

WMU Faculty Senate
WMU Essential Studies Executive Advisory Committee
Charges for 2025-26

Janet Hahn will serve as the Faculty Senate Executive Board representative on WMU
Essential Studies Executive Advisory Committee

In addition to its specific responsibilities listed in the WMU Essential Studies Executive Advisory Committee's role statement and the work of its subcommittee(s) including but not limited to the WMU Essential Studies Course Review and Approval Committee, the Faculty Senate Executive Board charges the committee to consider, as a committee of the whole or through the appropriate subcommittee or task force, the following:

1. Revisit [MOA-17/04](#): Revision to Advising Directors General Education Substitution Authority, for conflicts with transfer/advisors' best practices and determine modifications of the MOA or best practices to ensure standard operating procedures for transfer credits. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
2. Recruit faculty and staff representatives from all colleges as needed to serve on the WMU Essential Studies Course Review and Approval Committee and ensure at least 60% of the committee is faculty.
3. Develop and deliver charges for the WMU Essential Studies Course Review and Approval Committee for the current academic year.
4. Coordinate with the WMU Essential Studies Course Review and Approval Committee for the on-going course review and approval process. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
5. Continue to improve and update the online WMU Essential Studies manual and other resources for the faculty WMU Essential Studies course application process. This includes the following three initiatives:
 - a. Perform final review and approval of revisions to WMU Essential Studies faculty application resources, including assessment plan templates and assessment plan procedures and processes, that are currently being developed by the WMU Essential Studies Course Review and Approval Committee. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
 - b. Prepare revisions of the 17 existing WMU Essential Studies student learning outcome rubrics and work with faculty to address current issues involving discrepancies in the rubrics to simplify and standardize them.
 - c. Collaborate with the Merze Tate College in the process of improving faculty communication, including oversight and review of a comprehensive communication plan and infrastructure for all instructors, to be developed by the WMU Essential Studies Faculty Fellow. The proposed communication plan will include development of a new user-friendly faculty dashboard website that will include all WMU Essential Studies faculty and advisor information in one location.
6. Collaborate with departments and colleges to increase the number of online/distance learning WMU Essential Studies course offerings, which are in high demand.
7. Continue to improve and streamline the process of approving transfer credits for WMU Essential Studies requirements as needed for transfer students, and new programs. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
8. Preview and prepare recommendations for changes in the next fourth-year review process, based on lessons learned with the first fourth-year review. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
9. Review the scope and description of the committee's role statement and assess the effectiveness of the committee's practices.
10. At the annual April WMU Essential Studies Executive Advisory Committee meeting, the committee members must review the draft year-end report to include annual objectives and outcomes, to be submitted to the Faculty Senate office, by the committee chair no later than May 30.
11. Address any continuing or outstanding issues or initiatives as directed by the Faculty Senate Executive Board, members of the committee, faculty, and/or academic administrators. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.

NOTE: The WMU Essential Studies Executive Advisory Committee will seek information from the Office of the Provost and Vice President for Academic Affairs and any administrative office to maintain communications with that office on issues directly related to it. Committee recommendations are to be submitted to the Executive Board in the form of a memorandum of action (MOA) on which the recommendation(s) is/are stated. Any draft MOAs requested by the Executive Board should be submitted using the MOA template.

The WMU Essential Studies Executive Advisory Committee chairperson shall provide a written report of the committee's accomplishments and progress for the year; list the above charges noting each item's progress and current status; any other activities undertaken; and draft charges for the 2026-27 academic year, no later than May 30, 2026.