

**Essential Studies Committee Meeting**  
**Friday, August 30, 2019**  
**1 – 2 p.m.**  
**Twamley Hall, room 305**

Present: Karyn Plumm, Michael Dodge, Michele Carroll, Heather Terrell, Hans Broedel, Brooke Solberg, Forrest Ames, Scott Correll, Christina Fargo, Kristen Borysewicz, Tim Burrows

Absent: Steven LeMire, Wendelin Hume, Mark Jendrysik, James Mochoruk, Christopher Felege, Paul Lindseth

1. Welcome new committee members and introduction to committee
  - a. Roles of Chair and Chair elect –
    - The chair of the ESC calls all meetings, prepares agendas, and presides over ESC meetings.
      - i. The chair will serve on the executive committee. ii.
      - ii. The chair of the ESC, in consultation with the past-chair and ES director, appoints subcommittees, including a chair for each subcommittee.
    - An ESC chair-elect will be identified this fall semester and during the end of the Spring semester in subsequent years.
      - i. The chair-elect will serve on the executive committee.
    - The past-chair remains an official member of the ESC for a full year after her/his chair term is over.
      - i. The past-chair will serve on the executive committee.
      - ii. She/he assists with any outreach and follow-up on extensions or other business carried over from the previous year
    - An executive committee of the ESC is comprised of the director, past-chair, current chair, and chair-elect.
      - i. Meetings (face-to-face or electronic) of this body will occur at the request of the ES Director to provide input or guidance as needed, e.g., in planning activities related to ES.
      - ii. The executive committee does not stand in for the ESC in making any committee decisions.
      - iii. Chairs of subcommittees may be invited to participate in any executive committee meetings as the ES Director sees appropriate.
    - All – Send nominations to Karyn Plumm by Thursday, September 5, 2019.
  - b. Revalidation and Validation – A majority of what we do is process revalidation and validation requests. We are working to change the process this year so that we have more than 1 committee member reviewing each request. Expect to have a larger number of validations this year due the change in the Diversity requirements that begin Fall 2020. More info soon.
2. Request for delay revalidation for American Indian Studies
  - American Indian Studies is in a state of flux with one instructor currently, and hoping to hire an additional faculty member soon. If this happens they will need to redesign the major. They would like to wait to see what will happen before

revalidation, there are 15 courses up for revalidation this year. The request is to hold off revalidation until 2020.

Hans motioned, Brooke seconded, approved to delay

3. Student Petitions (documents can be found in Blackboard under Student Petitions)
  - a. Petition 1# - Michael motioned, Hans second, petition approved
  - b. Petition 2# - Michael motioned, Heather second, petition approved
  - c. Petition 3# - Michael motioned, Forrest second, petition approved
4. GUEST document
  - a. See draft of document in Blackboard under ES Policy Manual.
    - All - Look through document in Blackboard and give suggestion and changes for next meeting.
5. Summer Petitions
  - There were 14 petitions over the summer that the Executive Committee acted on
6. Website
  - Look at website and give feedback if anything is missing. We trying to make things more seamless for students.

Next Meeting

Monday, September 9, 2019

3 – 4 p.m.

Twamley Hall, room 305