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**Undergraduate Studies Council**

Minutes of 9 December 2025

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Undergraduate Studies Council was called to order at 3:01 p.m. on 9 December 2025 via Webex video conferencing by Bret Wagner, chair.

**Members Present:** Jessica Cataldo, Lisa DeChano-Cook, Carrie Cumming, Kerry Hegele, Dave Karowe, Irma Lopez, Dylan McGlothlin, Diane Riggs, Priyanka Sharma, Bret Wagner

**Members Absent:** Mert Altihan, Jessica Birnbaum, Natalio Ohanna, Yuanliang Sun

**Advisory Members Present:** Tomika Griffin-Brown, Coleen Stano

**Ex Officio:** David Rudge

**Quorum**

A quorum was present with 11 members in attendance, of the eight needed to establish quorum.

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Rudge, seconded by Riggs, to approve the 11 November 2025 minutes as presented. The motion carried unanimously.

**Reports of Officers**

Chair Wagner reported on Experiential Learning Committee (ELC) and on a Memorandum of Action (MOA) to be discussed at USC January 2026 meeting. There was a discussion regarding ELC unaffiliated unit representative need to be a faculty member to be a voting member.

**[MOTION]** It was moved by DeChano-Cook, seconded by Riggs, to approve adding a representative from the International Education Council to the ELC membership. The motion carried unanimously.

**[MOTION]** It was moved by Riggs, seconded by Karowe, to approve Rudge as the USC liaison to the ELC. The motion carried unanimously.

**[MOTION]** It was moved by Riggs, seconded by Karowe, to charge the ELC with developing their own charges at their first meeting. The motion carried unanimously.

LuMarie Guth, chair of Campus Planning and Finance Council, reached out to Chair Wagner to ask that a discussion of an MOA about Drop/Withdrawal Extension be included on our agenda. It will be discussed during our January meeting.

Ex Officio Rudge's reported on the following:

1. The Executive Board anticipates that faculty will be asked to submit syllabi before students register for courses, so students will know more about the course, including anticipated expenses. There are limitations within Banner that prevent full document uploads. No details on implementation at this time.
2. The Experience Driven Learning Workgroup headed by Tony Proudfoot is working to find examples of experience driven learning by offering workshops. It was recommended to offer funding to assist faculty already offering experience in their course, so revision could be made to fulfill the new definition of experience driven learning. The Experience Driven Learning Workgroup will work with our Experiential Learning Committee.

### Reports of University Representatives

DeChano-Cook did not provide a report.

Griffin-Brown's report included the following:

1. The 3rd Annual Advising and Success Conference was a success with 80+ attendees, 10 presenters from across campus, and a keynote speaker. The content is not only for advisors. Griffin-Brown invited USC to attend next year.
2. Peer navigators have completed their work this semester. Advisors are contacting anyone who is not enrolled for next semester. Once grades are posted, advisors will start reaching out to students on academic alerts.

### Reports of Standing Committees

Cataldo reported that Transfer Credit Committee (TCC) elected Marie Moreno as chair, Randy Ott as vice-chair, and Ryan Downing as secretary. TCC have finalized the transfer resource guide and are sending it to selected chairs, faculty, advisors, etc. for feedback.

### New Business

**[MOTION]** It was moved by Rudge, seconded by Karowe, to approve the following curriculum proposals. The motion passed unanimously.

- 1) New Program: Aviation Professional Studies (APSJ)
- 2) New Program: Elementary Education 3-6 and Teaching English to Speakers of Other Languages (TESOL) (ETLJ)
- 3) Engineering Management (Accelerated) (ENMQ)
- 4) Name Change: Family Science and Services Major (FSVJ)
- 5) New Program: Interdisciplinary Design (IDGJ)
- 6) New Program: Interdisciplinary Fine Arts Minor (IFAN)
- 7) Name Change: Mathematics - Secondary Education Minor (MHSN)
- 8) New Program: Product Design Minor (APDN)
- 9) New Program: Social Studies: Economics (SSEN)
- 10) New Program: Special Education K-12 (SPCJ)
- 11) Name Change: Teaching and Learning Mathematics Major (MHTJ)
- 12) New Program: Undergraduate Certificate in Artificial Intelligence (ARIF)
- 13) Program Delete: Youth and Community Development Major (YCV)

There was discussion to reduce required credits from 122 to 120 for an undergraduate degree, as proposed by the Western Student Association. With this proposal, WMU will be in line with other Michigan educational institutions. There is financial concern from both the student and the university administration. Chair Wagner will develop language for an MOA for the January meeting.

### Unfinished Business

MOA 25/12 – *Establish Cross-Listed Courses Policy*:

**[MOTION]** It was moved by Rudge, seconded by Riggs, to approve MOA 25/12. The motion carried unanimously.

Lopez joined the meeting at 3:52 p.m.

Proposed MOA on Faculty-Driven Learning Assessment Opportunities for Undergraduate Program: Current policy conflicts with transfer credit policies. Language was added to clarify that Prior Learning Assessment (PLA) applications must be reviewed by two faculty members *and* the chair of the department. PLA plans must be tracked for reporting to the Higher Learning Commission for accreditation. A definition of PLA was added to be included in the glossary of the Undergraduate Catalog.

**[MOTION]** It was moved by DeChano-Cook, seconded by Lopez, to approve the MOA for Revision to Create Faculty-Driven Learning Assessment Opportunities for Graduate Programs. The motion carried unanimously.

Review MOA 18/05 – *Creation of a GPA Revision Policy*:

Currently in the process of writing an MOA to revise it. Chair Wagner invites any questions or comments.

**Adjournment**

**[MOTION]** It was moved by Rudge, seconded by DeChano-Cook, to adjourn the meeting at 4:09 p.m. The motion carried unanimously. The Undergraduate Studies Council will meet next on 13 January 2026 via Webex at 3 p.m.

**Approval**

Submitted by Dylan McGlothlin, Secretary

Minutes were approved on 13 January 2026.