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**WMU Essential Studies Executive Advisory Committee**  
Minutes of 14 November 2023

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate WMU Essential Studies Executive Advisory Committee was called to order at 1:01 p.m. on 14 November 2023, via Webex video conferencing, by Brian Tripp, chair.

**Members in Attendance:** Angela Groves (substitute for Elissa Allen), Elizabeth Isidro, Lindsay Jeffers, Lois Lemon, Lei Meng, Jessica Parker, Brenda Srof, Brian Tripp, Kathryn Wagner

**Advisory Members Present:** Jonathan Bush, Carrie Cumming, Lisa DeChano-Cook, Randy Ott

**Ex Officio Present:** Decker Haines

**Guest:** Harold Watkins, Assistant Director for Education Technology Support Services

**Quorum**

A quorum was present with nine members in attendance, of the seven needed to establish a quorum.

**Agenda**

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

**Minutes**

A correction was made for the spelling of Lei Meng.

**[MOTION]** It was moved by DeChano-Cook, seconded by Meng, to approve the 10 October 2023 minutes as amended. The motion carried unanimously.

**Reports of Officers**

Chair Tripp reported that ten courses were recently approved by the WMU Essential Studies Course Review and Approval Committee and are ready for review and approval by the WMU Essential Studies Executive Advisory Committee. Additional courses are expected to be approved before the end of the fall semester of 2023.

Ex Officio Haines reported that the next meeting of the WMU Essential Studies Course Review and Approval Committee is scheduled on 20 November 2023.

**Reports of University Representatives**

Bush reported that the WMU Essential Studies Course Review and Approval Committee is finalizing all current proposals in two meetings during November, in order for the WMU Essential Studies Executive Advisory Committee to be able to vote on them at its December meeting. Anything not approved by the end of December will be on hold until the 2025 catalog.

Bush reported working with the University Assessment Steering Committee regarding the fourth-year review of the WMU Essential Studies program. Bush explained that the cyclic review should be a quick check-up for each course. This year, the cyclic review will cover the WMU Essential Studies course categories of Global Perspectives, Artistic Theory and Practice, Personal Wellness, and Quantitative Literacy. The cyclic review proposals will be due 15 January 2024. The WMU Essential Studies Course Review and Approval Committee will review the cyclic review proposals during the 2024 spring semester.

Ott reported on the proposed development of an Ad Hoc WMU Essential Studies Transfer of Credit Committee to assist advisors of students with transfer credits that could meet WMU Essential Studies requirements. He requested that a faculty member chair the Ad Hoc Committee. Once the Ad Hoc committee has been approved, it will need to be populated by suitable faculty and advisors. A list of potential members has been compiled.

**[MOTION]** It was moved by DeChano-Cook, seconded by Lemon, to approve the creation of an Ad Hoc WMU Essential Studies Transfer of Credit Committee. The motion carried unanimously.

DeChano-Cook reported that WMU undergraduate advisors are still approving non-approved WMU Essential Studies courses for WMU Essential Studies credits. This was put into place before there was a full portfolio of WMU Essential Studies courses, but now that there is a full portfolio of WMU Essential Studies-approved courses, advisors should avoid making such exception decisions. DeChano-Cook recommended that an announcement be disseminated in January with these details. Bush will take the lead on meeting with advisors, and the WMU Essential Studies Executive Advisory Committee will revisit the topic at its December meeting.

### **Unfinished Business**

Chair Tripp introduced courses that were approved by the WMU Essential Studies Course Review and Approval Committee, which need to be approved by the WMU Essential Studies Executive Advisory Committee.

**[MOTION]** It was moved by Jeffers, seconded by Isidro, to approve the ten WMU Essential Studies courses listed below. The motion carried unanimously.

1. ANTH - 4530 - Forensic Anthropology and Human Rights
2. EDLD - 2020 - Leadership Skills for Social Change
3. EDLD - 3010 - Exploring Leadership, Culture, and Social Change in Graphic Novels
4. ENGL - 2520 - Shakespeare's Theater
5. ENGL - 4840 - Culture in Children's Literature
6. FREN - 2000 - Intermediate French I
7. FREN - 2010 - Intermediate French II
8. MGMT - 3500 - Diversity and Inclusion in Organizations
9. SCI - 2080 - Explorations in Life Science
10. SCI - 3090 - Explorations in Earth Science

Chair Tripp reported that Mark Kelley has agreed to serve on the WMU Essential Studies Course Review and Approval Committee, but there remain gaps in WMU Essential Studies Course Review and Approval Committee membership. Bush added that additional faculty members are needed from the College of Arts and Sciences and the College of Fine Arts. Wagner stated that CFA faculty members whom she has approached about serving on the WMU Essential Studies Course Review and Approval Committee have conflicts with teaching schedules. DeChano-Cook mentioned that a WMU Essential Studies Executive Advisory Committee member is needed as a liaison to the WMU Essential Studies Course Review and Approval Committee. Chair Tripp indicated that he would attend the next WMU Essential Studies Course Review and Approval Committee meeting.

**[MOTION]** It was moved by Srof, seconded by DeChano-Cook, to approve Mark Kelley as a member of the WMU Essential Studies Course Review and Approval Committee for a one-year term. The motion carried unanimously.

### **New Business**

Bush reported that 40 to 50 new courses are on the agenda for the WMU Essential Studies Course Review and Approval Committee meetings in November, which will need to be approved by this committee in December.

### **Announcements**

Chair Tripp reported that the next WMU Essential Studies Course Review and Approval Committee meeting is scheduled for 20 November 2023.

### **Adjournment**

Chair Tripp adjourned the meeting at 1:42 pm. The WMU Essential Studies Executive Advisory Committee will meet next on 5 December via Webex.

### **Approval**

Submitted by Lindsay Jeffers, Secretary

Minutes approved on 5 December 2023.