

Faculty Senate
Memorandum of Action

MOA - 19/02

Name of Council(s)/Committee(s):
Faculty Senate Executive Board

Implementation Date:

Dean Administrative Approval

Faculty Administrative Approval

RECOMMENDATION:

Identify WMU Essential Studies course approval guidelines

Approve
Comments:

Disapprove

Other Action

Approve
Comments:

Disapprove

Other Action

Approve
Comments:

Disapprove

Other Action

Edward D. Montgomery, WMU President

J. Hill
Date

WMU Essential Studies Course Approval Guidelines

RATIONALE

Based on WVA Board of MOE 17/05, General Education Curriculum, it is necessary to identify, coordinate, and approve for the approval of WMU Essential Studies courses to inform implementation of the new general education curriculum. This includes the establishment of a new standing committee for this review process that will report to the Faculty Senate. From the Board of MOE (revised fall 2012) Education Policy, revised fall 2012) will be required. Therefore, the need to create guidelines for course approval exists.

RECOMMENDATION

Faculty will develop and approve course approval guidelines.

ACTION

- The WMU Essential Studies Course Review and Approval Committee will review courses submitted for inclusion in the WMU Essential Studies curriculum.
- Each course will be limited to inclusion in only one course category.
- Courses approved for WMU Essential Studies should be offered a minimum of once an academic year.
- Each course will have a designated student learning outcome(s) designated for that level and course category.
- Each course proposal must include a detailed assessment plan pertaining to the WMU Essential Studies required student learning outcome(s).
- Assessment data from the course proposal will be submitted to the WMU Essential Studies Executive Committee for review and approval. The data will be submitted to the WMU Essential Studies Executive Committee for review and approval.
- Departments that offer courses in multiple sections will assess the same WMU Essential Studies required student learning outcome(s).
- Departments seeking approval for a course that is not currently offered will provide a basis for the difference in credit-hour requirements.
- All syllabi must clearly identify the WMU Essential Studies program level, course category, and required student learning outcome(s) addressed in the course.
- Courses from the Level 100-200 range will be at the 1000-2000 level; the 3000-4000 level.
- Courses at the 5000 level are not eligible for inclusion in the WMU Essential Studies curriculum.
- Variable topic courses are not eligible for inclusion in the WMU Essential Studies curriculum.

Departments required for all approved programs will meet all these criteria, as appropriate to address the requirements of the program.

These courses will be reviewed and approved by the WMU Essential Studies Executive Committee in consultation with the WMU Essential Studies Course Review and Approval Committee. The WMU Essential Studies Executive Advisory Committee will also be consulted. The Executive Board shall be notified of all course approvals to these guidelines.