
**Undergraduate Studies Council
Minutes of 8 November 2022****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Undergraduate Studies Council was called to order at 3:03 p.m. on 8 November 2022 via Webex video conferencing by Diane Riggs, chair.

Members in Attendance: Carrie Cumming, Lori Gray, Carly Hagins, Irma Lopez, Dawn Mason, Susan Piazza, Diane Riggs, Jill Rowe, Bruna Louise Silva, Scott Slawinski, Susan Steuer, Nicolas Witschi

Members Absent: Jessica Birnbaum, Clifton Ealy, Sam Longlet

Advisory Members Present: Colleen Stano, Edwin Martini

Ex Officio: Lisa DeChano-Cook

Guests: Said Abubakr, Chemical and Paper Engineering; Nichole Andrews, Faculty Specialist, Statistics; Dustin Altschul Faculty Specialist, Richmond Institute for Design and Innovation; Laura Ciccantell, Director, Teacher Certification, College of Education and Human Development; Jason Johnson, Faculty Specialist, Computer Science; Alan Rea, Professor, Business Information Systems; Kathryn Wagner, Associate Professor, Theater

Quorum

A quorum was present.

Agenda

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

Minutes

A correction was made to replace Student Success Help with Student Success Hub.

[MOTION] It was moved by DeChano-Cook, seconded by Slawinski, to approve the 11 October 2022 minutes as amended. The motion carried unanimously.

Reports of Officers

Chair Riggs shared that WMU received over 500 curriculum proposals so far this year. Chair Riggs reminded USC that the checklist will help with efficient review of proposals in Curriculog.

Ex Officio DeChano-Cook did not provide a report.

Reports of University Representatives

Witschi reported that USC will not review all curriculum proposals, but will see proposals to create, delete, or change programs. There were 500 proposals submitted last year, and this year, there has already been 600 proposals submitted. It is expected that there will be another rush in March 2023. Faculty Senate deadline for curriculum proposals is 31 October. Currently, there are 19 proposals expected to come before the USC. Faculty Senate extended the curriculum proposal deadline to permit deans to evaluate and sign off on what has already been approved by college curriculum committees for inclusion in the 2023 catalog.

Martini offered to convene a workgroup to address the issues of math competency. He will report back at the next meeting.

[MOTION] It was moved by Slawinski, seconded by Steuer, for Martini to create the workgroup as described. The motion carried unanimously.

Martini reported that the Student Success Hub will launch by February. He reported that there was a significant drop in mid-term grades reported across WMU. Without midterm grade reports, there are

limited chances to help struggling students. He has reassembled the Faculty Development Advising Board, which will meet during the first week in December to review processes for mid-term grade reminders. Questions or concerns should be submitted to Martini.

USC will need to make plans regarding the Intellectual Skills Program Advisory Committee and has agreed on charges for the Service-Learning Course Approval Committee and Transfer of Credit Committee.

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

Unfinished Business

USC received several recommendations from members regarding MOA-20/03: *Syllabus Template to forward to the Executive Board*. A discussion was held regarding recommendations to create separate lists of required versus recommended items to make the template easier to use.

[MOTION] It was moved by Slawinski, seconded by Gray, to accept recommendations as presented. The motion passed unanimously.

Mason was appointed to be the USC representative on the Service-Learning Course Approval Committee. Witschi was appointed to be the USC representative on the Transfer of Credit Committee.

New Business

Johnson and Rea presented the Cybersecurity Undergraduate Certificate proposal, which would allow high school students in Grand Rapids to take courses before arriving at WMU. Existing classes will transfer. A question was asked if WMU is the only institution offering this in the Grand Rapids area. Grand Rapids Community College has an associate's degree, and WMU is working with them on transfer credits. Witschi reminded USC that no more than 20 credits can be at the 1000 or 2000 level (combined) in any undergraduate certificate program. Cumming confirmed this, based on MOA-21/05. This requirement makes the current proposal for a Cybersecurity Undergraduate Certificate unworkable for high school students. It was asked if high schools require students to acquire a certificate upon completion, and whether there is an industry-level certificate that may be considered. Witschi reviewed the difference between certificates and minors. A minor or an industry certificate may be the best solution since this proposal does not meet undergraduate certificate requirements and cannot move forward. Ex officio DeChano-Cook noted that Student Learning Outcomes (SLO) are missing in the proposal. Next steps are to reject the proposal based on this information so that these issues can be addressed.

The Cybersecurity Minor curriculum proposal requires six classes, including pre-calculus. The proposed six courses in the minor come from two different colleges, although they are all cybersecurity classes. Johnson and Rea explained that this minor will be flexible enough that any student at WMU can take it if interested in cybersecurity. A discussion was held regarding student learning outcomes.

Wagner reported on the curriculum proposal for a minor in Costume Design, which is a 15-credit-hour proposal put together at the request of students and consists of four courses. This minor will include a Level 1 WMU Essential Studies course and a theatre practicum. Two other courses are options. SLOs were included.

[MOTION] It was moved by DeChano-Cook, seconded by Rowe, to approve the proposed curriculum proposal for a minor in Costume Design. The motion carried unanimously.

Altschul presented the curriculum proposal for a program change to Interior Architecture and Design, as it will better represent the program. The new name does not appear in the catalog copy on the proposal, but Witschi confirmed that this name change can be done in March, rather than going back through the curriculum process.

[MOTION] It was moved by DeChano-Cook, seconded by Hagins, to approve this curriculum proposal. The motion carried unanimously.

Andrews presented the curriculum proposal on the Data Analysis Minor program deletion. The overlap between two minors and the major has made advising difficult. It was not intended that students would

get both a major and a minor in statistics. The proposal combines two minors into one.

[MOTION] It was moved by DeChano-Cook, seconded by Witschi, to approve the curriculum proposal. The motion carried unanimously.

Riggs presented the curriculum proposal for the Music Theatre Performance Certificate. The proposal does not meet the requirement that only 20% of the courses can be at the 1000 and 2000-level as stated in the undergraduate catalog and MOA-21/05. Student learning outcomes for the certificate as a whole were not included. In addition, the curriculum schema is needed for the catalog entry. It was suggested that the proposal be rejected since there will be major resource questions, curricular questions, etc. It was commented that the Academic Forum should be informed of this policy regarding undergraduate certificates and potentially revisit the MOA-21/05.

[MOTION] It was moved by DeChano-Cook, seconded by Slawinski, to deny the curriculum proposal. The motion carried unanimously.

Announcements

None.

Adjournment

[MOTION] It was moved by Piazza, seconded by Witschi, to adjourn the meeting at 4:52 p.m. The motion carried unanimously. The Undergraduate Studies Council will meet next on 6 December 2022 at 3 p.m. via Webex.

Approval

Submitted by Susan V. Piazza, Secretary

Minutes approved on 6 December 2022.