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**WMU Essential Studies Executive Advisory Committee  
Minutes of 13 September 2022**

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate, Western Michigan University Essential Studies Executive Advisory Board, was called to order at 1:30 p.m. on 13 September 2022 via Webex video conferencing by Jonathan Bush, WMU Essential Studies Faculty Director.

**Members in Attendance:** Elissa Allen, Decker Hains, Elizabeth Isidro, Lindsay Jeffers, Lois Lemon, Brian Tripp, Kathryn Wagner

**Appointed Administrative Members Present:** Jessica Parker, Merze Tate College

**Advisory Members Present:** Jonathan Bush, Carrie Cumming, Nicolas Witschi

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

**Guest(s):** Randy Ott, Director for Academic Collaboration; Diana Blouin, Director, Academic Advising, College of Arts and Sciences; Eriz Hughey, Faculty Senate Office

**Quorum**

A quorum was present.

**Acceptance of Agenda**

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

**Elections of Officers**

**[MOTION]** It was moved by Allen, seconded by Wagner, to elect Tripp as chair. The motion carried unanimously.

**[MOTION]** It was moved by Tripp, seconded by Lemon, to elect Allen as vice chair. The motion carried unanimously.

The election of the secretary was postponed to the next meeting.

**Approval of Minutes**

**[MOTION]** It was moved by Allen, seconded by Tripp, to approve the 12 April 2022 minutes as presented. The motion carried unanimously.

**Reports of Officers**

Haines gave the 2022-23 committee charges.

Ex Officio DeChano-Cook did not provide a report.

**Reports of University Representatives**

Witschi announced that Bush has been appointed as the new WMU Essential Studies Faculty Director. Witschi confirmed that questions regarding the curriculum approval process should be directed to him. The curriculum approval process is now being processed through [Curriculog](#). This system is not currently set up for moving or merging programs, departments are being directed to continue using the PDF form on the Faculty Senate website for such curriculum changes.

WMU Essential Studies Faculty Director Bush and Senior Director, Academic Collaboration Ott, will be providing informative presentations about the WMU Essential Studies program to the Provost's Council, the Chair's Council, and individual departments. Bush will share the PowerPoint presentation with the members of the WMU Essential Studies Executive Advisory Committee for review.

The meeting times and Webex links throughout the semester for all Faculty Senate meetings can be found on the Faculty Senate website. [The 2022-23 WMU Essential Studies Executive Advisory Committee current meeting schedule link.](#)

#### **Reports of Councils/Committees Standing Committee(s):**

Hains provided the WMU Essential Studies Course Approval and Review Committee report. The committee reviews and approves courses for WMU Essential Studies credit received from college curriculum committees and deans and forwards its recommendations to the administration. WMU Essential Studies Course Review and Approval Committee reviews all previously approved WMU Essential Studies courses as least once within a seven-year cycle as determined by the committee.

Ott has the role of collecting data for the WMU Essential Studies assessment and will be interacting with community colleges on course credit transfer agreements. Ott will provide a report at each WMU Essential Studies Executive Advisory Committee meeting. Ott and Witschi are on the WMU Essential Studies Course Review and Approval Committee. The initial WMU Essential Studies Assessment Data Review and Troubleshooting Event was held in the spring 2022 semester. Future events will be held once a year in the fall semester for assessment data review and troubleshooting. Room 4010 in the College of Health and Human Services has been reserved for the next event on 9 December 2022.

Witschi discussed the WMU Essential Studies Course Review and Approval Committee review process. One third of all WMU Essential Studies courses are scheduled to be reviewed each year as part of the cyclic review process. Hains discussed how this review process has been a significant project for the WMU Essential Studies Course Review and Approval Committee. The course review process needs to be simplified to improve efficiency and reduce the reviewer workload. There are approximately 392 WMU Essential Studies courses, and there is a need for more people to serve on the WMU Essential Studies Course Review and Approval Committee.

#### **New Business**

None.

#### **Announcements**

Ott indicated that the availability of data entry fields on Elearning for WMU Essential Studies course assessment rubrics will be available after the semester census of enrolled students is completed on 8 September 2022.

#### **Adjournment**

**[MOTION]** It was moved by Allen, seconded by Jeffers, to adjourn the meeting at 2:21 p.m. The motion carried unanimously. The WMU Essential Studies Executive Advisory Committee will next meet on 11 October, 2022 virtually via Webex.

#### **Approval**

Submitted by Brian Tripp, Chair

Minutes approved on 11 October 2022.