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**WMU Essential Studies Executive Advisory Committee**

Minutes of 9 January 2024

**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 9 January 2024, via Webex video conferencing, by Brian Tripp, chair.

**Members in Attendance:** Elissa Allen, Elizabeth Isidro, Lindsay Jeffers, Lois Lemon, Lei Meng, Jessica Parker, Brenda Srof, Brian Tripp

**Member Absent:** Kathryn Wagner

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

**Advisory Members Absent:** Carrie Cumming

**Ex Officio Present:** Decker Hains

**Quorum**

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

**Agenda**

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

**Minutes**

It was moved by Allen, seconded by Parker, to approve the 5 December 2023 minutes as presented. The motion carried unanimously.

**Reports of Officers**

Chair Tripp reported there are no new courses to approve. He will continue to serve another term on the WMU Essential Studies Executive Advisory Committee beginning fall 2024. Chair Tripp indicated that he would attend WMU Essential Studies Course Review and Approval Committee meetings. The WMU Essential Studies Course Review and Approval Committee's next meeting is scheduled via [Webex](#) on 22 January 2024 at 10 a.m.:

Ex Officio Hains reported that he has a conflict with WMU Essential Studies Course Review and Approval Committee meetings this semester and will join the meetings after his class ends.

**Reports of University Representatives**

Bush shared a [PowerPoint presentation](#) that describes the WMU Essential Studies course review process. In fall 2023, approximately 74,000 undergraduate student credit hours at WMU were in WMU Essential Studies courses. The WMU Essential Studies course review process ensures appropriate placement of each course in area and level, explicit connections to student learning outcomes, and an appropriate assessment plan.

Bush reported that many proposals are being returned at the level of the WMU Essential Studies Course Review and Approval Committee, and the process takes too long for reconsideration. Better communication is needed regarding proposals for classes and student learning outcome (SLO) rubrics. To address this issue, the WMU Essential Studies Course Review and Approval Committee will now hold two sessions, one in April and one in October, and will also create a process for courses needing minor revisions. This will create two revision paths for both major and minor revisions. Final submission is still 31 October. Ideally, new proposals will be submitted in April, and then requested revisions can occur before the October submission. Bush also reported that more courses should be rejected by the College

Curriculum Committees, especially those courses that conflict with other college offerings or have missing or incomplete information.

Ott reported that they are drafting a message for WMU Essential Studies instructors with help sessions for navigating WMU Essential Studies classes in the Elearning gradebook. The message will be sent after the spring course census is complete. The student learning outcomes are already loaded into the Elearning courses, and a final check will occur after the census.

### **Unfinished Business**

Tripp reported that there are still vacancies on the WMU Essential Studies Course Review and Approval Committee, and representatives are needed from the College of Arts and Sciences and the College of Fine Arts. Chair Tripp will mention that there are openings at his next Biological Sciences departmental meeting.

**[MOTION]** A motion was made by Hains, seconded by Lemon, that Kwangmin Lee from Special Education and Literacy Studies be appointed to the WMU Essential Studies Course Review and Approval Committee as an at-large representative for one year. The motion was carried unanimously.

Ott reported on the ad-hoc committee for WMU Essential Studies transfer credits. DeChano-Cook is reviewing transfer credit courses to see if some courses can be direct transfers for WMU Essential Studies credit.

### **New Business**

Chair Tripp reported that the Faculty Senate Office has been notified to add Kwangmin Lee and Anne Marie Guidy-Oulai as members of the WMU Essential Studies Course Review and Approval Committee.

### **Announcements**

Bush requested that committee members take time to look over the [presentation](#) to ask questions and make suggestions.

### **Adjournment**

Chair Tripp adjourned the meeting at 2:02 p.m. The WMU Essential Studies Executive Advisory Committee will meet next on 13 February 2024 via Webex.

### **Approval**

Submitted by Lindsay Jeffers, Secretary

Minutes approved on 6 February 2024.