

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – 17/04

Revision to Advising Directors General Education Substitution Authority

Committee to Oversee General Education

Approval Date:
10 April 2017

Implementation Date:
Upon Administrative Approval

RECOMMENDATION:

Revise the authority of advising directors and/or designees to grant substitutions in general education.

Decker Hains 10 APR 17
Decker Hains, Chair, Committee to Oversee General Education Date

☒ Approve ☐ Disapprove ☐ Other Action
Comments:

Marilyn S. Kritzman 6-13-2017
Marilyn S. Kritzman, Chair, Undergraduate Studies Council Date

☒ Approve ☐ Disapprove ☐ Other Action
Comments:

Suzan F. Ayers 9-22-17
Suzan F. Ayers, WMU Faculty Senate President Date
Approved by Exec. Board 9-8-17

☒ Approve ☐ Disapprove ☐ Other Action
Comments:

Susan Stapleton 9-28-17
Susan Stapleton, Interim Provost and Vice President for Academic Affairs Date

☒ Approve ☐ Disapprove ☐ Other Action
Comments:

Edward Montgomery 10/2/17
Edward Montgomery, WMU President Date

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RATIONALE

There are two primary rationales for the proposed changes.

1. Over the last several years, nearly all of the academic colleges now have assistant directors of advising in addition to directors of advising. Many of the assistant directors are charged with overseeing these types of activities, so this would extend authority to assistant directors in an effort to reduce demands on directors. DegreeWorks has also added an additional layer of documentation, accountability, and integrity to the substitution process, by tracking the name of the person making the change and the rationale for the decision.
2. The change from degree-granting college to degree-granting unit recognizes the impact of Extended University Programs' University Studies program. While EUP is considered a "college" in banner, it is considered a degree-granting unit by the Registrar's office. As such, the director of advising for University Studies has not been allowed to grant substitutions, instead relying on the director of advising in the College of Arts and Sciences to sign off on all proposed substitutions. In 2007, this extra step affected fewer than 40 students per year. As of fall 2016, however, University Studies has nearly 400 majors and graduates an average of more than 100 every term. With a strategic enrollment goal of 750 University Studies majors by 2021, it no longer makes sense to force CAS to sign off on all these changes. This proposal, strongly supported by both University Studies and CAS, would remove that unnecessary extra step by allowing the director of advising in University Studies to grant the same substitutions as any other director of advising at WMU.

BACKGROUND

The Faculty Senate passed MOA-07/06 in December 2007, allowing directors of advising in degree-granting colleges to grant substitutions in general education requirements. MOA-17/04: Revision to Advising Directors General Education Substitution Authority, supported by the directors of advising from across campus, would update MOA-07/06 with language that acknowledges the realities of updated staffing structures of advising offices while protecting the spirit of MOA-07/06.

RECOMMENDATION

Revise the authority of advising directors and/or designees to grant substitutions in general education.

CURRENT POLICY (additions in bold and deletions with strikethrough)

Directors of advising **and one additional academic advisor designee (as appointed by the Director of advising)** per degree-granting colleges **and units** shall have the formal authority to grant substitutions in general education (**WMU Essential Studies**) requirements for undergraduate advisees, providing those substitutions do not infringe upon required courses or prerequisites specific to certain majors or minors. In such (rare) cases, directors **or their designee shall** consult with the departments involved before making substitutions, and the departments' decision will govern the directors' actions.