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**WMU Essential Studies Executive Advisory Committee**

Minutes of 14 January 2025

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate WMU Essential Studies Executive Advisory Committee was called to order at 1:03 p.m. on 14 January 2025, via Webex video conferencing, by Brian Tripp, chair.

**Members in Attendance:** Elissa Allen, Elizabeth Isidro, Lindsay Jeffers, Jessica Parker, Brenda Srof, Brian Tripp, Kathryn Wagner

**Members Absent:** Lei Meng

**Advisory Members Present:** Carrie Cumming

**Advisory Members Absent:** Jonathan Bush, Lisa DeChano-Cook

**Ex Officio Present:** Decker Hains

**Quorum**

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

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Srof, seconded by Parker, to approve the 10 December 2024 minutes as presented. With one abstention, the motion carried.

**[MOTION]** It was moved by Allen, seconded by Wagner, to approve the 16 December 2024 minutes as presented. With one abstention, the motion carried.

**Reports of Officers**

Chair Tripp reported Bush thanked members of the fourth-year review subcommittees for their work in the evaluation process. Parker will follow up on the invitation sent to Luchara Wallace to be a Merze Tate representative.

Ex Officio Hains thanked the committee members who attended the 16 December meeting before the holiday break to make sure courses not approved were given due process.

**Reports of University Representatives**

Chair Tripp indicated that the WMU Essential Studies Course Review and Approval Committee is currently working to provide some examples of good assessment plans for WMU Essential Studies course applications but has not seen anything yet. Chair Tripp mentioned the option of starting meetings at 1:15 pm due to a schedule conflict for Bush.

**Unfinished Business**

Ex Officio Hains suggested requesting an update on the committees for the fourth-year review from WMU Essential Studies Faculty Director Bush. Jeffers noted that a date for the end-of-semester review meeting and presentation of data from the fourth-year review has not been scheduled.

**New Business**

Chair Tripp mentioned that a new chair and vice chair for the WMU Essential Studies Executive Advisory Committee will be needed for fall 2026. This is being considered now to find people who are willing

before electing those positions later in the spring. The chair position requires chairing meetings, preparing and submitting meeting agendas, preparing an annual written year-end review, and other paperwork.

**Announcements**

None.

**Adjournment**

Chair Tripp adjourned the meeting at 1:32 p.m. The WMU Essential Studies Executive Advisory Committee will meet next on 11 February 2025 at 1 p.m. via Webex.

**Approval**

Submitted by Lindsay Jeffers, Secretary

Minutes approved on 11 February 2025.