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**WMU Essential Studies Executive Advisory Committee  
Minutes of 11 April 2023**

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Essential Studies Executive Advisory Board was called to order at 1:32 pm on 11 April 2023, via Webex video conferencing, by Brian Tripp, chair.

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

**Members Absent:** Kathryn Wagner

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

**Ex Officio:** Lisa DeChano-Cook

**Guest:** Randy Ott, Senior Director, Academic Collaboration, Merze Tate College

**Quorum**

A quorum was present.

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by DeChano-Cook, seconded by Cumming, to approve the 14 March 2023 minutes as presented. The motion carried unanimously.

**Reports of Officers**

Chair Tripp gave an update on a Biological Sciences course, which was recently returned to the College of Arts and Sciences as part of the WMU Essential Studies program review process. The revised curriculum proposal was modified to replace one Student Learning Outcome (SLO) with a different SLO, at the recommendation of the WMU Essential Studies Course Review and Approval Committee. Chair.

Ex Officio DeChano-Cook reported that the revision of the Memorandum of Action (MOA) for the curriculum change process will be available 12 April 2023. The rules for the WMU Essential Studies Course Review and Approval Committee and for the position of WMU Essential Studies Faculty Director will be part of that document, as well as the process for appeals.

**Reports of University Representatives**

Bush discussed the WMU Essential Studies governance workshop scheduled on 21 April in Brown Hall Room 3025 from 8:30 a.m. to 12 p.m. For 2023-24, a primary task for the WMU Essential Studies Executive Advisory Committee will be to prepare for the fourth-year program review. Bush shared the agenda for the meeting and encouraged everyone to attend.

Ex Officio DeChano-Cook recommended time after the fourth-year review to implement changes, a possible “gap year,” and how the WMU Essential Studies Executive Advisory Committee will work with the WMU Essential Studies Course Review and Approval Committee process during that review. Ott added that Brian Carnell, WMUx, will attend the session to explain the data submitted in Elearning. Bush clarified that student data is collected not to assess the student or the course, but to create a broad picture of the institution and the SLOs. The SLO is not connected directly to the individual student or to an individual class to assess the success of a student or class. Ott reported that WMU Essential Studies will be part of summer orientation for students and for parents.

Ott discussed the rationale for a Merze Tate representative on the WMU Essential Studies Executive Advisory Committee as a member ex-official.

**[MOTION]** It was moved by Tripp, seconded by DeChano-Cook, to request approval from the Faculty Senate Executive Board to add an ex officio representative from Merze Tate to the WMU Essential Studies Executive Advisory Committee. The motion carried unanimously.

### **New Business**

Ex Officio DeChano-Cook discussed the issue of students receiving WMU Essential Studies credit if a student has a course that is not a direct transfer but seems to meet the SLOs for that area. WMU has lost students on this issue, and a process for dealing with these transfers will be very helpful. An ad-hoc committee could be set up to define this process.

**[MOTION]** It was moved by DeChano-Cook, seconded by Hains, to request approval from the Faculty Senate Executive Board for an ad hoc committee to work with WMU Essential Studies transfer credits. The motion carried unanimously.

Hains left the meeting at 2:24 p.m.

Ex Officio DeChano-Cook led the committee leadership elections.

**[MOTION]** It was moved by Lemon, seconded by Isidro, to elect Tripp as chair, Allen as vice chair, and Jeffers as secretary of the WMU Essential Studies Executive Advisory Board. The motion carried unanimously.

A discussion was held regarding the modality for the 2023-24 WMU Essential Studies Executive Advisory Board meeting.

**[MOTION]** It was moved by Allen, seconded by Lemon, to meet virtually for the 2023-24 academic year. The motion carried unanimously.

### **Announcements**

Bush will invite the Undergraduate Studies Council to the WMU Essential Studies Governance Workshop on 21 April. Bush recommended inviting others who could assist with the fourth-year review.

### **Adjournment**

**[MOTION]** It was moved by DeChano Cook, seconded by Tripp, to adjourn the meeting at 2:31 pm. The motion carried unanimously. The WMU Essential Studies Executive Advisory Committee's next meeting date will be determined over the summer.

### **Approval**

Submitted by Lindsay Jeffers, Secretary

Minutes approved on 12 September 2023.