CREATING CURRICULUM AT WESTERN
Chapter 1: A GUIDE FOR FACULTY

Courses and Credit Hours

1.1 NEW AND REVISED COURSES AND THE CATALOG
The Western Washington University General Catalog (herein referred to as the “Catalog”) is intended as a reliable guide for students and potential students. The Catalog represents a contract between the students and the University.

New courses and modifications to existing courses, and new/revised majors, minors or masters programs must be formally approved by the Academic Coordinating Commission (herein referred to as the “ACC”) and such actions recorded in ACC minutes. The Faculty Senate is the final approving agent for ACC action prior to appearance in the Catalog.

1.2 WASHINGTON ADMINISTRATIVE CODE DEFINITION OF A CREDIT HOUR
"Credit hour" means the unit by which an institution measures its course work. The number of credit hours assigned to a course is defined by the number of hours per week in class and preparation and the number of weeks in a term. One credit hour is usually assigned for three hours of student work per week or its equivalent. The three hours of student work per week is usually comprised of a combination of one hour of lecture and two of homework or three hours of laboratory. Semester and quarter credit hours are the most common systems of measuring course work. A semester credit hour is based on at least a fifteen week calendar or its equivalent. A quarter credit hour is based on at least a ten week calendar or its equivalent. WAC250-61-050. (See APPENDIX 1)

1.3. CURRICULUM COMMITTEE CONSIDERATION OF COURSE CREDIT HOURS
The ACC is charged with the responsibility of reviewing courses to determine whether they are legitimate offerings, including consideration of the number of credit hours awarded based on the content and pedagogy of the course. College Curriculum Committees and the Library Curriculum Committee are expected to subject courses and their pedagogy to a rigorous review to ensure appropriate and consistent granting of credit hours prior to forwarding course proposals to the ACC.

Other standing committees of the ACC, who review courses for their appropriateness in fulfilling certain requirements, (e.g., GUR courses), should consider whether the course as a whole contains content sufficient to meet the demands of a particular requirement. These committees are expected to advise whether the course as a whole is to be accepted. Partial acceptance of a course, i.e., acceptance of only 3 of 5 credit hours toward a requirement of n total hours, would cause unnecessary confusion and is therefore not permitted.

Proposals for new courses or revisions to existing courses, or for new or revised majors or minors originate from faculty in the academic department, usually within the curriculum committee. For interdepartmental programs or other university wide courses, proposals originate from the college committee to which they have been assigned for that purpose. (See Chapter 2). Course descriptions should resemble final Catalog copy, and include number of credit hours, rationale, repeatability, and credit prerequisites. (See sample minutes in Appendix 4)

1.4. E-SIGN APPROVAL FORMS AND WORD FORMS
ACC approved forms govern the initiation and implementation of new courses and proposed changes to existing courses, majors, minors and master programs.

E-sign forms appear on the web, can be filled out directly, and routed for online approval as described in the drop-down menu.
E-sign forms (and a routing chart that lays out the approval process) can be accessed on the ACC link of the Faculty Senate OR Registrar’s home page.

ACC website: [http://www.acadweb.wwu.edu/senate/acc/ACCcanclcoursform1103.htm](http://www.acadweb.wwu.edu/senate/acc/ACCcanclcoursform1103.htm)

As of Fall Quarter 2011 E-Sign forms include all of the information required in order to create, revise, or cancel a course. The new E-forms also contain the request to create, revise or cancel a GUR course or an FYE course. Routing instructions are linked and drop down textboxes explain each step in completing and routing the forms.

### 1.6 GENERAL UNIVERSITY REQUIREMENTS:

The Committee on Undergraduate Education (CUE) initiated steps in 2012 to help students understand general education through its Viking Landing events, held quarterly prior to registration. (see discussion of Liberal Arts in ACC minutes of 11/29/11)

1.6 GENERAL UNIVERSITY REQUIREMENTS (GURs)1 - Completion of GURs is meant to develop certain student academic competencies and perspectives. Eleven competencies selected as essential to student learning are as follows:

1) Analyze and communicate ideas effectively in oral, written, and visual forms
2) Analyze and interpret information from varied sources, including print and visual media
3) Use quantitative and scientific reasoning to frame and solve problems
4) Identify and analyze complex problems
5) Apply tools of technology, with an understanding of their uses and limitations
6) Explore, imagine and create
7) Recognize the rights, responsibilities, and privileges of participating in, and contributing as a citizen in, a diverse society
8) Understand and evaluate assumptions, values, and beliefs in context of diverse local, national and global communities

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1 ACC minutes of 3/31/09 – LEAP Initiatives
   - Faculty are encouraged to check the ACC website for links to the LEAP initiatives. The GER committee voted to support the LEAP competencies at its final meeting. One of the initiatives for the LEAP was to resist the push on universities toward becoming "training schools", and the AACU (American Association of Colleges and Universities) found it important to defend the liberal arts mission. When employers are asked what they want for their graduates the answers are writing, science, math, and literacy.
   - LEAP provides great deal of support for universities. When students show up they will get information about the value of the undergraduate courses in which they plan to enroll. There is also a great deal of material available for assessment which can be distributed and is available from the LEAP website. The learning outcomes are parallel in nature and description and scope to Western’s GUR competencies.
   - There are large committees already part of LEAP which are providing assessment outcomes, and these can be borrowed. LEAP can provide a larger umbrella under which our own competencies can be more specific in how they are phrased. LEAP does not tell anybody how to assess, but they do have literature on what they think is best practice, and they have an e-portfolio system. Some people use this, other use senior capstones, others use exams. Generally speaking LEAP advocates the use of the e-portfolio and they provide useful rubrics. Contact Steve VanderStaay for additional information.
9) Work collaboratively and manage projects to effective completion
10) Reflect on one’s own work and on the ethical dimensions of academic pursuits
11) Understand and assess the impacts of interactions among the individual, society, and the environment

For further information, please consult the ACC website and information on the website of the Vice Provost for Undergraduate Education.

1.7 WRITING PROFICIENCY - Western Washington University believes that development of writing proficiency (herein referred to as “WP”) should be pursued systematically throughout the course of study. To that end Western has established a program of writing and support beginning in the freshman year and extending to upper division writing proficiency courses across the curriculum. All WP courses must be taken at Western.

Western WP courses follow University-wide guidelines and are listed in the online Timetable. Refer to the Catalog for further information, to the Writing Center, or to Academic Advising. The following Writing Proficiency Units fulfill WP Requirements (CUE revised and ACC approved 4/2012)

Upper-division Writing Proficiency Requirement (2012)

Upper-division writing proficiency requirement: complete a minimum of three writing proficiency points in designated upper-division Writing Proficiency courses at WWU with a minimum grade of C-. Students must complete Block A of the Communication GUR requirement before enrolling in a Writing Proficiency course.

All Western Writing Proficiency courses should follow these University-wide guidelines:
· Students have opportunities to write multiple drafts of assigned papers
· Students receive suggestions for revision; and
· Instructors assign course grades based on assigned writings according to the writing proficiency points table below

<table>
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<tr>
<th>Writing Proficiency Points Fulfilling the Upper-division Writing Proficiency Requirements (Minimum 3 points required)</th>
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<tr>
<td><strong>Credit Hours of course</strong></td>
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<td>WP1 (1 pt)</td>
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Upper-division writing proficiency courses emphasize research and writing. In writing proficiency courses, students learn the writing style and conventions of their disciplines, as well as the techniques for integrating evidence into scholarly papers. Writing proficiency courses are listed in the online Timetable of Classes.

Students unable to enroll in designated WP courses may be able to satisfy the requirement, with faculty endorsement, by submitting an “Alternative Writing Proficiency Course Agreement” through the Writing Instruction Support Program.

Committee on Undergraduate Education (CUE) members emphasized the importance of defining what can be expected from each level of a WP course, and plan to draft additional language about this. Some definition will eventually be provided for what “revision” entails, and where Eng 101 fits in.

Students are encouraged to take more units than required.

The Writing Center is available to offer teaching ideas and solutions useful to faculty, and to make guidance and writing assistance available to students.

THE FIRST YEAR EXPERIENCE

ACC approved the following (May 2010) to include a statement that will clarify the role of academics, and with the assumption that any future changes should be returned to ACC for consideration:

FY Mission Statement as of May 18, 2009

The first year at Western is a time of significant intellectual and personal development. The entire Western community—faculty, administrators, staff, and students—is committed to helping students

- Understand the intellectual, moral, civic, and personal purposes of their liberal arts education.
- Connect to Western faculty and the larger campus community; and
- Negotiate successfully the academic and personal opportunities and challenges of their first year.

- Understand the intellectual, moral, civic, and personal purposes of their liberal arts education.
  - SLO’s:
    1. Students articulate the purposes and values of the GURs.
    2. Students connect their academic experiences to their lives.
    3. Students explore their role and responsibilities as engaged citizens.
    4. Students associate how their academic and interpersonal decisions impact themselves and others.

- Negotiate successfully the academic and personal opportunities and challenges of their first year.
  - SLO’s
    1. Students begin to create individual learning goals.
    2. Students acknowledge the importance of individual learning goals for their personal and academic success.
    3. Students identify resources on campus to support their academic and personal learning.
    4. Students develop a network to support their academic and personal learning.
    5. Students make decisions to further their learning goals.

- Connect to Western faculty and the larger campus community.
  - SLO’s:
    1. Students develop a relationship with faculty and peers through participation in a small class.
2. Students can name a faculty member who knows their work well enough to provide a recommendation or offer academic or career advice.
3. Students can recount a course-related moment that changed their perspective on the world.
4. Students are aware of a university extracurricular program or event.
5. Students can name a contribution they have made to the campus community.
6. Students can recount an experience that led to meaningful connections with peers.

Student Learning Outcomes (entire list) as of October 28, 2009
1. Students articulate the purposes and values of the GURs.
2. Students connect their academic experiences to their lives.
3. Students explore their role and responsibilities as engaged citizens.
4. Students associate how their academic and interpersonal decisions impact themselves and others.
5. Students develop a relationship with faculty and peers through participation in a small class.
6. Students can name a faculty member who knows their work well enough to provide a recommendation or offer academic or career advice.
7. Students can recount a course-related moment that changed their perspective on the world.
8. Students are aware of an extracurricular program or event.
9. Students can name a contribution they have made to the campus community.
10. Students can recount an experience that led to meaningful connections with peers.
11. Students begin to create individual learning goals.
12. Students acknowledge the importance of individual learning goals for their personal and academic success.
13. Students identify resources on campus to support their academic and personal learning.
14. Students develop a network to support their academic and personal learning.
15. Students make decisions to further their learning goals. – end text approved May 2010

1.8 FIRST YEAR EXPERIENCE (FYE) Seminar Criteria (2004). First-Year Experience (FYE) offerings are intended to:

- Give first-year students a small group experience to help them integrate into university life
- Give first-year students the opportunity for more interaction with faculty, fostering a stronger sense of academic community
- Communicate high academic expectations to students
- Help students recognize and take advantage of the roles that various campus resources play in their academic lives

A proposal for a First Year Experience (FYE) SEMINAR should identify an existing course or propose a new course with the following features:

- Have academic content and be offered for academic credit (either as GUR or elective credits).
- Be taught in sections with expected maximum enrollment 30
- Restrict enrollment to first-year students
- May be a stand alone course or offered as part of a link or sequence of courses
- May be letter-graded or pass/fail if it is not offered as a GUR course

FYE Learning Outcomes: First-year seminars should be designed to meet at least two of the following learning outcomes:

- Demonstrate an understanding of inquiry and creative processes from disciplinary and/or interdisciplinary perspective(s)
- Articulate individual learning goals in the context of a liberal arts education and identify means for achieving these goals.
- Enhance competency in academic skills including: framing questions/posing problems, critical literacy, evaluating information sources, writing, oral communication, and collaboration

**FYE Proposal Development**

- Courses in this group can be altogether new courses or special offerings of existing courses.
- Additional learning outcomes are strongly encouraged in the first-year seminars, and a comprehensive listing of the most common first-year learning outcomes and appropriate assessment methods will be available online to faculty as they design their first-year seminar.
- FYE courses are usually, but not always, limited to the “117” rubric.

**Narrative Required to describe a proposed GUR or FYE course**

As with certain experimental courses (see below) individual GUR offerings will not require formal ACC approval, but the CUE (Committee on Undergraduate Education) can reject them if they have reason to do so. The presumption is that the offerings are already approved unless rejected in a previous request. Units will be required to supply the appropriate college committee and the CUE with a narrative describing the individual offering and a rationale for including it in the particular GUR category in which they intend to offer it. Originators are asked to check two competencies or learning outcomes which can be assessed in the GUR course.

As in the case of experimental courses, or one-time offerings or special seminars, brief descriptions of the offerings will be part of the minutes of the college curricular committee and the CUE. **Students are limited to one FYE course in their time at WWU.**

**GUR credit can be obtained only once from courses offered with repeatable topics.** A student repeating a course with different topics can acquire GUR credit for the course only once. (12/2009)

**No GUR credit is offered for X97 or other temporary courses.** Once the course is given a permanent number, then GUR credit can be considered. (12/2009)

**GUR Strands.** Development opportunities were initiated for piloting GUR “strands” in 2012. The purpose is to build learning communities throughout the freshman year and to increase subject coherency. Contact the Office of the Vice Provost for Undergraduate Education for more information. (ACC, 1/24/2012)

Chapter 2: A GUIDE FOR DEPARTMENTS

**Monahan Rule:**
Councils, commissions, colleges, departments, and programs considering actions, which will impinge upon courses or programs offered by another unit of Western Washington University, **must give written notification to the unit involved two weeks in advance of the action. Failure to do so may delay or void the action.** The purpose of this regulation is to allow an opportunity for input by the affected unit.

2.1 INITIATING OR REVISING CURRICULUM AND PROGRAMS

Who initiates changes to courses and programs?

The following ACC approved procedures govern the initiation and implementation of new courses and proposed changes to existing courses, and majors and minors:

Proposals for new courses or revisions to existing courses, or for new or revised majors or minors originate in the academic department, usually from its curriculum committee, or in interdepartmental programs or other university wide courses, from a college level to which it is assigned for that purpose.

Course descriptions should resemble final Catalog copy and should not be overly lengthy or complicated. Concise course descriptions are helpful in informing student understanding of the course intent.

Initial proposals should include number of credit hours, rationale, repeatability, and course prerequisites. (For an example of curricular minutes see Appendix 4),

2.2 MAXIMUM CREDITS FOR A MAJOR: THE 3/2/1 MODEL

- The Academic Coordinating Commission **recommends** adoption of the 3/2/1 model as a guiding principle in review of curricular proposals and reformation of the general university requirements. (December 5, 2000 – See Quality Education Report, Office of Vice Provost for Undergraduate Education)

- According to the 3/2/1 model, the desirable ratio of major, general education, and elective credits in an undergraduate degree program is **90 for the major, 60 for the GURs, and 30 elective credits respectively.** The ACC has committed itself to closely examine any change in a major that increases the credit hour requirement beyond 90. (2001)

- ACC acknowledges that in the majors, specifics such as certification or accreditation requirements are generally more well-known within the departments, and therefore different criteria need to be applied to the majors than to the GURs.

- ACC recommends a cap on the number of credits allowed within a department. Such a change, along with continued scrutiny of course credit increases may effectively free up elective opportunities for students, as well as decrease the credit load on transfer students. (2001)

2.3 CROSS-LISTED COURSES

Cross-listing of courses is permitted only in the following circumstances:

- Courses which are team taught across departmental/college boundaries, and/or
- Split appointments involving departments and/or colleges.

Cross-listing of courses is permitted when the intended effect is to improve the clarity of course offerings. Examples include, but are not limited to

- Courses team-taught by members of two departments.
- Courses that apply the techniques of one discipline to the domain of another.
• Courses whose subject matter is integral to two or more disciplines.

Requests to cross list courses should clearly state the reason for cross listing and appropriate conditions, such as *repeatability, equivalency, and prerequisites*.

Requests to cross list courses must be approved by the affected department curriculum committee or Library curriculum committee(s) under which the courses would be offered.

Said approval is recorded in the minutes of the committee and subject to **final approval by the ACC**.

### 2.4 GUIDELINES FOR STUDENT FACULTY DESIGNED MAJORS AND CONCENTRATION TITLES (for clarity in the curriculum minutes).

1. Avoid title overlap with established majors.
2. For all student-faculty designed majors, including interdisciplinary concentrations, list the faculty advisors responsible for the design of curriculum on the student’s advisory committee.

**Rationale:** The purpose of these guidelines is to better communicate to ACC the review process to which student-faculty designed majors and interdisciplinary concentrations are subject. Commissioners revised the guidelines to apply to minutes that come from curriculum committees relating to all student-faculty designed majors, including Fairhaven interdisciplinary concentrations. Several Commissioners expressed the view that listing at least two faculty members would be sufficient to oversee a student-faculty self-designed major/concentration. (Spring 2010)

### 2.5. PROBATION (see University Catalog)

ACC passed a recommendation that departments increase the length of probation allowed to **two quarters** in which a student can raise the GPA. (1/18/2011)

### 2.6 MORATORIUM (April 2011)

Moratorium is defined as a temporary hold or suspension of a program with the intent to restore or cancel the program after a period of 1-3 years.

Due to current and unprecedented budget concerns, departments may determine to place programs in Moratorium for next year and beyond. In response to what may be a significant change in Western's budget over the next few months, a curriculum protocol for placing programs in Moratorium has been developed.

For administrative tracking purposes and to ensure an accurate university catalog as well as fulfilling our responsibilities to HECB and accrediting agencies it is imperative that departments follow the protocol. The Registrar’s Office will track the dates/specific term the programs have been placed in Moratorium and will notify departments when the **three-year mark** is near. Departments will then need to determine to restore programs in Moratorium, officially cancel them, or petition ACC for another option.

Programs that are being considered for cancellation now or after a period of Moratorium are to follow the regular ACC curricular approval processes and catalog deadlines.

**Protocol for Programs in Moratorium AY 2011-12:**

1. Department determines Program needs to be placed in Moratorium. There will be no ACC approval deadlines imposed on programs but Moratorium should be determined for a specific quarter, and noted as such on the **E-form.**

2. Department fills out ACC **E-form**: ‘Request for Revision or Cancellation of a Major, Minor, Master, Certificate, or Endorsement,

3. In the “change to” column on the form – Department includes full title of the program – copied from the current E-Catalog. **No other program requirements details need to be included on the form.**
4. After Title of Program – the following sample text should be included (as an example): **Audiology Minor (in Moratorium):** This program is not currently accepting new students. For further information contact the Communication Sciences & Disorders Department, Western Washington University, 516 High St., Bellingham, WA 98225-9171, 360-650-3885, department email address.

5. Department chair approves **E-form** and forwards to College

6. College approves **E-form** and forwards to Catalog Coordinator (and TCCC and Grad Council or other department for combined or joint offerings, where applicable)

7. Catalog Coordinator updates E-catalog accordingly.

8. **Moratorium curricular actions are recorded in College Curricular Minutes and forwarded to ACC.**

Commissioners emphasized that:

- Students should be made aware of the need to declare as soon as possible in case programs go into Moratorium.
- Information has to be made available to transfer students, and for spring registration.
- Departments will surely post Moratorium programs on their website in addition to the catalog language. It would be helpful if there was a standard way for departments to inform students.
- This will be in the Catalog and the ACC Handbook.
- Advisors should be notified to inform students.
- Most departments will also inform their students via the listserv.
- University Communications should be notified

/end text (2012)

**Assessment, Ensuring Quality for Online Courses.** For discussion of constituent concerns, see ACC minutes of 1/31/2012.

“State policy (endorsement)... that teachers must be able to prepare students ‘to be responsible citizens for an environmentally sustainable, globally interconnected, and diverse society’...” – TCCC minutes, 11/8/11
Chapter 3: MANAGING THE PAPER TRAIL
FOR DEPARTMENTS AND COLLEGES

Monahan Rule:
Councils, commissions, colleges, departments, and programs considering actions, which will impinge upon courses or programs offered by another unit of Western Washington University, must give written notification to the unit involved two weeks in advance of the action. Failure to do so may delay or void the action. The purpose of this regulation is to allow an opportunity for input by the affected unit.

3.1 ACC APPROVAL REQUIRED. New courses and modifications to existing courses must be formally approved by the ACC\(^2\) and such action reflected in the approved ACC minutes before these courses may appear in the Catalog.

3.2 THE CATALOG. The Catalog represents a contract between the students and the university; therefore, "regular" courses may not be scheduled in the University Time Table until they appear in the Catalog. The Catalog is printed once a year and specific deadlines for submission of courses for approval can be found on the website of the Registrar as well as the ACC.

\(^2\) All courses taught at Western pass through a college curricular committee (and if appropriate to CUE, CUP, Graduate Council, IPAC, Honors Board or TCCC) prior to acceptance by ACC. (2004)
The **Catalog** is intended as a reliable guide for students and potential students. Towards the end of assuring such reliability the ACC requires the following:

- No curricular changes which conflict with the **Catalog** current at the time the changes are proposed shall become effective until they are approved by the ACC, and then published in the **Catalog**. (This permits, for example, the addition of courses, but prevents a change in credit hours for either a course or a major, a change in requirements for a major or a change in course prerequisites, or any major change in a program).

- Any course listed in the **Catalog**, which is not offered for two consecutive years shall be dropped from the next **Catalog**. Departments and Colleges are invited to offer courses which cannot be taught at least once in each two-year period under a “special topics” or similar rubric. (Approved 1986, reworded 2006.) Descriptions of such courses may be maintained in a buffer in the system for ease of reinstatement at a later date.

### The Approval Process: An Overview

#### 3.3 COORDINATION OF CURRICULAR CHANGES ACROSS COLLEGES

**ACC advises colleges and units to adhere to the Monahan Rule above**

Whenever the Academic Coordinating Commission becomes aware of an apparent or potential curricular conflict or redundancy, arising without due notification, between any colleges and/or departments and/or programs of the university that falls under its jurisdiction the Commission will ask the Provost, or the Provost's designee: 1) to call the appropriate administrators together; 2) to ask the parties to resolve the difficulty, and 3) to submit to the Commission a recommendation acceptable to all parties.

#### 3.31 FACULTY-LED PROGRAMS ABROAD (Academic Affairs Policy and Procedures)

In April 2011 the ACC approved Policy and Procedures for International Programs and Faculty-Led Programs Abroad. Please contact International Programs Advisory Committee or the Special Assistant to the provost for more information on the new procedures. Additional Academic Affairs Policies can be found on the Provost’s website.

#### 3.4 RESPONSIBILITIES OF DEPARTMENTS, COLLEGES, GRADUATE COUNCIL, AND ACC

ACC-approved **course/major-minor proposal forms** for new courses or modifications, authored by the person or persons wishing to introduce course changes, will be submitted to the unit head of the affected department or program. Unit heads of departments or programs then submit ACC-approved **course/major-minor proposal forms** for new courses to the Dean of the college in which the affected department or program is housed. Editorial changes may be approved by the Dean.

- The Dean will forward all submitted proposal forms for **courses numbered less than 500** to that college curriculum committee for action that is recorded in curricular minutes.

- The Dean will forward all submitted proposal forms for **courses numbered 500 and higher** to the Graduate Council for action. Colleges' curriculum committees are not required by ACC to review 500 level courses. If review actions occur they may be recorded. **These courses should be listed in a separate section in the curriculum minutes.**

- After proposals are approved, the information will be recorded in the College Curriculum Committee or Graduate Council minutes. E-sign approval form numbers are listed in the minutes in such a way as to be available to be viewed online. A word version of the minutes is emailed to the Senate office with working links immediately following approval one week prior to the ACC meeting for incorporation into the ACC Agenda and in preparation for ACC review. Nine copies of the approved minutes (double-sided and three-hole punched) are also delivered to the Senate office one week prior. If any set of minutes is longer than ten pages, then 32 copies are required.
for ease of Commissioners’ preview. The editor of the Catalog receives all final ACC approved E-sign forms and may work with the Senate Office and departments during the process to ensure accuracy and efficiency.

- **The ACC reviews the minutes and by direct motion may approve them as submitted.** Occasionally Commissioners propose editorial changes to descriptions of courses, or have questions. Typos and minor editorial changes are forwarded as information items back to originators but seldom cause delay in approvals. The Registrar may oversee minor typos and editorial changes and provides a short list of the same to the ACC in order to efficiently facilitate approval. The ACC holds open meetings, and faculty or curricular chairs, or deans who have additional information of use to Commissioners are invited to attend in order to facilitate immediate approval of their requests.

- **Course proposals may require approval by other committees PRIOR to formal ACC approval.** Committees that function as curriculum committees include the Committee on Undergraduate Education (CUE) which approves GUR courses as well as FYE seminars, the Graduate Council (for courses numbered above 500), the TCCC (for courses that are appropriate for teaching certification), the Council on University Programs (CUP) which approves university-wide courses such as Honors courses, Women Studies, Leadership Studies, and International Studies.

**3.4a RESPONSIBILITIES OF UNIVERSITY-WIDE PROGRAMS (May 2010)**

University-wide programs not affiliated with a College, including Honors Program, International Studies, Leadership Studies and Women Studies; and any other programs not reporting to a college curriculum committee, require approval of the Council on University Programs, a standing committee of the ACC (See Chapter 8).

**University-Wide program curriculum committee:**

Each approved University-Wide Program shall have its own curriculum committee that drafts, reviews and proposes curricula. The curriculum committee of each such University-Wide Program:

- Shall be composed of at least 5 members, 3/5ths or more of whom are tenure-line faculty. The faculty on the committee must represent at least three different departments and at least two colleges. The committee elects a chair at the start of each academic year.

- Shall have an approved and published mission and shall identify and publish expected course, program and degree learning outcomes.”

(ACC May 2010)

**Travel Abroad and IPAC, the International Programs Advisory Committee**

IPAC frequently focuses on itineraries and practical matters related to travel abroad, while the colleges focus on academic outcomes and curricular value. IPAC does not approve courses since it is advisory in nature.

ACC recommends that IPAC minutes should say “recommend approval” or “recommend postponement” since ACC approves IPAC’s recommendations upon the completion of IPAC requirements – which are considered along with college actions on study abroad programs. Where there are timing issues such as Fall Quarter approval for Winter quarter travel, a recommendation for “contingent approval” was suggested. (ACC Minutes 12/6/2011)
3.5 The Course Approval Process CHECKLIST

1. Originator forwards E-Sign Form (with appropriate attachments) to unit head or designated representative. (See Curriculum Routing Chart at the beginning of this Guide). Unit head forwards E-Sign Form to Dean or Assistant Dean who then reviews the E-Sign Form with the Curriculum Committee. The Forms and supporting material are then forwarded to one of the following committees for approval. When there is a need for clarification the material can be returned to the Curriculum Committee. The Curriculum Committee Chairs are listed on the Faculty Senate website under MEMBERSHIPS. E-Sign Forms have drop-down menus to make forwarding easier.

2. CUE committee reviews GUR courses (a GUR request form accompanies new courses requested as GURs).  

3. Graduate Council reviews 500+ level courses (and prepares minutes for ACC that include E-sign form link)

4. TCCC reviews teacher certification courses.

5. Routing of E-Sign forms includes a copy with supporting materials to be sent to the Catalog Coordinator, typically following approval by the college curricular committee, CUE, TCCC, or Graduate Council, so final edits are made in tandem with final approval by ACC, with referrals, questions, and returns to the originators for revising as necessary.

6. A brief description of the course should require little or no editing for the final Catalog copy, and include credit hours, rationale, (equivalency if relevant), repeatability and credit prerequisites. (See sample minutes on the ACC website and as an APPENDIX 4 to this guide). Concise course descriptions are helpful in informing student understanding of the course intent. Requests for GUR approvals are forwarded to CUE and must include a copy of the syllabus and must list how the course will achieve the required competencies as checked.

7. If credits are added to majors or minors, a rationale must be included, to adhere to the 90/60/30 recommendations. Certificated programs do not fall under this restriction. Cross-listing references must be noted.

8. The dated minutes of the Curriculum Committee reflect actions taken, final approval of the minutes by the committee, attendance of a quorum and the name of the Recorder.

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3 Role of CUE Chair and Transfer Courses. The Registrar’s office regularly assigns GUR credit to transfer courses. The ACC has empowered the Chair of the Committee on Undergraduate Education to decide whether and how GUR credit should be assigned in cases of student uncertainty. (1/2006)
9. **Copies of** minutes are forwarded **to ACC (c/o of the Faculty Senate Office, MS9020).** In 2012 ACC members reviewed many course forms. They did so online and only a few copies of minutes were provided to the Senate office for archiving and administrative purposes. This guideline may change in 2013, but at present secretaries are asked to forward **ELEVEN (11) copies of curriculum minutes printed two-sided and 3-hole punched. The minutes should include E-form numbered links that can be opened and viewed online and projected on the screen during ACC meetings. Please send one WORD version via email to the Senate office.**

10. Please be conscious of the use of smaller type face and less white space, **so that minutes are not overly long.** The mailstop for the Senate office is MS9020. **Curricular Minutes are due in the Senate office by Tuesday at 2 pm ONE WEEK BEFORE THE SCHEDULED ACC MEETING.**

11. All non-departmental affiliated programs must forward Course Forms to the ACC for approval and a copy to the Catalog Coordinator (as in #5 above).

12. **Cross-listed courses** must indicate **pre-requisites, equivalency and repeatability.**

13. ACC may postpone approval of a new course or course change until a later meeting if there are questions. Postponement is unusual and can be avoided by including appropriate credit hours, prerequisites, repeatability, and a rationale. Curriculum committees or department representatives are invited to attend the ACC to clarify proposals at any time.

14. **Online courses follow ACC guidelines for approval.** Improved E-sign forms indicate whether courses are offered online or both online and face-to-face.

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### 3.6 CURRICULUM MINUTES: PREPARATION NOTES for ASSISTANTS

All curricular minutes submitted to ACC should reflect **actions taken within the Curriculum Committee.** The recorder should include his/her name and list the voting members that constituted a **quorum** (usually one more than half of the voting membership). **The minutes should include the date of the meeting and the date on which the committee reviewed and approved its minutes.**

**Minutes** dealing with changes to majors and minors must include:

1) Link to the E-Form. Final copy for catalog if significantly changed.

2) Credit summary (old and new credit hours and impact on major or minor), and

3) Rationale for the change in the Major or Minor requirements with an Executive summary from the college curriculum committee explaining actions taken.

   * * *

The following requests make reading the minutes easier during meetings:

- **Recorder:** Please identify the recorder of the minutes in case there are questions during meetings.

- **Page numbers** are essential, to enable Commissioners to locate items under discussion without rifling through large sets of unnumbered minutes which can easily get out of order.

- **Numbered links to E-sign forms listed under course title** and guaranteed to open from a word document on any computer screen.

- **Catalog descriptions.** The text that is submitted in course proposals should be proposed as final catalog copy, so that ACC or the catalog coordinator does not have to make editorial changes. In this case it is important to write course descriptions that students can understand. Shorter descriptions are preferred.

- **Sample Curriculum Minutes.** A sample minutes TEMPLATE IS provided for convenience of secretaries and IS a suggested model. It is understood that some variation exists within colleges. The email sent to the Senate office of the WORD attachment version of curriculum minutes has a specific RE line so that curriculum minutes can easily be identified in the Outlook inbox.
No Use of Student Names in the Minutes. The ACC recommends that efforts be made to guard against inappropriate publication of students’ names. The use of a phrase such as “Chris Doe” is suggested for the minutes in place of a student name. A supplemental “index” with changes in status can be maintained by the department for its own records. Student Designed Majors in Minutes. Minutes that reflect approvals of lists of student designed majors (for example, in Fairhaven College or Huxley) must be received by ACC prior to student graduation, generally by Spring Quarter. Finalized titles can be reported in the minutes as soon as possible following completion.

Chapter 4: COURSE NUMBERING GUIDELINES

4.1 EXPERIMENTAL AND UNIVERSITY-WIDE COURSE NUMBERING
Experimental and University Wide Courses are courses which are designed to give colleges a greater flexibility to schedule a new course (a) on short notice to respond to immediate needs or interests; and (b) directed to a particular group of students.

X97: Experimental Courses or One-Time Offerings
417: Seminar or Special Topics
445: Current Trends
517: Graduate Seminar or Special Topics
545: Current Trends (Graduate)

The procedures governing the use of these courses are as follows:

(1) Colleges are delegated approval authority for courses numbered X97, 417, 445, 517, and 545 provided that the titles and credits continue to be listed in curriculum committee minutes as information items.
(2) These courses cannot be substituted for GUR courses.
(3) X97 courses may be offered no more than 3 times, after which said course must be submitted to the ACC with requests that it be approved as a “regular course offering” and be added to the university catalog with an appropriate course number.

Every X97 course must come to ACC if it is to be considered for GUR credit. Exceptions to the above procedures may arise, but are in no way to be construed as an ongoing policy, nor can others follow the example of creating exceptions. (from ACC minutes of 5/25/10).

4.2 “117” RESERVED FOR FIRST-YEAR EXPERIENCE (FYE) COURSES
• The number “117” is reserved for FYE courses.
• Current courses may be designated as FYE when approved as such by the Committee on Undergraduate Education. Each department (or non-departmentalized college), division within a department (e.g., SPAN in Modern and Classical Languages) or program with a recognized course prefix (e.g., WMNS) will be assigned that number for the sole purpose of providing FYE courses.
• Units such as those described above which have courses which have already been approved as permanent courses will not be required to go through the entire approval process or to change their numbers.

4.3 NARRATIVE REQUIRED FOR GUR AND FYE COURSES
Units will be required to supply the appropriate college committee and the CUE with a narrative describing the individual offering and a rationale for including it in the particular GUR or FYE category in which they intend to offer it.

Brief descriptions of the GUR and FYE offerings will be part of the minutes of the college curricular committee and the CUE.
4.4  **NO REUSE OF COURSE NUMBERS FOR SEVEN YEARS**
The ACC in conjunction with the offices of the Registrar and the Catalog Coordinator mandate that old course numbers not be used for a new course number for at least **SEVEN** years after the demise of the old course in order to avoid confusion in the catalog for students.

4.5  **RUBRICS; CHANGING RUBRICS.** Please see **APPENDIX 3** for complete requirements.

Departments/programs need to carefully review and proof quarterly BANNER schedule term reports to ensure that appropriate attributes (WP for example) are accurate. Discrepancies in the term reports affect CAPP encoding and transfer equivalences.

Please list complete **major** requirements for CAPP encoding.

4.6  **USE OF ALPHA SUFFICES EXCLUDED**

Alpha suffices, or letters, shall be used only to distinguish **sections** of courses repeatable for credit (e.g., 417a, 417b or 445a or 445b) and in the rare cases where a unit’s offerings exceed the numbers available in the traditional numbering system.

(In this regard, Fairhaven College of Interdisciplinary Studies, with its unique and frequently revolving numbering system, will work with the Registrar to more easily conform its numbering system to University policy.) 2006.

This policy specifically excludes the use of **alpha suffices** in the following cases:

- To distinguish separate courses, e.g., A/HI 270a, A/HI 270b. These should use different numbers.
- To distinguish separate sections of the same course, e.g., Dance 135a, 135b and Elementary Ed 385a, 385b.
- To distinguish lab from lecture sections.
- To indicate the quarter in which a course is taught.
- To indicate grading mode (S/U or A-F).
- FYE sections of regular offerings.

Faculty are reminded that **ATTRIBUTES** can be used to distinguish GUR sections or other offerings, where use of an attribute (such as “HUM” for example) can serve as a distinguishing feature.
Chapter 5: GUIDELINES UNIQUE TO SPECIFIC PROGRAMS

5.1 ISTM RUBRIC (Interdisciplinary Science, Technology, and Mathematics).

The College of Sciences and Technology may use the prefix “ISTM” (Interdisciplinary Science, Technology and Mathematics) for courses it wishes to offer but are deemed inappropriate to designate with a departmental prefix, e.g., CHEM, GEOL.” SCH for courses taught under this rubric are credited to the instructor’s department. (1/17/2006)

5.2 TCCC, REVISED MAJORS, MINORS, AND PROFESSIONAL EDUCATION

The Dean of each college is responsible for examining all requests for new or revised courses of new or revised majors or minors to determine if requests pertain to professional education. Such proposals are forwarded for approval to the Teacher Curricula and Certification Council (TCCC) for simultaneous review/action. Examples of courses which should be sent to the TCCC include those which address educational psychology, teaching methodology, teaching philosophy, or requirements of certification, and majors or minors for education degrees.

5.3 TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

The TESOL program, recently housed in EESP, has moved to Woodring College and is now academically affiliated with Woodring (5/14/2002). Course changes come to ACC with the Woodring Curriculum Council minutes.

5.4 EXTENDED EDUCATION (EE)

5.5 SUMMER PROGRAMS (under review)

Courses approved and bearing the Extended Education rubric (EXT) are approved by the Extended Education Collegiate Advisory Board and the minutes of actions taken are forwarded to ACC in the usual process. (2002)

EXT Rubric: No more than fifteen credits of WWU courses taken with the “EXT” rubric can be applied towards an undergraduate degree at Western Washington University. [Catalog]

5.6 NOLS (NATIONAL OUTDOOR LEADERSHIP SCHOOL)

Western Washington University accepts NOLS credits that are transcripted through the University of Utah (2/17/04). IPAC and the Registrar provide information to ACC as necessary regarding outside schools or universities that carry course credit for students at Western.

5.7 FINALS WEEK POLICY - from the University Catalog

Finals Preparation Week and Final Examinations.
All final examinations are scheduled during the last week of the quarter, which is known as final examination week. No final examinations except laboratory finals – whether for a whole class or part of a class or an individual – may be given before final examination week. This means that students may not petition faculty for early final examinations and that students should plan their end-of-quarter schedules in the expectation of final examinations in all courses.
Chapter 6: ACADEMIC COORDINATING COMMISSION
Bylaws And Procedures

Preamble

The Academic Coordinating Commission shall operate at all times according to its bylaws and according to the provisions and purposes set forth in the Senate Constitution.

Final interpretation of the ACC's purpose and responsibilities, when in question, shall be by the Senate as provided in the Constitution.

Interpretation of these bylaws and operating procedures shall be decided by a two-third majority vote of the filled positions of the Commission.

These bylaws may be changed by a two-thirds vote of the filled positions of the Commission present and voting.

All policies and procedures approved by the former Academic Council are affirmed by the ACC unless they have been subsequently modified.4

(For current ACC Membership, please see the Faculty Senate website at http://www.acadweb.wwu.edu/senate Click on “Memberships” top center)

BL. 1. Executive Committee

There shall be an Executive Committee of the ACC consisting of the Provost/Vice President for Academic Affairs, ex-officio, and the Chair of the ACC, the Vice Chair of the ACC and the Associated Students' Vice President for Academic Affairs. This Committee shall act as an executive committee in the preparation of the agenda, the minutes, solicitations of nominees for committee appointments, and other matters of concern in the operation of the ACC. The recorder attends the meeting.

The ACC elects its Chair and Vice Chair in separate elections from among the faculty members serving on the Commission, annually at the last meeting in the Spring.

The Executive Committee may act on behalf of the Commission during the Summer Quarter or at other times when decisions are required between regularly scheduled meetings of the Commission, provided that no matters of policy shall be decided by the Executive Committee.

BL. 1.1 Approval of a right to vote for the Vice Provost for Undergraduate Education. Commissioners approved a voting right for the Vice Provost for Undergraduate Education for the duration of the time that he represents the Provost at ACC. This vote is actually one vote by the Provost office, either the VPUE or the Provost or his/her representative. The input of the Provost in the past has been illuminating in matters of policy, and a special invitation will be extended to the Provost when significant policy matters arise. (May 2010)

4 Dates in parentheses following a regulation indicate when the ACC passed the motion.
BL 2. Minutes

♦ The minutes and agenda of the meetings of the Academic Coordinating Commission (ACC) shall be distributed to all Commission members, the President of the Senate, and to other appropriate agencies and offices. The ACC shall exchange agendas with the University Planning and Resources Council.

♦ The Chair shall be responsible for the minutes of each meeting and shall see that they are distributed. Minutes shall reflect the actions, motions, and votes on motions.

♦ Items for the consideration of ACC must be submitted in writing to the Executive Committee at least one week before the meeting at which they are to be discussed. Each agenda will also include times for "Items from the Chair" and "Items from the Commission members," during which topics may be raised for immediate consideration or for referral to the Executive Committee.

BL 3.1. Meetings

♦ The ACC shall meet at least once every thirty days during the academic year, and generally meets five times a quarter or more often as required.

♦ A simple majority of ACC filled positions shall constitute a quorum.

♦ All votes in the ACC shall be by a majority of those present and voting. In case of a tie vote, the motion shall fail. The Chair shall have a vote in all matters coming before this Commission. (See ACC charge approved by Board of Trustees in December 2008.)

♦ All meetings of the ACC shall be open to the academic community. Those who do attend may present their views on the subject under discussion upon recognition by the Chair.

♦ The ACC may, if a majority of the Commission desires, move into executive session or a committee of the whole. Upon termination of the subject under consideration, the Commission shall return to regular session, and the Chair shall rise and report.

♦ Committees reporting to ACC shall forward sufficient paper and email copies of their approved minutes for review within twenty-one (21) working days of their initial meeting. The minutes shall clearly show date of the meeting, date the minutes were approved, the recorder, a quorum listing those present and absent, and actions taken. Curriculum committee minutes shall provide an appropriate and working E-sign form link for actions regarding courses or programs. Actions taken by committees reporting to ACC shall have the implied consent of ACC unless rejected or postponed by majority vote at the first reading of those minutes. ACC may vote to extend the time for review to its next regular meeting or to a special meeting. Actions not approved by ACC may be resubmitted to ACC for reconsideration or appealed directly to the Faculty Senate.

BL 3.2 New Communication Process Established (Fall 2007). Immediately following each meeting, but no later than two days after, the recorder for the ACC, or the chair or designee will forward an e-mail digest of actions, particularly those related to curricular matters, to the President of the Senate, to the ACC membership, College Deans and Assistants, Curricular Chairs and committees, and appropriate vice presidents, provosts, vice provosts, agencies and offices.

BL 4. Parliamentary Authority

♦ The current edition of Sturgis governs this organization in all parliamentary situations that are not provided for in its bylaws or the Senate Constitution.

♦ The Chair shall annually appoint one member of the Commission to act as parliamentarian or vice chair. He/she shall be the authority regarding all interpretations of the above (Standard Code of Parliamentary Procedure).

♦ The Chair of ACC, or the Chair’s representative, shall be an ex officio, non-voting member of all ACC Standing Committees. (11/16/2010)
BL 5. Membership - Seat Vacated – Proxy Vote

- The seat of a Commissioner may be declared vacant by the ACC Executive Committee for the following reasons:
  1) failure to attend any three consecutive regular meetings of the ACC without sufficient reason as determined by the Executive Committee;
  2) in the case of a faculty member, leaving the employ of the university, or
  3) in the case of a student, ceasing to be eligible to hold elected or appointed office.
  4) At the time the vacancy is declared, the Commissioner involved shall be so notified.
- A Commissioner may designate a surrogate to attend any given meeting provided that the ACC chair is notified in writing of the identity of the surrogate prior to the meeting. The surrogate generally shall NOT have voting privileges unless approved by a quorum of those present.
- However, a Commissioner who cannot attend a meeting may submit a proxy vote on a subject under consideration provided he submits a signed request to the Chair on the day of the vote, and indicates that his surrogate can vote, or notifies the chair in writing how he wishes to vote on a recurring topic under consideration that day. The exercise of this privilege is subject to the limitations outlined in VII-A, Policies on Affirmative Action, Employment, Equal Opportunity, and Discrimination of the Faculty handbook.
Chapter 7: ACC AND ITS COMMITTEES: STANDING COMMITTEES

7.1 Committee on Undergraduate Education (CUE)

7.2 Graduate Council (Grad)

7.3 Council on University Programs (CUP) approves minutes from the following:
   7.3a Honors Board;
   7.3b International Studies CC;
   7.3c Leadership Studies CC (charge in process);
   7.3d Women Studies CC (charge in process)

7.4 International Programs Advisory Committee (IPAC)

7.5 Recruitment, Admissions and Support Committee (RASC)

Monahan Rule

Councils, commissions, colleges, departments, and programs considering actions, which will impinge upon courses or programs offered by another unit of Western Washington University, must give written notification to the unit involved two weeks in advance of the action. Failure to do so may delay or void the action. The purpose of this regulation is to allow an opportunity for input by the affected unit.

Term of appointment to all ACC standing committees shall be for two consecutive years. Committee members may stand for reappointment for two additional two-year terms. (spring 2008). After reaching term limits a member must remain off a standing committee for one year before becoming eligible for reappointment. The Chair of ACC, or the Chair’s representative, shall be an ex officio, non-voting member of all ACC Standing Committees. (11/16/2010)

Openings for appointments to ACC committees shall be published by email and via Senate Abstract in Western Today for faculty, staff, and administration. In the case of student appointments, the Vice President of the Associated Students of Western Washington University shall be notified of the openings which shall be published in Associated Students’ official announcements.

Standing Committee members may resign their position by written notice to the respective committee chair and to the ACC Chair. ACC shall appoint a new member for the remaining of the resigning member’s two-year term. A resigning member may recommend a replacement.

Reportage: Committees and Councils meet at least once a quarter and report to the ACC. Thirty-two (32) copies of the minutes of each meeting shall be sent to the Office of the Faculty Senate (MS9020, OM350) within twenty-one (21) days of the meeting.

ACC Discourages “Cyber” Meetings. In order to ensure minutes are forwarded to ACC in a timely manner, a quorum of a Curriculum Committee’s members may opt to approve their own meeting minutes via email. While it is okay to review and approve meeting minutes as soon as possible online, the conducting of a formal meeting, or a “cyber” meeting is not doable for a number of reasons, particularly since it is not possible to adhere to parliamentary procedure.
## 7.1 COMMITTEE ON UNDERGRADUATE EDUCATION (CUE)

### Membership

The membership of the Committee on Undergraduate Education (CUE) shall be designated as follows:

**Voting Faculty (12):**
- Business and Economics (1),
- Fairhaven (1),
- Fine and Performing Arts (1),
- Huxley (1),
- Humanities and Social Sciences (2),
- Science and Technology (1),
- Woodring (1);
- the Library (1);
- Two At Large faculty who teach GURs (2);
- The faculty Director of the University Writing Program** (1)

**Two students (voting) appointed by the Associated Students' Board who have taken GURs at Western (2),**

**Vice Provost for Undergraduate Education, voting (1),**

**Director of Advising, ex officio, non-voting (1)**

**Associate Director, Residence, ex officio, non-voting (1)**

**Representative, ex officio, non-voting from the Registrar’s office (1),**

**Also:**
- One faculty representative liaison with the Academic Coordinating Commission (see Addendum)

**Currently designates Director of Writing Instruction Support**

### Charge

- Advise the Academic Coordinating Commission on all curriculum matters related to General Education, including the acceptance of courses for listing as fulfilling General University Requirements (GURs) and oversight of the Writing Proficiency (WP) requirement.
- Promote the goals of a liberal education in general, and writing and general education goals in particular, within the academic community.
- Periodically review these educational goals and assess the degree to which these goals have been achieved. These spheres of assessment include the University, colleges, and departments. The Committee on Undergraduate Education shall communicate its findings, and recommendations for improvement, to the ACC and the appropriate units.
- Work in cooperation with and with support from the offices of the Vice Provost for Undergraduate Education; and the University Writing Program.
- Report to the ACC.

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**Addendum (5/10/11):** The ACC invited a member of CUE familiar with its activities to participate as an Ex Officio non-voting member of ACC for 2011-2012, to establish strong and timely communication between ACC and CUE. Since the Chair of ACC, an invited member of CUE, cannot attend every CUE meeting, this liaison can be continued or renewed from year to year as necessary, or for those years when no one on ACC has been appointed to sit on CUE.

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**ACC revised and approved 12/7/2010 - Replaces GER and Assessment Committees**
7.2 GRADUATE COUNCIL

Membership
The Graduate Council shall consist of sixteen members:

• six graduate faculty (6), a voting member, from each college that has a graduate program (6), the member being chosen in Spring Quarter by the Dean of the college;

• six graduate faculty (6) voting, three to be appointed by the ACC each year in spring quarter, for staggered two year terms (no more than two from any one college);

• three graduate students (3), voting members, appointed by the AS Board, as needed;

• Dean of the Graduate School (1), ex officio, a non-voting member.

Faculty serving on Graduate Council are tenure track faculty.

Chair: The Chair of the Graduate Council shall be elected from among the faculty on the Council at the first meeting Fall Quarter.

Support: The Graduate Office shall provide all needed clerical support to the Committee.

Reportage: The Graduate Council meets during the academic quarter on alternate Tuesdays at noon, but not during Finals week. Minutes of the Graduate Council are forwarded to ACC within two weeks of the meeting.

Charge
The Graduate Council shall have jurisdiction over all graduate curricula and degree programs. The Graduate Council:

• Adopts regulations for admission of applicants to the Graduate School.

• Adopts standards and regulations for advancement of students through graduate programs and for the awarding of all graduate degrees granted by Western Washington University.

• Coordinates the approval processes for new graduate programs and concentrations proposed by academic departments.

• Reviews existing graduate programs periodically.

• Approves all courses (including online and off-campus) for inclusion in graduate programs.

• Hears petitions upon appeal with respect to variations from adopted standards.

• Recommends students for the awarding of graduate degrees on behalf of the faculty.

May 8, 2012
ACC created a Council on University Programs to oversee the curriculum from “All University Programs” not affiliated with a college in May 2010. CUP minutes are forwarded to ACC:

### 7.3 COUNCIL ON UNIVERSITY PROGRAMS (CUP)

**Membership**

**Members.** The Council on University Programs consists of seven (7) faculty members, including one faculty from each of the following Interdisciplinary programs: Honors Program, International Studies, Leadership Studies and Energy Studies (4); 

Two tenure-track faculty, preferably faculty from outside of university-wide programs, from any two of the Colleges including the Library, with colleges rotating representation (2); and

The Associate Chair of ACC, who shall not be elected chair of the Council (1).

Faculty serve two-year terms and may serve up to six consecutive years to provide continuity and to stagger the membership.

**Chair.** The chairperson of the Council on University Programs shall be elected from among the members at the first meeting of Fall Quarter.

**Reportage.** The Council meets no less than twice a quarter or more often as required.

Sufficient copies of the approved minutes of each meeting shall be forwarded to ACC via the Office of the Faculty Senate (MS9020, OM350) within fourteen days of the meeting.

**Charge**

The Council on University Programs reviews and approves curricular proposals from an interdisciplinary perspective, including seminars.

The Council oversees effective ways of ensuring the quality of interdisciplinary and University-wide programs.

The Council functions as a college curriculum committee for programs not affiliated with a college, and as such is a standing committee of the ACC.

Curricular authority over University-wide programs not affiliated with a college is vested entirely in the Council on University Programs. However, implications regarding repeatability, prerequisites and equivalency or other implications for majors must be referred to the relevant department.

Recommendations that result from such consultations must be captured in the Council’s minutes to the ACC.

*Approved by ACC 5/11/2010*

### 7.3a HONORS BOARD (a university-wide program committee reporting to CUP)

**Membership**

The Honors Board consists of seven voting members:

- Five faculty appointed by ACC;
- Two students, one chosen each year by the Board from among applications from the Honors student body. AS is to be notified of these appointments.

The Director, ex officio, non-voting.

Faculty shall represent the academic disciplines broadly, with no more than two faculty members serving from the same college, and no more than one faculty member from the same department.

**Chair.** The Honors Director

**Support.** The Honors Office provides all necessary clerical support for the Board.

**Minutes.** Sufficient copies of the approved minutes of each meeting shall be forwarded to the Council on University Programs (CUP) within a fortnight of the meeting.

**Charge**

The Honors Board advises and assists the Director of the Honors Program in the administration of the Honors Program.

The Board aids the Director in recruiting faculty for the program, reviews and approves all curricular proposals, including seminars, recommends students for scholarships and awards, and assumes other duties as necessary.

*Approved by ACC 5/10/2011*
7.3b INTERNATIONAL STUDIES CURRICULUM COMMITTEE (ISCC) (a university-wide program committee reporting to CUP)

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<thead>
<tr>
<th>Membership</th>
<th>Charge</th>
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<tbody>
<tr>
<td>The International Studies Curriculum Committee (ISCC) consists of:</td>
<td>The specific duties of the ISCC are:</td>
</tr>
<tr>
<td>• Six voting faculty broadly representative of programs and disciplines at the university (no more than two from the same college, and on more than one from the same department);</td>
<td>1. To review proposals for and make recommendations to CUP and to ACC regarding the cross-listing of departmental and college offerings with the Center for International Studies' offerings.</td>
</tr>
<tr>
<td>• The Executive Director of the Center for International Studies, a non-voting member</td>
<td>2. To review proposals for and make recommendations to CUP and to ACC regarding the review, creation, or deletion of INTL courses.</td>
</tr>
<tr>
<td>• One student appointed by the Associated Students' Board of WWU (voting).</td>
<td>3. To make recommendations to the Executive Director of the Center for International Studies (CIS) about initiatives to internationalize Western's curriculum.</td>
</tr>
</tbody>
</table>

Terms of members are staggered two-year terms. Faculty may not serve more than six consecutive years or three consecutive terms.

Chair: The chairperson shall be elected from among the voting members at the beginning of each fall quarter.

Support: The CIS administrative assistant shall provide all needed clerical support to the committee.

Minutes: The ISCC shall meet at least twice per quarter and reports directly to CUP, which in turn reports its recommendations and actions to the ACC. Sufficient copies of the approved minutes of each meeting shall be forwarded to the Council on University Programs (CUP) within a fortnight of the ISCC meeting, and such minutes shall be included with CUP's reportage to the ACC.

ACC approved March 2012

7.3c LEADERSHIP STUDIES CURRICULUM COMMITTEE (Lead CC) (a university-wide program committee reporting to CUP)

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<td>In process:</td>
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7.3d WOMEN STUDIES CURRICULUM COMMITTEE (WSCC) (a university-wide program committee reporting to CUP)

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<tr>
<th>Membership</th>
<th>Charge</th>
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Travel Abroad and IPAC, the International Programs Advisory Committee

IPAC frequently focuses on itineraries and practical matters related to travel abroad, while the colleges and ISCC focus on academic outcomes and curricular value. IPAC does not approve courses since it is advisory in nature.

ACC recommends that IPAC minutes say “recommend approval” or “recommend postponement” since ACC approves IPAC’s recommendations upon the completion of IPAC requirements – which are considered along with college actions and ISCC actions on curricular matters related to study abroad programs. Where there are timing issues such as Fall Quarter approval for Winter quarter travel, a recommendation to use the term “contingent approval” is suggested. (ACC Minutes 12/6/2011)

### 7.4 INTERNATIONAL PROGRAMS ADVISORY COMMITTEE

<table>
<thead>
<tr>
<th>Membership</th>
<th>Charge</th>
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<tr>
<td>The voting members of the International Programs Advisory Committee shall consist of seven faculty members (7) who are broadly representative of programs and disciplines at the university and appointed by ACC, one student (1) appointed by the Associated Students of WWU. The non-voting ex-officio members will consist of the Director for International Programs Exchanges (1), and the Executive Director of the Center of International Studies (1). Two-year terms of office shall be staggered. A quorum consists of at least four faculty present.</td>
<td>The International Programs Advisory Committee (IPAC) shall have responsibility for non-curriculum dimensions of study abroad and faculty led courses and programs offered outside of the United States. Departments and college curriculum committees are responsible for the academic oversight of these courses. IPAC is specifically focused on the logistics, promotion and recruitment for these courses or programs.</td>
</tr>
<tr>
<td><strong>Chair:</strong> The Chairperson shall be elected by and from the members at the first meeting of each Fall Quarter. After serving as Chair, the Chairperson shall continue as a member of the committee for two more years.</td>
<td><strong>☐</strong> To recommend to ACC guidelines for proposing and evaluating study abroad and faculty led courses and programs to be offered outside the United States. Guidelines should also address the question of inter-institutional standards.</td>
</tr>
<tr>
<td><strong>Support:</strong> The International Programs and Exchanges department shall provide all needed clerical support to the Committee.</td>
<td><strong>☐</strong> To recommend and evaluate proposals from all Colleges of WWU for study abroad and faculty led courses and programs outside the United States, with the exception of those courses with field trips which go incidentally to British Columbia, Canada.</td>
</tr>
<tr>
<td><strong>Reportage:</strong> The Advisory Committee reports directly to the Academic Coordinating Commission (ACC). The Committee meets at least once a quarter. Copies of minutes of all meetings are forwarded to ACC for review of all actions.</td>
<td><strong>☐</strong> To evaluate the quality of existing study abroad and faculty led courses and programs offered by Colleges of WWU held outside the United States, and to recommend changes in the programs where appropriate. To consider the frequency, rotation and distribution of study abroad and faculty led courses and evaluate the competition of these courses making recommendations to alternate the offerings.</td>
</tr>
<tr>
<td>- Revised Spring 2011</td>
<td><strong>☐</strong> To advise the Director of International Programs and Exchanges on all matters relating to study abroad and international exchange.</td>
</tr>
</tbody>
</table>
### 7.5 RECRUITMENT, ADMISSIONS & SUPPORT COMMITTEE (RASC)

#### Membership

The Recruitment, Admissions & Support Committee shall consist of twelve (12) members:

- Seven (7) faculty appointed by ACC broadly representative of the university, with no more than one faculty member per department and no more than two faculty per college;
- Two (2) students appointed by the Associated Students Board; and
- Three (3) in Administration: Director of Admissions, Associate Director of Admissions, and the Registrar.

Admissions Counselors are invited to attend meetings.

The Director of the International Center is a permanent guest of the RASC.

Administrators hold ex officio, non-voting status and may not serve as chairperson.

**Chair:** The Chairperson of RASC shall be elected by and among the faculty members at the first meeting of Fall Quarter. The Chair shall be a faculty member in the second year of service on the committee, and following service as chair shall serve at least one more year on the committee to provide continuity.

**Meetings:** RASC meets at least twice per quarter, is a Standing Committee of and reports directly to the Academic Coordinating Commission. Copies of minutes of all meetings are approved (via email if necessary) and forwarded to ACC promptly for review.

**Clerical Support:** Will be reviewed and agreed upon in collaboration with the Office of Admissions.

#### Charge

The Recruitment, Admissions and Support Committee (RASC) shall work with and advise Admissions at Western Washington University, and will make recommendations to the University about recruitment, admissions, and support of students, with an expected outcome of increases in the proportion of highly talented students from across the cultural spectrum enrolled at WWU.

**Recruitment:**

RASC evaluates and promotes strategies to involve faculty in increasing the yield of admitted students as part of the institutional enrollment plan:

- Advises on means whereby prospective students from under-served and underrepresented populations become informed and aware of the requirements at WWU to successfully prepare to meet the eligibility requirements.
- Advises on strategies for the recruitment of
  - Honors students and other highly talented students,
  - Students from diverse backgrounds,
  - International students.

**Admissions:**

RASC advises Admissions on the implementation of the admissions policies of WWU:

- Advises and consults with WWU Admissions on a holistic approach to admitting students.
- Ensures that Admissions policies and practices are easy to access and understand by potential Western students, the public, and the staff and faculty at Western.
- Recommends policy for admission and enrollment with credit or advanced standing
- Reviews and develops articulation agreements with community colleges and high schools to enhance academic preparation for entry into majors programs.
- Advises Admissions on handling admissions complaints and appeals.
- Helps eliminate problems that transfer students have in learning about academic options, and helps coordinate and simplify procedures for entry into major programs, all-university programs, and the General Studies major.
- In collaboration with Admissions, provides faculty with comparison information on recruitment, admissions, and support practices at other universities. Annually informs the ACC about 1) admissions decision statistics for undergraduate and graduate programs and 2) major RASC initiatives.
- Helps decide which students to readmit to WWU and when exceptions to the existing admissions and readmissions policies are warranted. (See Charge for Scholastic Standing Sub-Committee of Admissions).

**Support:**

RASC participates in devising an array of strategies and tactics to enable recruited students to be sufficiently supported financially, administratively and academically, thereby:

- Increasing the likelihood that student expectations of exemplary experiences at Western are fulfilled,
- Thus encouraging prospective students to attend the university—not only honors and other highly-talented students—but also students from diverse backgrounds, international students, veterans, and students with disabilities.

May 2012
Chapter 8: ACC AND ITS COMMITTEES:
COLLEGE CURRICULUM COMMITTEES

8.1 Council on Humanities and Social Sciences Curriculum
8.2 College of Sciences and Technology Curriculum Committee
8.3 College of Business and Economics Curriculum Committee
8.4 College of Fine and Performing Arts Curriculum Committee
8.5 Fairhaven College Curriculum Committee
8.6 Huxley College Curriculum Committee
8.7 Teacher Curricula and Certification Council – Woodring (TCCC)
8.8 Woodring College Curriculum Council
8.9 Western Libraries Curriculum Council

Monahan Rule
Councils, commissions, colleges, departments, and programs considering actions, which will impinge upon courses or programs offered by another unit of Western Washington University, must give written notification to the unit involved two weeks in advance of the action. Failure to do so may delay or void the action. The purpose of this regulation is to allow an opportunity for input by the affected unit.
The term of appointment to all ACC curriculum committees shall be for two consecutive years. Committee members may stand for reappointment for two additional two-year terms. *(spring 2008).* After reaching term limits a member must remain off a standing committee for one year before becoming eligible for reappointment.

The Chair of ACC, or the Chair’s representative, shall be an *ex officio, non-voting* member of all ACC Standing Committees. *(11/16/2010)*

Openings for appointments to ACC curriculum committees shall be advertised in the colleges and members are appointed by the college faculty. The Senate Office maintains the record of faculty members on college curriculum committees and their term limits in the Senate Office and on the Senate webpage. In the case of student appointments, the Vice President of the Associated Students of Western Washington University shall be notified of the openings which shall be published in Associated Students’ official announcements of the *Western Front.*

Curriculum committee and council members may resign their position by written notice to the respective committee chair or to the ACC Chair following which a new member shall be appointed for the remaining of the resigning member’s two-year term.

**Reportage:** College Curriculum Committees and Councils meet at least once a quarter and report to the ACC. Eleven (11) copies of the minutes *(approved by the curriculum committee)* of each meeting shall be sent to the Office of the Faculty Senate (MS9020, OM350) within seven (7) days of the meeting. *(2013)*

**ACC Discourages “Cyber” Meetings.** In order to ensure minutes are forwarded to ACC in a timely manner, a quorum of a Curriculum Committee’s members may opt to approve their own meeting minutes via email. While it is okay to review and approve meeting minutes as soon as possible online, the conducting of a formal meeting, or a “cyber” meeting is not doable for a number of reasons, particularly since it is not possible to adhere to parliamentary procedure.

**Council on University Programs (CUP)** was created by ACC in May 2010 as a Standing Committee *(see 7.3 above)* to provide curricular oversight for interdisciplinary and other programs that do not reside in a college.

### 8.1 College of Humanities and Social Sciences Curriculum Council

#### Membership

The College of Humanities and Social Sciences Curriculum Council (CHSSCC) is composed of eight members: two department chairs nominated by the Dean's Advisory Council, and six tenure-track or tenured faculty members appointed by the Faculty Affairs Council. The members representing the chairs and the faculty are appointed to staggered three-year terms. The Associate Dean of the College, as designated by the Dean, presides over the Curriculum Council, which determines its own organization and procedures.

#### Charge

The College of Humanities and Social Sciences Curriculum Council (CHSSCC) is responsible for the approval of all academic courses and programs in the College, for reviewing matters related to the quality of the curriculum, including size of majors, prerequisites, and access, and for approving student/faculty designed majors. The Curriculum Council recommends changes in policy or procedures to the Faculty Affairs Council.
8.2 SCIENCES AND TECHNOLOGY CURRICULUM COMMITTEE

Membership
Each department of the College of Sciences and Technology is eligible to select one member for the Sciences and Technology Curriculum Committee (STCC), according to a procedure approved by the Dean.

If none of the members of the Curriculum Committee selected by departments is from SMATE, then SMATE may select one member. The term of service is three years, with approximately one-third of the Committee’s membership selected annually. No member shall serve more than two consecutive terms.

As delegated by the Dean, the Associate Dean is Chair of the Curriculum Committee.

Charge*
The Sciences and Technology Curriculum Committee (STCC) is the curricular governing body of the College of Sciences and Technology. The Committee approves all academic courses, programs, and majors within the College and makes recommendations to the Dean on curricular matters. The Curriculum Committee determines its own procedures.

*Reviewed by ACC 2004/05

8.3 COLLEGE OF BUSINESS AND ECONOMICS

Membership
The College of Business and Economics Curriculum Committee shall consist of one representative from each of the five departments (Accounting; Management; Finance and Marketing; Decision Sciences; and Economics). Appointments are for two-year terms with half of the committee elected each year and are made by respective departments at the end of each Winter Quarter; members may be re-elected.

Chair: The Curriculum Committee shall elect its own Chairperson from its members.

The Office of the Dean, College of Business and Economics, shall provide all needed clerical support.

Charge
The College of Business and Economics Curriculum Committee (CBECC) shall study and approve curricular matters for the upcoming catalogs and analyze curricular changes in the longer term.

Monahan Rule
Curriculum changes being considered which will impinge upon courses or programs offered by another unit of Western Washington University, must give written notification to the unit involved two weeks in advance of the action. Failure to do so may delay or void the action. The purpose of this regulation is to allow an opportunity for input by the affected unit.
### 8.4 COLLEGE OF FINE AND PERFORMING ARTS
#### Curriculum Committee

**Membership**
The College of Fine and Performing Arts Curriculum Committee shall consist of two faculty members from each of the three departments, one student chosen by the faculty of each department, and the Dean of the College of Fine and Performing Arts (ex officio). Faculty are appointed by the department chair prior to the beginning of fall quarter to staggered two-year terms to ensure continuity.

**Chair:** The Dean of the College of Fine and Performing Arts shall serve as Chairperson, ex officio and non-voting, except in the case of tie votes.

The Office of the Dean, College of Fine and Performing Arts, shall provide all needed clerical support.

**Charge**
The College of Fine and Performing Arts Curriculum Committee (CFPACC) will consider approval of new courses, course revisions, interdisciplinary programs and graduation requirements for the College.

### 8.5 FAIRHAVEN COLLEGE of INTERDISCIPLINARY STUDIES
#### Curriculum Committee

**Membership**
The Fairhaven College Curriculum Committee consists of three faculty and three students appointed by the Dean; and the Records Assistant and the Dean (ex-officio). Student nominations are sought through the Fairhaven Bulletin. The chair is elected by the committee from among the faculty members. Appointments are effective from the beginning of Fall Quarter. Terms of office are for one year.

**Chair:** The Curriculum Committee shall elect one of its faculty members as Chairperson.

The Office of the Dean, Fairhaven College, shall provide all needed clerical support.

**Charge**
The Fairhaven College Curriculum Committee (FCCC), shall have responsibility for curriculum development, shall make recommendations of curricular need to the Faculty Appointments and Affairs Committee, shall recommend the allocation of visitor funds to the Dean, shall be responsible for curricular liaison with Western Washington University, and shall make curricular recommendations to the faculty and the Dean.

Final internal actions on curriculum are the responsibility of the faculty and the Dean.
### Membership

Huxley College Curriculum Committee consists of the Department Chairs (2), two additional faculty from each department (4), the Undergraduate Advisor (1), one additional staff from each department (2) and one student from each department (2).

The committee will elect one of the tenured faculty members to chair the committee. A quorum consists of a majority of the committee members, with at least four faculty present.

Faculty are selected for one-year, renewable terms. Students are selected by faculty from nominations made by the Huxley College Community Affairs Committee. The Dean of Huxley College shall provide all needed clerical support.

*Mar 2009*

### Charge

The Huxley College Curriculum Committee (HCCC) shall review all proposed revisions of the undergraduate curriculum changes to existing undergraduate courses and proposals for new courses or undergraduate programs. It may also initiate proposals to improve the quality of the curriculum and the coordination of the Departments' major and minor programs.

The purposes of the Curriculum Committee are:

- To review and approve changes to curriculum and catalog copy after the vote of the appropriate department.
- To approve changes in preparatory courses required for admission to Huxley College after the vote of the appropriate department.
- To oversee and coordinate the content and structure of the Huxley core.
- To review annual course scheduling submitted by each department.
- To approve student requests for individual curricular changes involving Huxley College core courses or requirements for admission.
- To review and approve student/faculty designed majors.

### Monahan Rule

Curriculum changes being considered which will impinge upon courses or programs offered by another unit of Western Washington University, **must give written notification to the unit involved two weeks in advance of the action. Failure to do so may delay or void the action.** The purpose of this regulation is to allow an opportunity for input by the affected unit.
### Membership

**Faculty Membership** numbers ten Faculty (10):
- Two (2) from the College of Humanities and Social Sciences;
- Two (2) from the College of Sciences and Technology; Two (2) from the College of Fine and Performing Arts;
- Three (3) faculty from Woodring: one each representing Elementary Education, Secondary Education and Special Education;
- One (1) Woodring representative to ACC.

**Total Membership** of 15 - 17 also includes:
- One (1) Public school representative;
- One (1) Director of Certification and Accreditation;
- One (1) Director of Teacher Education Admissions and Field Experience;
- One (1) Woodring Associate Dean, ex officio;
- One (1) to three (3) students representing Elementary Education, Secondary Education, and/or Special Education. Students may be undergraduate, post-bac or graduate students.

**Term:** Appointments shall be for two-year terms. Members may be reappointed and serve up to six years in total. Members must then remain off the committee for one year before becoming eligible for reappointment.

**Chair:** The Associate Dean of Woodring College of Education shall serve as Chairperson, ex officio, non-voting except in cases of tie votes. The Office of the Dean, Woodring College of Education, shall provide all needed clerical support to the Teachers Council.

**Reportage.** Minutes of TCCC (which can be approved via email if necessary) shall be forwarded to ACC as soon as possible following the meeting.

### Charge

The Teacher Curriculum and Certification Council (TCCC) shall have jurisdiction over teacher education curricula, teacher certification programs, and professional preparation programs proposed by certification consortia in which the university participates.

**TCCC shall:**
- Provide interaction among the units of WWU engaged in teacher preparation;
- Take actions to improve relations with agencies outside WWU which relate to teacher preparation and certification.

**Monahan Rule**

Curriculum changes being considered which will impinge upon courses or programs offered by another unit of Western Washington University, **must give written notification to the unit involved two weeks in advance of the action. Failure to do so may delay or void the action.** The purpose of this regulation is to allow an opportunity for input by the affected unit.
### 8.8 WOODRING CURRICULUM COUNCIL

<table>
<thead>
<tr>
<th><strong>Membership</strong></th>
<th><strong>Charge</strong></th>
</tr>
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<tr>
<td>The Woodring Curriculum Council shall include one faculty representative from each program area or department within the Woodring College of Education, the Associate Dean of Woodring College (ex-officio), and two students (one under-graduate and one graduate), appointed by the Dean from nominated and/or volunteer Woodring College of Education students.</td>
<td>The Woodring Curriculum Council (WCC) will review and approve all requests for new or revised courses/programs and catalog copy for the College, and for TESOL.</td>
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<tr>
<td>Membership appointments shall be for three years with reappointment possible at the end of each term.</td>
<td>Final review of new or revised courses and programs pertaining to Teacher Education and Teacher Certification programs will be conducted by the Teacher Curriculum and Certification Council (TCCC).</td>
</tr>
<tr>
<td><strong>Chair:</strong> The WCC shall elect one of its faculty members as Chairperson. The Office of the Dean, Woodring College, shall provide all needed clerical support.</td>
<td>Final review of new or revised courses and programs pertaining to Graduate Teacher Education courses will be conducted by the university Graduate Council.</td>
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**Monahan Rule**

Curriculum changes being considered which will impinge upon courses or programs offered by another unit of Western Washington University, **must give written notification to the unit involved two weeks in advance of the action.** Failure to do so may delay or void the action. The purpose of this regulation is to allow an opportunity for input by the affected unit.

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*Courtesy of WWU Photo Archives: Campus School Memory Project: Reading Project*
8.10 WESTERN LIBRARIES CURRICULUM COMMITTEE

**Membership**

The Western Libraries Curriculum Committee will consist of: the Head of Research & Instruction Services, the elected Academic Coordinating Commission Library representative, two Library faculty (who will serve staggered 2-year terms).

The WLCC may include one staff representative from the Instruction Committee for a two year appointment and one student appointed by the Dean of Libraries for a one year term.

Length of service is limited to two consecutive terms. The University Librarian serves as ex officio and is non-voting except in the case of tie votes. Faculty elected to the WLCC may stand for reappointment for one additional two-year term. When two consecutive terms have been served, a member must remain off of the WLCC for one year before becoming eligible for reappointment. Elections for new members are held in the spring.

**Chair:** The Western Libraries Curriculum Committee is chaired by the ACC representative. In addition to serving on the ACC, the representative will also have the responsibility to receive new/revised/cancelled course forms and forward these to the appropriate subject specialist.

**Voting:** In the case of a tie in the WLCC, the item will go the faculty for a vote.

**Support:** The Office of the Dean of Libraries will provide all needed clerical support. The Western Libraries Curriculum Committee reports to the Academic Coordinating Commission.

**Charge**

The Western Libraries Curriculum Committee will have jurisdiction over the curriculum of Western Libraries. The Curriculum Committee will review all proposed revisions of the curriculum and will make recommendations for the structure and content of the core courses. The committee will also be responsible for the review of all courses before their submission to the Academic Coordinating Commission (ACC) or the Graduate Council.

Curriculum changes being considered which might affect courses or programs offered by another academic unit of WWU will be forwarded to those units for review as part of the Library's internal review process. Failure to do so may delay or void the action.