
**Undergraduate Studies Council
Minutes of 14 October 2025****Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Undergraduate Studies Council was called to order on 14 October at 3:02 p.m. via Webex by Bret Wagner, chair.

Members Present: Jessica Cataldo, Carrie Cumming, Lisa DeChano-Cook, Dave Karowe, Michael Duffy (substitute for Dylan McGlothlin), Irma Lopez, Diane Riggs, Priyanka Sharma, Bret Wagner

Members Absent: Mert Atilhan, Jessica Birnbaum, Kerry Hegele, Natalia Ohanna, Yuanling Sun

Advisory Members Present: Tomika Griffin-Brown, Colleen Stano

Ex Officio: David Rudge

Quorum

A quorum was present with 10 members in attendance, of the eight needed to establish quorum.

Agenda

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

Minutes

[MOTION] It was moved by Rudge, and seconded by Riggs, to approve the 9 September 2025 minutes. With one abstention, the motion carried unanimously.

Reports of Officers

Chair Wagner reported:

- Recruited Marie Marino to be elected chair of the Transfer Credit Committee. He is speaking with a few others who may be willing to be Representative-at-Large members.
- Met with International Education Council regarding transfer credits. Another MOA will be crafted to address course transfers for study-abroad programs.
- Vice President Tony Proudfoot has been contacted regarding Experiential Learning.

Ex Officio Rudge reported on his work regarding Experiential Learning.

Irma Lopez joined the meeting at 3:45 pm.

Reports of University Representatives

DeChano-Cook provided the Curriculum Manager's reported, which included:

- Two course proposals were ready for today's meeting, but since they did not appear on the agenda, she recommended that they be considered at the next meeting of the Undergraduate Studies Council.
- Another MOA will be forthcoming from the Transfer Credit Committee.
- There is a change for de-activating and re-activating courses in Curriculum.
- A new MOA will be required to address cross-listed courses in order to regularize course titles, descriptions, etc.

Griffin-Brown provided the advising report such that there have been 1,036 alerts so far this semester, 873 of which have been addressed and closed. There are 5,898 advising appointments that have been completed. Only 75 students are without a degree works plan.

New Business

Discussion was held regarding MOA-18/05: *Creation of Undergraduate GPA Revision Policy*. This policy offers a second chance for students to remove the grades from up to three classes where they received

grades of X or E when they switch to a different major. With over five years of experience with the policy, the committee discussed how well the policy has worked and whether changes should be made to improve the policy and increase student retention. Currently the registrar's offices receive about 30 grade revision requests per semester.

Discussion was held regarding the Service-Learning Approval Committee and replacement with an Experiential Learning Committee. MOA-25/03: *Revise Undergraduate Catalog of Terms for Experiential Learning* defines Experiential Learning as encompassing Global Learning, Service-Learning, and Experience-Driven Learning. Chair Wagner presented a draft of the composition of the transitioned committee. Rudge was asked to bring the change to the Executive Board for approval. Currently the marketing department and course design staff are holding workshops to teach faculty how to shape their courses to successfully apply to have their course recognized as an experience-driven learning course. There was discussion regarding how to create a system in which faculty have more input into the process.

Adjournment

[MOTION] It was moved by Rudge, and seconded by Karowe, to adjourn the meeting at 4:45 p.m. The motion carried unanimously. The Undergraduate Studies Council will meet next on 11 November via Webex.

Approval

Submitted by Diane Riggs, Substitute Secretary

Minutes were approved on 11 November 2025.