

WMU Faculty Senate

WMU Essential Studies Executive Advisory Committee Charges

Decker Hains will serve as the Faculty Senate Executive Board representative/liaison.

In addition to its specific responsibilities listed in the WMU Essential Studies Executive Advisory Committee's role statement and the work of its standing committees if such exist, the Faculty Senate Executive Board charges the committee to consider, as a committee of the whole or through the appropriate committee or task force, the following:

2026-27 Charges

1. Revise, simplify, and standardize the WMU Essential Studies Student Learning Outcome (SLO) rubrics. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action
2. Refine and formalize WMU Essential Studies transfer-credit procedures , including review of [Memorandum of Action-17/04](#) to determine necessary revisions and best practices. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
3. Finalize development, review, and implementation of the comprehensive WMU Essential Studies faculty communication website and associated faculty/advisor resources.
4. Collaborate with departments and colleges to increase the number of online/distance learning WMU Essential Studies course offerings, which are in high demand.
5. Develop and deliver charges for the WMU Essential Studies Course Review and Approval Committee for the current academic year.
6. Recruit faculty and staff representatives from all colleges as needed to serve on the WMU Essential Studies Course Review and Approval Committee and fill outstanding committee vacancies.
7. Coordinate with the WMU Essential Studies Course Review and Approval Committee for the ongoing course review and approval process, including continued improvement of faculty application resources and assessment-plan materials. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.
8. Review the scope and description of the committee's role statement and assess the effectiveness of the committee's practices.
9. 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.

10. 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 related administrative offices to maintain communications with those office on issues directly related to them. 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. Draft MOAs should be submitted using the [MOA](#) template.

REPORTING: 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 2027-28 academic year, no later than May 30, 2027. Reports should be submitted using the [Year-End Report](#) template.