**

**[MOTION]** It was moved by DeChano-Cook, seconded by Birnbaum, to adjourn the meeting at 3:59 p.m. The motion carried unanimously. The Undergraduate Studies Council will meet next on 11 October 2022 at 3 p.m. virtually via Webex.

### **Approval**

Submitted by Susan V. Piazza, secretary

Minutes approved on 11 October 2022.