

**WMU Faculty Senate
Undergraduate Studies Council (USC)
Charges for 2017-18**

Sharon Carlson will serve as the Faculty Senate Executive Board representative on USC

In addition to its specific responsibilities listed in the Undergraduate Studies Council's role statement and the work of subcommittees if such exist, the Faculty Senate Executive Board charges the USC to consider, as a committee of the whole or through the appropriate subcommittee or task force, the following issues:

1. Review the scope and description of the council's role statement and assess the effectiveness of the council's practices. Address any continuing or outstanding issues or initiatives as directed by the Faculty Senate Executive Board.
2. In collaboration with the Office for Enrollment Management, Office of Admissions, and Division of Student Affairs, examine the role of undergraduate curriculum in student recruitment and retention.
3. In consultation with the Office of Service Learning, develop a cyclical review process to ensure courses meet this designation.
4. Coordinate planning for the dissolution of the Committee to Oversee General Education (COGE) and the implementation of the Committee to Oversee Western Essential Studies with the *Ad Hoc* General Education Logistics Committee.
5. Be available as a resource for the *Ad Hoc* General Education Logistics Committee.

NOTE: The USC will seek information from the office of the Associate Provost for Assessment and Undergraduate Studies and related administrative offices to maintain communications with those offices on issues directly related to them. Council recommendations are to be submitted to the Executive Board in the form of a report (see the template for preparing reports included in the Faculty Senate Council/Committee Chair Handbook). After review, the Executive Board may invite the council to initiate 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 DRAFT MOA template included in the Faculty Senate Council/Committee Chair Handbook.

The USC chairperson shall provide a written summary of the council's 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 2018-19 academic year, no later than June 30, 2018.