

**WMU Faculty Senate  
Undergraduate Studies Council (USC)  
Charges for 2021-22**

Scott Slawinski 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 its standing committees including but not limited to the Intellectual Skills Program Advisory Committee, the Transfer of Credit Committee, and the Service Learning Course Approval Committee, the Faculty Senate Executive Board charges the USC to consider, as a committee of the whole or through the appropriate committees or task forces, the following:

1. Review, act, and vote on each undergraduate curriculum proposal that comes before the USC within 30-days and submit decisions to the Faculty Senate office within two business days.
2. Coordinate with and develop the Intellectual Skills Program Advisory Committee, the Transfer of Credit Committee, and the Service Learning Course Approval Committee including providing a USC liaison to each, recruitment of membership, providing charges and monitoring accomplishments, and ensuring that year-end reports are prepared and submitted on time.
3. Collaborate with the International Education Council and Graduate Studies Council to provide recommendations, either in a report to the Executive Board or a Memorandum of Action, on how to best support faculty in the area of global learning (e.g. global classrooms, virtual study abroad, internationalized curriculum).
4. Review and approve a MOA, regarding University-issued certificates that must comply with Higher Learning Commission guidelines, WMU Financial Aid requirements, and graduation audit requirements. (MOA-14/02 and MOA-16/13).
5. Review the scope and description of the council's role statement and assess the effectiveness of the council's practices.
6. At the annual April USC meeting, the council members must review the draft year-end report, to be submitted to the Faculty Senate office, by the council chair no later than June 30.
7. Address any continuing or outstanding issues or initiatives as directed by the Faculty Senate Executive Board, members of the council, faculty, and/or academic administrators. Conclude the initiative by producing a report to the Executive Board or a Memorandum of Action.

**NOTE:** The USC will seek information from the office of the Curriculum Manager 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 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 USC chairperson shall provide a written report of the council'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 2022-23 academic year, no later than June 30, 2022.***