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**WMU Essential Studies Executive Advisory Committee**

Minutes of 10 February 2026

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate WMU Essential Studies Executive Advisory Committee was called to order at 1:02 p.m. on 10 February 2026 via Webex video conferencing by Elissa Allen, chair.

**Members in Attendance:** Elissa Allen, Beth Ernst, Anthony Helms, Elizabeth Isidro, Lindsay Jeffers, Jessica Parker, Brian Tripp, Luchara Wallace

**Member Absent:** Dana Hammond

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

**Advisory Member Absent:** Carrie Cumming

**Ex Officio:** C. Dennis Simpson (substitute for Janet Hahn)

**Guest:** Jessica Hofman, Graduate Student, Master of Science in Nursing

**Quorum**

A quorum was present with nine members present of the four necessary to establish a quorum.

**Recording Notice**

Chair Allen announced that the meeting was being recorded solely for the purpose of taking accurate minutes. The recording will be deleted following approval of the minutes.

**Agenda**

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

**Minutes**

**[MOTION]** It was moved by Tripp, seconded by Ernst, to approve the 13 January 2026 minutes as presented. The motion carried unanimously.

**Reports of Officers**

Chair Allen did not present a report.

Ex Officio Simpson did not present a report.

**Reports of University Representatives**

Bush reported on several major initiatives underway during the program's implementation year and explained recent work with the Faculty Senate Executive Board regarding the proposal to integrate the First-Year Experience (FYE) course into Level 1 of WMU Essential Studies, noting both enthusiasm and concerns raised and emphasizing that broad consultation will continue before any formal action is taken. Bush highlighted three major projects: (1) development of standardized best-practice materials for assessment plans and course proposals, (2) a comprehensive review of all Student Learning Outcome (SLO) rubrics with attention to consistency and clarity, and (3) creation of a unified "one-stop" website consolidating all WMU Essential Studies resources. Bush reported that the WMU Essential Studies Course Review and Approval Committee is temporarily in a low-volume period following a highly successful fall review cycle, allowing the committee to focus on long-term improvements. Bush has been temporarily recalled to active military duty through September 2026 but will remain accessible and continue providing support remotely.

DeChano-Cook noted updates related to course status changes, WMU Essential Studies exceptions, and catalog discrepancies that need attention.

#### **Unfinished Business**

Parker volunteered to serve as WMU Essential Studies Executive Advisory Committee secretary.

**[MOTION]** It was moved by Tripp, seconded by Ernst, to approve Parker as WMU Essential Studies Executive Advisory Committee secretary. The motion carried unanimously.

On SLO Outcome Rubric Review, there was discussion on reviewing rubric clarity, parallel structure, and usability. Members will review rubrics and identify areas needing improvement before the next meeting.

#### **New Business**

None.

#### **Announcements**

None.

#### **Adjournment**

**[MOTION]** It was moved by Tripp, seconded by Helms, to adjourn the meeting at 1:59 p.m. The motion carried. The next meeting will be held on 3 March 2026 via Webex.

#### **Approval**

Submitted by Jessica Parker, secretary

Minutes approved on 3 March 2026.