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**WMU Essential Studies Executive Advisory Committee**

Minutes of 13 February 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 13 February 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, Carrie Cumming, Lisa DeChano-Cook, Randy Ott

**Ex Officio Present:** Decker Hains

**Guest:** Brian Carnell, Director of Educational Technology, Online Education

**Quorum**

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

Lemon joined the meeting at 1:20 p.m.

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Srof, seconded by Isidro, to approve the 9 January 2024 minutes as presented. The motion carried unanimously.

**Reports of Officers**

Chair Tripp provided a summary of the presentation by Tripp, Bush, and Carol Weideman at the Faculty Senate Executive Board meeting on 9 February 2024. The Executive Board inquired regarding the removal of WMU Essential Studies courses that are not being offered at least once per year or have not been offered, and the need for a possible student learning outcome rubric review committee. An analysis of WMU Essential Studies courses that have been offered during the last three years has been undertaken by Ott and Carnell.

Ex Officio Hains reported that the WMU Essential Studies Program launched in 2020 and is in its fourth year. Previously, there were a number of general education classes that were on the list of approved courses but were never offered. WMU Essential Studies classes should be offered at least once per year. Bush responded that the Memorandum of Action does not state that classes must be offered yearly for approval. The WMU Essential Studies Executive Advisory Committee will manage oversight of WMU Essential Studies courses and will pursue the removal of courses that are not being regularly offered, following consultation with the departments that are responsible for any courses not offered.

**Reports of University Representatives**

Bush shared MS PowerPoint slides and information from a recent presentation given to the Faculty Senate Executive Board. They can be viewed at the following [link](#):

Carnell reported that the Student Learning Outcomes (SLO) and rubrics for the 2024 spring semester are loaded onto Elearning. If there are any issues, [please email](#).

Ott reported that there are courses that have never been offered despite being listed in WMU Essential Studies. Bush says that in many cases, the courses may no longer have an instructor (due to retirements, etc.) Carnell stated that some of those courses might be recently approved but not yet offered. There will be a list of courses that have not been offered to discuss at the next WMU Essential Studies Executive Advisory Board Committee meeting on 12 March 2024.

DeChano-Cook reported that a Memorandum of Action on transfer courses is planned to be available for the WMU Essential Studies Executive Advisory Board Committee to review next month.

#### **Unfinished Business**

Chair Tripp reported that there are vacancies on the WMU Essential Studies Course Review and Approval Committee, with representatives needed from the College of Arts and Sciences and the College of Fine Arts. Bush will check to see if these positions have been filled.

#### **New Business**

Chair Tripp reported that a process for the removal of courses from WMU Essential Studies needs to be developed. Bush stated that department chairs should be contacted to inquire about those courses. DeChano-Cook noted that paperwork needs to be completed before courses can be taken out of the WMU Essential Studies list. Cumming agreed that documentation is needed for this process, which is necessary for the Registrar's office. This is a process that could be completed by departments through Curriculum. It is also a process that can be part of the fourth-year review of the WMU Essential Studies Program.

#### **Announcements**

None.

#### **Adjournment**

Chair Tripp adjourned the meeting at 1:40 p.m. The WMU Essential Studies Executive Advisory Committee will meet next on 12 March 2024 via Webex.

#### **Approval**

Submitted by Lindsay Jeffers, Secretary

Minutes approved on 12 March 2024.