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

Minutes of 20 February 2023

**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 10:05 a.m. on 20 February 2023 via Webex by Carol Weideman, chair.

**Members in Attendance:** Kirsty Eisenhart, Beth Ernst, Dana Hammond, Carol Weideman

**Members Absent:** Gina Kling, Matilda McLean

**Advisory Members Present:** Jaquelyn Bizzell, Nick Gauthier, Melinda Lockett, Shannon Myers, Colleen Stano, Sharon Van Dyken, Nicolas Witschi

**Advisory Members Absent:** Anthony Helms

**Ex Officio:** Decker Hains

**Guest:** Jonathan Bush, WMU Essential Studies Faculty Director

**Quorum**

A quorum was present.

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Ernst, seconded by Eisenhart, to approve the 20 January 2023 minutes as presented. The motion was carried unanimously.

**Reports of Officers**

Chair Weideman did not provide a report.

Ex Officio Hains did not provide a report.

**Reports of Council/Committee Standing Committees**

None.

**Reports of University Representatives**

Bush requested a final meeting of the WMU Essential Studies Course Review and Approval Committee to discuss the cyclical review process in collaboration with the WMU Essential Studies Executive Advisory Committee. During the cyclical review, information is gathered, and courses will not be removed until the fourth-year review or by department request. The new and revised courses are going to be a priority for WMU Essential Studies CRAC. Bush suggested the use of a more critical eye when evaluating submissions be fair but rigorous, making sure the course is in the appropriate category/level, that the submissions have good assessment plans, and the syllabus includes required information.

During the fourth-year review, the WMU Essential Studies Executive Committee, WMU Essential Studies CRAC, and the Faculty Senate Executive Board will all need to be actively involved. The process will include reviewing course offering data, enrollment data, and cyclic review data, and making recommendations to keep as is, keep and move, or remove, with departments having the option to appeal removal. A holistic review of all Student Learning Outcomes (SLO) data will be included in the process. A WMU Essential Studies CRAC/WMU Essential Studies Executive Advisory Committee retreat is scheduled for 21 April 2023.

Witschi reported that the 2024-25 WMU Essential Studies proposal template has been added to Curriculog and adjustments were made to add clarity, which was announced at the Academic Forum on 30 January 2023, but as of this meeting, there have not been any submissions.

Ernst left the meeting at 10:45 a.m.

Hains joined the meeting at 10:50 a.m.

### **Unfinished Business**

**[MOTION]** It was moved by Eisenhart, seconded by Hammond, to approve the following curriculum proposals: CYCS 4920, CYIS 4920, ECON 3800, EM 4910. The motion was carried unanimously.

**[MOTION]** It was moved by Eisenhart, seconded by Hammond, to reject the following curriculum proposals: ART 1480, BIOS 2320, CHEM 1510, CHEM 1520, THEA 3480. The motion was carried unanimously.

### **New Business**

The WMU Essential Studies CRAC April meeting agenda will include time to reflect on what has been learned and to improve the process for the submission of new courses, course improvements, and the cyclic review process.

### **Announcements**

None.

### **Adjournment**

Chair Weideman adjourned the meeting at 11:57 a.m. The WMU Essential Studies Course Review and Approval Committee will meet next on 20 March 2023 via Webex at 10 a.m.

### **Approval**

Submitted by Carol Weideman, Chair

Minutes approved on 20 March 2023.