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**WMU Essential Studies Course Review and Approval Committee**

Minutes of 21 November 2022

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate WMU Essential Studies Course Review and Approval Committee was called to order at 10:01 a.m. on 21 November 2022 via WebEx by Carol Weideman, chair.

**Members in Attendance:** Kirsty Eisenhart, Beth Ernst, Gina Kling, Michele McGrady, Matilda McLean, Carol Weideman

**Member Absent:** Dana Hammond

**Advisory Members Present:** Jaquelyn Bizzell, Nick Gauthier, Anthony Helms, Melinda Lockett, Colleen Stano, Sharon Van Dyken

**Advisory Members Absent:** Shannon Myers, Nicolas Witschi

**Ex Officio:** Sarah Summy, Faculty Senate President

**Guest(s):** Jonathan Bush, WMU Essential Studies Faculty Director

**Quorum**

A quorum was present.

**Agenda**

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

Eisenhart joined the meeting at 10:08 a.m.

**Minutes**

**[MOTION]** It was moved by Eisenhart, seconded by McGrady, to approve the 21 March 2022 minutes as presented. The motion was carried unanimously.

The 18 April minutes were amended to list Helms as present.

**[MOTION]** It was moved by Ernst, seconded by McGrady, to approve the 18 April 2022 minutes as amended. The motion was carried unanimously.

The 18 September minutes were amended to list Helms as present.

**[MOTION]** It was moved by Ernst, seconded by Eisenhart, to approve the 18 September 2022 minutes as amended. The motion was carried unanimously.

The 17 October minutes were amended to list Myers as absent.

**[MOTION]** It was moved by Eisenhart, seconded by Ernst, to approve the 17 October 2022 minutes as amended. The motion was carried unanimously.

**Reports of Officers**

Chair Weideman reported on the review process, which was sent to the committee via email. Chair Weideman asked the WMU Essential Studies Course Review and Approval Committee members to encourage colleagues to navigate the WMU Essential Studies submission process. Chair Weideman clarified that Curriculog sends review comments directly to the initiator. There was a discussion about whether the committee would like this process to be changed. The committee will continue to record comments in the voting section for other members to see as they review proposals. There was a discussion regarding a minimum of two members to continue the review of proposals.

President Summy discussed creating general instructions/handbook for Curriculog proposal processing.

President Summy left the meeting at 11:04 a.m.

Kling joined the meeting at 11:06 a.m.

## Reports of Council/Committee Standing Committees

None.

## Reports of University Representatives

Bush discussed four key points.

1. There will be a WMU Essential Studies data spotlight event on 9 December. These events will be held every fall semester. Spring semesters will focus on faculty development events. For example, the spring 2023 event will focus on creating assessment plans.
2. Members were encouraged to be spokespeople for WMU Essential Studies and direct questions to Bush.
3. Bush will work on a handbook for Curriculog usage.
4. Bush and Helms discussed specific LHC courses. HNRS 2900, HNRS 4300, and HNRS 4900, and suggested they be approved for WMU Essential Studies via email to advising directors for spring/summer 2023. The topics courses (HNRS 4100-4800) were postponed pending further discussion. Bush would like these courses to be considered for 2023-24 when the committee has additional information.

Bush left the meeting at 11:15 a.m.

Due to his absence, Witschi did not provide a report.

## Unfinished Business

Team 1 discussed applications for initial review. AAAS 2800, AAAS 3000, AAAS 3010, ARAB 2750, ART 2230, CHIN 2750, GEOG 3200, and HIST 2125 were reviewed, and all were returned to the initiators for edits.

Team 2 discussed applications for initial review.

**[MOTION]** It was moved by McGrady, seconded by Eisenhart, to approve the following curriculum proposals: BCM 1420 (with the inclusion of WMU Essential Studies language in the syllabus), CHIN 2800, CIS 1020, HISP 2750, HIST 3760, HIST 3790, PHIL 3150, SPAN 3230 (with inclusion of WMU Essential Studies Student Learning Outcomes (SLO) on the syllabus). The motion was carried unanimously.

Team 2 suggested the curriculum proposal for BCM 1420 needs to include WMU Essential Studies language in the syllabus, and that SPAN 3230 needs to include WMU Essential Studies Student Learning Outcomes in the syllabus.

**[MOTION]** It was moved by McGrady, seconded by Eisenhart, to approve curriculum proposals BCM 1420 and SPAN 3230 as amended. The motion carried unanimously. It was moved by McGrady, seconded by Eisenhart, to approve curriculum proposals CHIN2800, CIS 1020, HISP 2750, HIST 3760, HIST 3790, and PHIL 3150 as presented. The motion carried unanimously.

## New Business

Team 3 discussed courses for cyclic review.

**[MOTION]** It was moved by McGrady, seconded by Eisenhart, to approve the following courses: STAT 2600, THEA 1000, FIN 2010, GEOG 1000, GEOG 2250, HSV 4780 as presented. The motion was carried unanimously.

## Adjournment

**[MOTION]** It was moved by Kling, seconded by McGrady, to adjourn the meeting at 12:08 p.m. The motion was carried unanimously. The WMU Essential Studies Course Review and Approval Committee will meet next on 5 December 2022 via Webex at 10 a.m.

## Approval

Submitted by Michele McGrady, Secretary

Minutes approved on 5 December 2022.