

APPENDICES: All Appendices to this Guide are part of the ACC Handbook and are subject to the same approval processes as the Handbook itself. The Appendices have been created to easily locate specific information.

Appendix 2 – Students – definitions

Appendix 3 – Course rubrics

Appendix 4 – Minutes Template (*approved*)

Appendix 5 – Internal Reorganization



APPENDIX 1

CREDIT HOURS AND PROGRAMS IN THE WASHINGTON ADMINISTRATIVE CODE

Washington Administrative Code definition of a credit hour.

(18) "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.

The following WAC 250-61-100 provides academic program requirements:

- (1) Educational programs. Each program shall require the completion of a prescribed program of study leading to the attainment of competence in an interdisciplinary area or specific field of study. Programs shall generally meet the guidelines or standards of the accrediting association(s) to which the institution would apply for institutional or program accreditation.
- (c) The baccalaureate degree shall require at least one hundred eighty quarter credits, one hundred twenty semester credits, or four full academic years of postsecondary study. The degree shall require approximately two academic years of study in a distinct major and related subjects and, as a minimum, twenty-five percent of the program shall be in general education curricula
- (h) Home study, correspondence, and electronic media program(s) of study must be comparable in content, faculty, and resources to those offered in residency, and include regular student-faculty interaction by computer, telephone, mail, face-to-face meetings.
- (i) Undergraduate credit for noncollegiate learning may be awarded when validated through a portfolio or similar procedure. The institution shall maintain copies of examinations, portfolios, and evaluations used in this process. Noncollegiate learning credit shall constitute no more than twenty-five percent of an undergraduate degree program.

Definition of Credit Hour (from the 2006-2008 ACC Handbook)

Credit hours are assigned to a class based on the amount and type of work expected from a typical student in class. Classes will be assigned one credit for each hour of classroom discussion or lecture, and one credit for every two hours of laboratory or studio practice/rehearsal involving some preparation or reporting. Classes using different formats for at least part of the course will be assigned credit for amounts and types of work equivalent to those described above. When such a component is proposed, the type and amount of work involved must be described in detail. In particular, the activity for which credit is assigned must be structured and occur at regular intervals throughout the course; faculty must supervise and evaluate students' work in this activity.

The Academic Coordinating Commission 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 and Library Curriculum Committees 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.

APPENDIX 2

Special Information re Students (available in the CATALOG)

ACADEMIC HONESTY

The ACC reviewed and revised the Academic Honesty Policy in the current catalog. The ACC also prints a "Plagiarism Brochure" for student use. A copy can be downloaded from the ACC website.

DEFINING A "FIRST YEAR STUDENT":

A *First Year Student* for the purposes of stating a prerequisite for FYE courses is any student with fewer than 45 credits, no matter the origin of the credits.

FIRST YEAR EXPERIENCE (FYE) and FIRST YEAR STUDENT - ELIGIBILITY

The prerequisite for FYE courses is: *FYS status or permission of instructor.*

EARLY DECLARATION OF A MAJOR – [catalog,]

Soon after their arrival at Western, students should contact a departmental adviser to discuss the course of study leading to a major. Students are required to apply for an intended major **before they complete 60 credits, or at the time of admission if 60 or more credits are being transferred to Western.** Application must be made directly to the department that offers the intended major. Students who fail to declare a major by the time they reach 120 credits may not register.

60 CREDIT HOURS ADVISING REQUIREMENT – [catalog]

Students are expected to meet with the adviser of the academic department of their choice or an adviser in the *Academic Advising or Career Services Centers* regarding choice of a major by the time they complete 60 credits or during the first quarter of enrollment if 60 or more credits are being transferred to Western. [catalog]

GENERAL EDUCATION REQUIREMENTS*. The Committee on Undergraduate Education (CUE) reviews the General Education Requirements a student must satisfy: *Each student must satisfy the general education requirements contained in a single issue of the University Catalog. This may be the Catalog issued the year the student entered Western or any subsequent year.* For a student to claim the requirements in the *Catalog* in effect at the time of matriculation, the student must not miss two consecutive non-Summer quarters. (2005)

*GER requirements for graduation are not to be confused with General University Requirements (GURs) which are usually completed prior to entering the major. GERs usually require a WP course following completion of the GURs.

APPENDIX 3

Changing Course Rubrics: Requirements

Change of rubrics involves changing inter-related information across the university. The Registrar 's office is best able to clarify what needs to be done to initiate this move in any given situation. The Registrar has provided the following list of requirements for changing rubrics. Any such rubric change must be approved by ACC.

Requirements:

1. **Course Cancellations for all the courses in question**
Fill in the Request for Course Revision or Cancellation.
2. **New Course Requests for all the new subject rubrics in question**
Fill in entire New Course Request form.
3. **Revision of GUR/FYE course if necessary**
If certain GUR/FYE courses are affected, the essential information, course title, GUR classification, and new title can be forwarded to the GUR committee.
4. **Revision of Major/Minor requirements for all programs (including graduate) that will be affected by the subject rubric change. This means catalog as well as CAPP encoding.**
 1. *Identify all programs that will be subject to the change.*
 2. *Use the find function in the PDF version of the catalog to identify places where a course change may need to take place. According to the Monahan Rule this would require notifying departments affected by the change in curriculum*
 3. *Initiate course change forms.*

Prerequisite equivalencies for all the subject rubric changes

1. *Identify other department course prerequisites that may be affected by the rubric change.*
2. *Again, search the PDF Catalog to ensure that pre-requisites are included in the new course descriptions.*
3. *Update or revise prerequisites for courses with rubric changes.*

Equivalencies for all the subject rubric changes (COURSE REPEATS).

Note that the generated reports do not necessarily catch all the repeats in question.

Please be sure to get department approval so that everyone understands the level of "repeating" that is allowed. With all of this, please confer with the Chair of the Curricular Committee and the Chair of the DepAppartment when finalizing forms to ensure understanding across the department.

5. **Transfer equivalencies and subject rubric changes. Impact on Transfer Equivalency and Articulation.**
6. **Course Fees requests need to be cancelled or separate form needs to be prepared by the department.**
7. **Maintenance of Academic History and Records.**
8. **Changes to Major Guides and the Degree Planning Guide.**

A summary of departmentally-approved actions are to be forwarded to ACC.

APPENDIX 4

TEMPLATE FOR SUBMISSION OF CURRICULAR MINUTES TO ACC

(Approved by ACC 5/14/2013)

The following pages of this document contain the template (with examples) to be used for the submission of curricular minutes by the College and Curricular Committees reporting to ACC. This template captures the key details for various types of curricular actions, highlighting information that is considered important when making curricular decisions and approvals. Having the minutes from all the curricular committees in a consistent format will significantly aid ACC in evaluating curricular changes more efficiently, effectively, and in a timely manner. Please note that the **Rationale** and the **Effect of change** portions of each action needing ACC approval are extremely important for ACC deliberation. So please be sure they are communicated effectively. Note that e-form links are to be included for reference as well as approval tracking.

The following are the types of actions covered in this template:

- New Course Proposals
- Course Revision or Cancellation Proposals
- Temporary Course Proposals (X97s)
- Study Abroad Course Proposals (X37s)
- New Program of Study Proposal (Major, Minor, Master, Interdisciplinary, Certificate)
- Revision, Cancellation or Moratorium of a Program of Study
- Student-Faculty Designed Majors
- Creation of New Programs or Departments
- Important and significant changes to a Department's/Program's Catalog Introduction Page
- Minutes should also include important discussion details related to the curricular proposals and curricular agenda items

Please:

- Display only the '**Change To**' text for course or program revisions. There is no need to include 'Present' and/or 'Final Copy' as in the past.
- Use **10 or 11pt font**.
- **Number** the pages for easy reference.
- **Proofread** for accuracy and inclusion of all required information.
- Submit **ELEVEN (11)**, double-sided, 3-hole punched **paper** copies to the Faculty Senate office. In addition, please **email** one MS Word copy with functioning e-form links to RoseMarie.Norton@wwu.edu Senate Administrative Assistant. Both the paper copies and the email version must be received **no later than Tuesday at 2pm, one week before the scheduled ACC meeting**.
- When **emailing** your approved Word version of the curricular minutes to the Senate Office – please use the **subject line in the email** to accurately list the **curricular committee** and **date of meeting** in the format below. This will enable an easy search of the email inbox by subject to ensure that no minutes are skipped. Below are a few examples of email subject line details. Note that the **bolded part is important** for locating. The rest are samples of notes you might use.

Curric Mins CBE 00/00/00 – 11 copies

Curric Mins FAIRHAVEN 00/00/00 – 11 copies

Curric Mins CST 00/00/00 – 11 copies to be sent Monday

Curric Mins CUP 00/00/00 – w ISCC and Honors

Template continued

Name of College or Committee Curriculum Committee Minutes

Meeting Date: **Date** | **Location and Time**Members Present: (alpha order – **list Chair of Committee first**)

Excused:

Minutes prepared by:

College/CC approved: _____

Forward to ACC: _____

ACC approved: _____

Meeting called to order by chairperson, **name of Chair and Time**

I. Introductions

II. Items from Chair

- a. New agenda and minutes formatting
- b. Review of providing course evaluations with the new course proposal for courses previously offered as another number.

III. Committee discussed and acted on the following items:

SUMMARY

INFORMATIONAL ITEMS

STUDENT-FACULTY DESIGNED MAJORS

Student Name	Title of Major	Committee Chair	Action
Elisabeth Degrenier	B.A. in Visual Culture & Ancient Civilizations	Diane Johnson	Approved
Sean Guynes,	B.A. in Medieval Studies	Peter Diehl	Approved
Gaudelia Hurtado	Law, Diversity and Justice: Race, Politics, and Immigration	Niall Ó Murchú - Chair Committee members: Babafemi Akinrinade, Fairhaven; Julie Helling, Fairhaven	Approved

NEW TEMPORARY COURSES (X-37) Faculty-led Study Abroad

Course No	Course Name	Status	E-form#
CLST 337	History of the City of Rome	Approved; sent to IPAC	628091

NEW TEMPORARY COURSES (X-97)

Course No	Course Name	Status	E-form#
ANTH 497	Archaeology of the European Paleolithic	Approved; sent to Catalog Coordinator	618241
CSD 597B	Professional Development in CSD	Approved; sent to Grad Council	629048

CURRICULAR ITEMS

DEPARTMENT: HISTORY

COURSE CANCELLATIONS

APPROVED

Motion by Symons, seconded by Stoops.

Course No	Course Name	Type of Change	Status	E-form#
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HIST 325	Marriage and the Family in European History	Cancel	Approved; sent to ACC	605240
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COURSE REVISION
APPROVED

Motion by Keller, seconded by Stoops.

Course No	Course Name	Type of Change	Status	E-form#
HIST 525	History of Principles of Archives Administration & Records Management	Change title	Approved; sent to Grad Council	550804

DEPARTMENT: PHYSICAL EDUCATION HEALTH and RECREATION

NEW COURSES

Motion by Suprak, seconded by Li.

APPROVED

Course No	Course Name	Type of Change	Status	E-form#
KIN 435	Worksite Health Promotion	New	Approved; sent to ACC	613338

COURSE REVISIONS

Motion by Keller, seconded by Stoops.

APPROVED

Course No	Course Name	Type of Change	Status	E-form#
PE 345	Physical Education for Elementary School	Revise pre-req	Approved; sent to TCCC	623601

MASTER PROGRAM REVISIONS

Motion by Suprak, seconded by Li.

APPROVED

Master	Type of Change	Status	E-form#
Human Movement and Performance, Exercise Science, Thesis, MS	Title change	Approved; sent to Grad Council.	623596
Human Movement and Performance, Sport Psychology, Thesis, MS (In Moratorium)	Title change and moratorium	Approved; sent to Grad Council.	627483

DEPARTMENT: LIBERAL STUDIES

MINOR PROGRAM REVISION

Motion by Symons, seconded by Suprak.

APPROVED

Minor	Type of Change	Status	E-form#
The Study of Religion Minor	Revise title, credits and requirements	Approved; sent to ACC	584545

DEPARTMENT: ANTHROPOLOGY

COURSE REVISIONS

Motion by Keller, seconded by Stoops.

APPROVED

Course No	Course Name	Type of Change	Status	E-form#
ANTH 201	Introduction to Cultural Anthropology	Revise course description	Approved; sent to CUE	503799

DEPARTMENT: COMMUNICATION SCIENCES & DISORDERS**CATALOG COPY – DEPARTMENT PAGE REVISIONS****Motion by Li, seconded by Diehl.****APPROVED**

Communication Sciences and Disorders	Status	E-form#
Revision to major declaration requirements including GPA requirements.	Approved; sent to ACC	544315

DEPARTMENT: MANAGEMENT**MAJOR PROGRAM****Motion by K Tyran, seconded by Durham.****APPROVED**

Major	Type of Change	Status	E-form#
Business Administration – Management Concentration, BA	Revise course requirements	Approved; sent to ACC	648404

DEPARTMENT: BIOLOGY**MAJOR/MINOR/MASTER/PROGRAM****Motion by Prody, seconded by Anderson.****APPROVED**

Major/Minor	Type of Change	Status	E-form#
Behavioral Neuroscience, BS	Revise List of Elective courses	Approved; sent to CHSS	632615
Combined Major – Biology/Mathematics, BS	Additional course option	Approved; sent to ACC	551020

DEPARTMENT: ENVIRONMENTAL STUDIES**NEW MINOR****Motion by Buckley, seconded by Terich.****APPROVED**

Program Title	Status	E-form#
Disaster Risk Reduction	Approved; sent to ACC	553393

DEPARTMENT: ELEMENTARY EDUCATION**COURSE REVISION****TABLED**

Course No	Course Name	Type of Change	Action	E-form#
ECE 434	Environments for Early Learning	Revise course description	Tabled for further discussion.	538431

NEW MAJOR PROPOSAL**Motion by Lambert, seconded by Robinson.****APPROVED**

Program Title	Status	E-form#
Language, Literacy, and Cultural Studies	Approved; sent to	387066

	TCCC	
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**DEPARTMENT: ACCOUNTING
NEW MASTER PROPOSAL
APPROVED**

Motion by K Tyran, seconded by Durham.

Program Title	Status	E-form#
Master of Professional Accounting (MPAcc), Non-Thesis	Approved; sent to Grad Council	229321

Appendix A: Committee discussion of non-curricular items (not included).

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DETAILS

**INFORMATIONAL ITEMS
Committee**

as reported by ??????, Chair Curricular

Example of an X37 course

NEW TEMPORARY COURSES (X-37) Study Abroad

[E-form: 628091](#)

**CLST 337 History of the City of Roman (6)
SS12**

New Temp Course |

**Final copy:
IPAC**

APPROVED; sent to

Classical Studies 337 History of the City of Rome gives students the opportunity to experience for themselves the cultural monuments of the first millennium of Rome's history. Locating our class ipso in situ – in the eternal city itself – allows us to trace its growth from an Iron Age village to the hub of a world empire. Our goal: to give a frame of reference and a sense of place to students of Roman history and literature.

Prereqs: Co-req: ENG 3370

Example of an Undergrad Temporary Course

NEW TEMPORARY COURSES (X-97)

[E-form: 618241](#)

**ANTH 497 Archaeology of the European Paleolithic (3)
W12**

New Temp Course |

**Final copy:
Coordinator**

APPROVED; sent to Catalog

This class covers three basic areas in the Prehistory of Europe from approximately 1 million to 10,000 years ago, essentially the Pleistocene geologic era. First, the nature of the environment, its changes over time, and its influence on cultural and biological change. Second, the human species present, especially with respect to evidence for their origin and dispersal. Finally, the nature and pattern of human cultural and technological change during this period.

Example of a Grad Temporary Course

E-form: [629048](#)

**CSD 597B Professional Development in CSD (2)
W12**

New Temp Course |

**Final copy:
Council**

APPROVED; sent to Grad

The purpose of this conference is to provide up-to-date research and treatment strategies on a wide variety of special education issues. This conference provides numerous opportunities for professionals to acquire new information and ideas to work collaboratively to meet the needs of students with special needs. Therapists and educators will enhance their knowledge of best practice in instructional strategies. Participants will have the opportunity to hear nationally and internationally recognized speakers on a variety of topics. Educators can attend selected concurrent courses to best meet their professional needs. This set of courses is intended for the professional development of the attendee. The WWU credits may not be used as elective credits in a graduate degree program. (This statement will be included on the WWU registration form.)

DEPARTMENT: HISTORY

Example of a cancelled permanent undergrad course

CANCELLATION E-form: [605240](#)

APPROVED; sent to

ACC

HIST 325 Marriage and the Family in European History (4 credits)

Rationale for Cancellation:

Waning student interest in course; instructors who have taught the course (Professors Diehl and Eurich) unable to fit

it into schedules after recent revision of history major; some material now being integrated into other courses.

Effect of change on other programs/departments/colleges/collegial communication: None

Example of a permanent grad course revision

COURSE REVISIONS

Change to Copy: E-form: [550804](#)

APPROVED; sent to Grad

Council

HIST 525 History of Principles of Archives Administration & Records Management

History ~~of and~~ Principles of Archives ~~Administration & and~~ Records Management

An overview of the characteristics and uses of records and archival materials, and of the historical development, essential principles, and major functions of the archives and records management professions.

Credits: 4

Rationale for change: To correct the course title: replace "of" with "and"; replace "&" with "and"; and remove the redundant word "Administration"

Effect of change on other programs/departments/colleges/collegial communication: None

DEPARTMENT: PHYSICAL EDUCATION, HEALTH and RECREATION

Example of a new permanent undergrad course proposal

NEW COURSE

[E-form: 613338](#)

APPROVED; sent to

ACC

Final copy:

KIN 435 WORKSITE HEALTH PROMOTION

Theoretical and practical aspects of developing and implementing worksite health promotion programs, including student team development and implementation of a community worksite based health promotion program.

Prerequisites & Notes:

HLED 345; HLED 350 (or concurrent) or PE 414

Credits: 5

Rationale for new course: This course is an important senior level course which provides students with the opportunity to use skills and knowledge developed in other lower level major courses. They will combine this knowledge with the specific information learned in this course, to develop a worksite health promotion program for a group of workers within the WWU campus community, or in the Bellingham community.

This course has been offered successfully for over 20 years through the community health program in the Dept. of Physical Education, Health and Recreation. This year we are moving the course from the community health program to the kinesiology program for the following reasons.

This course was developed and offered by the community health program as a required course for community health majors and an elective course for kinesiology majors. In recent years the instruction of the course has shifted from the community health program faculty to the kinesiology program faculty. Additionally, it is no longer a required course for community health majors. It is now an elective course for community health majors, and is very rarely selected by them. It has become a very popular elective course for kinesiology majors. Accordingly, the community health program and the kinesiology program within the Dept. of Physical Education, Health and Recreation have agreed to move this course from the community health program the kinesiology program to reflect its current instruction and student enrollment. A course cancellation form has been submitted to delete this course as part of the community health program, HLED.

Rationale for prerequisites: HLED 345 teaches about common diseases in society, and the students in KIN 435 will be designing programs to address these diseases. Knowledge of human nutrition (HLED 350 or PE 414) is essential when designing health promotion programs.

DEPARTMENT: PHYSICAL, HEALTH & RECREATION DEPARTMENT

Example of a permanent undergrad Teacher Ed course revision, also requiring TCCC approval

COURSE REVISION

[E-form: 623601](#)

APPROVED; sent to

TCCC

Change to Copy:

PE 345 PHYSICAL EDUCATION FOR ELEMENTARY SCHOOL

Physical activities in fundamental skill development, fitness, creative movement, rhythms and gymnastics for elementary age. Includes methods of teaching and developmental characteristics of children.

Prerequisites & Notes:

Admission to Woodring College of Education; ~~PSY 230~~ or EDUC 301

Credits: 3

Rationale for change:

PSY 230 was a prerequisite prior to the creation of EDUC 301. It continued to be listed to ensure access to students who had taken the previous version. Sufficient time has passed such that all students have taken EDUC 301.

Effect of change on other programs/departments/colleges/collegial communication:

This course is a requirement in the Woodring Elementary Education Program. The change in prerequisite will have no effect on the students or the program.

Example of a Master program revision, also requiring Grad Council approval.

MASTER PROGRAM REVISIONS

[E-Form: 623596](#)

APPROVED; sent to Grad Council

Change to Copy:

Human Movement and Performance, Exercise Science, Thesis, MS

~~Human Movement and Performance~~ [Kinesiology](#), Exercise Science, Thesis, MS

NO OTHER PROGRAM CHANGES - ONLY TITLE CHANGE

Rationale for change:

Human Movement and Performance degree name will be changed to Kinesiology. The name change coordinates with the undergraduate degree name and reflects the US Department of Education classifications. Graduate School personnel have also suggested this change. No resource implications.

Effect of change on other programs/departments/colleges/collegial communication:

Have coordinated with Graduate School and this has no other impact on any other programs/departments/colleges.

Example of a Master program in moratorium, with a title revision, also requiring Grad Council approval.

[E-Form: 627483](#)

APPROVED; sent to Grad Council

Change to Copy:

**Human Movement and Performance, Sport Psychology, Thesis, MS
(In Moratorium)**

~~Human Movement and Performance~~ [Kinesiology](#), Sport Psychology, Thesis, MS **(In Moratorium)**

NO OTHER PROGRAM CHANGES - ONLY TITLE CHANGE

Rationale for change:

Human Movement and Performance degree name will be changed to Kinesiology. The name change coordinates with the undergraduate degree name and reflects the US Department of Education classifications. Graduate School personnel have also suggested this change. No resource implications.

Effect of change on other programs/departments/colleges/collegial communication:

Have coordinated with Graduate School and this has no other impact on any other programs/departments/colleges.

DEPARTMENT: LIBERAL STUDIES

Example of a Minor program revision – using strikethrough and underline tools to highlight changes.

MINOR REVISION

[E-Form: 584545](#)

APPROVED; sent to

ACC

Change to Copy:

~~The Study of Religion Minor~~ Study of Religion Minor

~~30-35~~ 25-30 credits

Introduction

The Minor in the Study of Religion provides scholarly, critical, nonsectarian study of religions. Students study religious beliefs, practices, identities and organizations, and how they have influenced and been influenced by other aspects of society and culture.

For advisement regarding the minor, contact the Liberal Studies Office.

Grade Requirements

A grade of C- or better is required for a student's major or minor courses, and supporting courses for majors and minors.

Requirements

- LBRL 231 - Introduction to the Study of Religion
- ~~LBRL 303 - Methods in the Study of Religion~~
- Two courses (8-10 credits) from:
 - LBRL 232 - Myth and Folklore
 - LBRL 271 - Humanities of India
 - LBRL 272 - Religion and Society in China and Japan
 - LBRL 278 - Humanities of Islamic Civilization
 - LBRL 283 - Religion and Globalization
- Three courses (12-15 credits) from:
 - LBRL 303 - Methods in the Study of Religion
 - LBRL 332 - Universal Religions: Founders and Disciples
 - LBRL 333 - Religion in America
 - LBRL 334 - Hebrew Bible and the Religion of Ancient Israel
 - LBRL 336 - New Testament and Early Christianity
 - LBRL 338 - Mysticism
 - LBRL 340 - Sufism: The Islamic Mystical Tradition
 - LBRL 375 - Buddhism
 - LBRL 378 - Religion and Society in India
 - LBRL 478 - Renewal and Reform in the Islamic World Since the Eighteenth Century

And other appropriate courses under advisement.

Rationale for change:

The requirements are being changed to reflect what was originally approved by the department. Although LBRL 303 is required for the Humanities B. A. with a concentration in Religion and Culture, it should have been listed as an option in the Minor. The correction this clerical error will bring the requirements into closer alignment with most other minors, including the Minor in Humanities in the Liberal Studies Department, and avoid creating a bottleneck in the Minor. The change in title is simply to make it easier for students to find. The minor is listed under "The" in the current catalog.

Effect of change on other programs/departments/colleges/collegial communication:

This change should not affect any other programs, departments or colleges. No courses are being changed.

DEPARTMENT: ANTHROPOLOGY

Example of a permanent undergrad course revision, also requiring CUE approval.

COURSE REVISION

[E-form: 503799](#)

APPROVED; sent to

CUE**Change to Copy:****ANTH 201 INTRODUCTION TO CULTURAL ANTHROPOLOGY (5)**

~~The study of societies that contrast with Western civilization, leading to an acquaintance with the concept of culture and its importance to an understanding of human behavior. Emphasis on understanding each culture from its own point of view rather than from our own.~~

Introduction to the concepts, methods and practical application of cultural anthropology. The focus is on explanations for social and cultural variation around the world and over time and the significance of holistic and comparative understanding.

Prereq:

Credits: 5

Grade Mode: Letter

Schedule Type: Lecture

Repeatability: Not Repeatable

Attributes: SSC

Rationale for change:

Course catalog description has not been changed in at least thirty years. Current description is reflective of an outdated concept of cultural anthropology. Proposed description is more relevant to contemporary cultural anthropology.

Effect of change on other programs/departments/colleges/collegial communication:

Course also offered as HNRS 253, Honors Program has been notified of the description change.

DEPARTMENT: COMMUNICATION SCIENCES & DISORDERS

Example of a Department Catalog page revision.

DEPARTMENT CATALOG REVISION

[E-Form: 544315](#)

APPROVED; sent to

ACC**Change to Copy:****CATALOG COPY - DEPARTMENT PAGE — COMMUNICATION SCIENCES & DISORDERS**

~~The communication sciences and disorders department (CSD) offers two tracks leading to a bachelor's degree. The graduate track is for students who intend to pursue a graduate degree after completing the undergraduate degree with a major in CSD. The non-graduate track is for students who will not be applying for admission to graduate programs in speech-language pathology or audiology. For either track, a minor of 24 credits or more is required. A self-designed minor is acceptable, with prior approval of the advisor.~~

~~Before officially being accepted into the graduate track, students must earn a B- or better in the four core courses (CSD 251, 352, 354 and 356) and maintain a GPA of 3.0 or better over the previous three academic quarters (e.g., fall, winter, spring). All students must make an appointment with their advisor for review of graduate track status early in the quarter, prior to the quarter in which they intend to register for a graduate-track course. The student is responsible for presenting a transcript as evidence of having met the above criteria. The student will present a copy of the advisor signed Graduate Track Plan of Study as evidence of graduate track status and approval for enrollment in graduate track courses.~~

Students wishing to declare a major in communication sciences and disorders must have:

- 1) completed at least 75 credits;
- 2) successfully completed or be currently enrolled in CSD 251;
- 3) achieved a Western GPA (based on at least 12 credits) of 2.70 or higher. A grade of at least B- (2.70) in each of the core courses (CSD 251, 352, 354, and 356) may substitute for the overall 2.70 GPA.

Rationale for change:

The two track options system leads to confusion. The nongraduate track option is seldom selected and requires substituting 18 credits of advisor-approved credits for the major. It is difficult for students to access appropriate courses for earning those 18 upper division credits.

Effect of change on other programs/departments/colleges/collegial communication.

No impact on other programs/depts./colleges. This will simplify the CSD advising process and maintain consistent quality across the major.

DEPARTMENT: MANAGEMENT

Example of a Major program revision – using strikethrough and underline tools to highlight changes.

MAJOR REVISION

[E-Form: 648404](#)

APPROVED; sent to

ACC

Change to Copy:

Business Administration – Management Concentration, BA

88-90 credits

Admission and Declaration Process

See the College of Business and Economics introductory section of the catalog for declaration of pre-major and major requirements and procedures.

Grade Requirements

A grade of C- or better is required for a student's major or minor courses, and supporting courses for majors and minors.

Requirements

- ACCT 240 – Financial Accounting
- ACCT 245 – Managerial Accounting
- DSCI 205 – Business Statistics
- DSCI 305 – Applied Business Statistics
- ECON 206 – Introduction to Microeconomics
- ECON 207 – Introduction to Macroeconomics
- ECON 309 – Managerial Economics

- FIN 341 – Principles of Finance
 - HRM 322 – Human Resource Management
 - MATH 157 – Calculus with Applications to Business and Economics
 - MGMT 271 – Law and the Business Environment
 - MGMT 311 – Introduction to Management and Organizational Behavior
 - MGMT 313 – Teamwork Basics
 - MGMT 414 – Leadership Practicum
 - ~~MGMT 482 – Business and Its Environment~~ MGMT 382 – Business and Its Environment
 - MIS 220 – Introduction to Business Computer Systems (or equivalent)
 - MIS 320 – Principles of Management Information Systems
 - MKTG 380 – Principles of Marketing
 - OPS 360 – Operations Management
 - OPS 461 – Project Management
 - One course from:
 - MGMT 492 – Entrepreneurial Problems
 - MGMT 495 – Strategic Management
 - One course from:
 - MGMT 401 – Conflict Management and Negotiations
 - MGMT 413 – Organizational Change Practicum
 - Two courses from:
 - IBUS 370 – Introduction to International Business
 - HRM 424 – Training and Development
 - HRM 425 – Negotiations and Labor Relations
 - MGMT 401 or 413 (if not taken above)
 - MGMT 481 – Managing Cultural Diversity
 - MGMT 483 – Ethics in Business Decisions
 - MGMT 490 – Internship in Business Administration
 - MGMT 491 – Small Business Entrepreneurship
 - MIS 321 – Systems Analysis and Design
- Other courses with permission of advisor
- Take one Communication Focus (CF) course and a minimum of three writing proficiency points in approved upper-division writing proficiency courses (WP) at WWU with a minimum grade of C-. The CF and WP courses must be taken within CBE and can be completed as part of the above required and elective courses, prior to graduation. Consult the Timetable of Classes for the specific course sections that fulfill the CF and WP requirements.
 - Accounting and Business majors must complete a minimum of 90 credits in areas other than accounting, business administration and economics beyond the principles

Rationale for change:

MGMT 482 is being changed to 382. Add additional elective option to accommodate student need and to help decrease time to graduation.

Effect of change on other programs/departments/colleges/collegial communication:

None.

DEPARTMENT: BIOLOGY

Example of a combined program revision, between two departments in two different colleges.

MAJOR PROGRAM REVISIONS

[E-Form: 632615](#)

CHSS

APPROVED; sent to

Change to Copy:

Behavioral Neuroscience, BA

108-109 credits

Introduction

This interdisciplinary program provides students with the specialized preparation and technological sophistication critical for success in a variety of graduate-training programs, including neurosciences, psychology, pharmacology, mental health, and neurobiology, and health care, including medicine and dentistry. For those students who do not anticipate pursuing post-graduate education, the degree program provides an excellent platform for entry-level positions in such areas as biomedical research and the pharmaceutical industry.

Grade Requirements

A grade of C- or better is required for a student's major or minor courses, and supporting courses for majors and minors.

Requirements

~~Basic Requirements: Required Supporting Courses 24 credits~~

- BIOL 204 - Introduction to Evolution, Ecology and Biodiversity
- BIOL 205 - Introduction to Cellular and Molecular Biology
- BIOL 206 - Introduction to Organismal Biology
- BIOL 321 - Genetics
- BIOL 323 - Cell and Molecular Biology
- BIOL 432 - Evolutionary Biology
- ~~MATH 114 - Precalculus I~~
- CHEM 121 - General Chemistry I
- CHEM 122 - General Chemistry II
- CHEM 123 - General Chemistry III
- CHEM 251 - Elementary Organic Chemistry or equivalent

~~Required Biology Courses 26 credits~~

- ~~BIOL 204 - Introduction to Evolution, Ecology and Biodiversity~~
- ~~BIOL 205 - Introduction to Cellular and Molecular Biology~~
- ~~BIOL 206 - Introduction to Organismal Biology~~
- ~~BIOL 321 - Genetics~~
- ~~BIOL 323 - Cell and Molecular Biology~~
- ~~BIOL 432 - Evolutionary Biology~~
- MATH 114 - Precalculus I

~~Required Psychology Courses 39 credits~~

- PSY 101 - Introduction to Psychology
- PSY 220 - Introduction to Behavioral Neuroscience
- PSY 301 - Overview of Research Methods
- PSY 303 - Research Methods and Statistical Analysis: Experimental Approaches
- PSY 319 - Cognitive Neuroscience
- PSY 320 - Topics in Behavioral Neuroscience
- PSY 323 - Psychopharmacology
- PSY 328 - Techniques in Behavioral Neuroscience

~~Depth Requirements: Required Biology or Psychology Courses 4-5 credits~~

- One course from:

BIOL 410 - Animal Behavior

PSY 321 - Learning

PSY 324 - Comparative Psychology

Electives under advisement 15 credits

BIOL 322 - Genetics Lab

BIOL 324 - Methods in Molecular Biology

BIOL 325 - Ecology

BIOL 410 – Animal Behavior

~~BIOL 445~~

BIOL 467 - Comparative Vertebrate Physiology

BIOL 468 - Comparative Vertebrate Physiology Laboratory

BIOL 471 - Biochemistry I

BIOL 472 - Biochemistry II

BIOL 476 - The Structural Basis of Membrane Transport Proteins

BIOL 482 - Developmental Biology of Animals

BIOL 484 - Cell and Developmental Biology Laboratory

BIOL 486 – Topics in Molecular Mechanisms of Neurodevelopment

BIOL 497

One course from:

BIOL 300

BIOL 395 - Biology Research Participation

BIOL 400

BIOL 494 - Biology Research

BIOL 495 - Research Communication

CHEM 375 - Elements of Biochemistry

PSY 210 - Cognition

PSY 302 - Research Methods and Statistical Analysis: Correlational Approaches

PSY 310 - Sensation and Perception

PSY 322 - Motivation

PSY 327 - Cognitive Neuroscience Lab

PSY 410 - Seminar in Cognitive Neuroscience

PSY 420 - Seminar in Behavioral Neuroscience

PSY 421 - Seminar in Learning

PSY 422 - Seminar in Motivation

PSY 424 - Seminar in Comparative Psychology

PSY 428 - Advanced Techniques in Behavioral Neuroscience

One course from:

PSY 300

PSY 400

Additional Information

A maximum combined total of 10 credits in PSY 300, 400 or BIOL 300, 395, 400, 494, 495 can be applied to the major.

Faculty Advisors: Biology: Roger Anderson, Heather Van Epps, Jose Serrano-Moreno; Psychology: Janet Finlay, Jeffrey Grimm, Kelly Jantzen, Mike Mana, Jacqueline Rose

Rationale for Change: Most of the changes above are necessary to reformat the e-catalog copy because the current formatting is confusing and makes comparison of degree programs difficult. The only curricular changes proposed reflect updating the major requirements so that they are consistent with other curricular changes proposed this year (biology course deletions, revisions and new course proposals).

Effect of change on other programs/departments/colleges/collegial communication:

The Director of the Behavioral Neuroscience program, Janet Finlay, has been notified of the changes to the major requirements for this major and will be submitting the same proposal to the College of Humanities and Social Sciences on behalf of the Psychology Department.

Example of a combined program revision, between two departments in the same college:

COMBINED MAJOR REVISION

[E-Form: 551020](#)

APPROVED; sent to

ACC

Change to Copy:

Biology/Mathematics, BS

104-105 credits

Introduction

Biology Phase II status required for admission into 300- and 400-level biology courses ~~for biology majors.~~

Faculty Advisors: Biology: Benjamin Miner, Merrill Peterson; Mathematics: Tilmann Glimm.

Admission and Declaration Process

Declaration Process

Grade Requirements

A grade of C- or better is required for a student's major ~~or minor courses, and supporting courses for majors and minors.~~

Requirements*Basic Requirements*

- BIOL 204 - Introduction to Evolution, Ecology and Biodiversity
- BIOL 205 - Introduction to Cellular and Molecular Biology
- BIOL 206 - Introduction to Organismal Biology
- BIOL 321 - Genetics
- BIOL 323 - Cell and Molecular Biology
- BIOL 325 - Ecology
- BIOL 432 - Evolutionary Biology
- Choose one of the following series:
 - CHEM 121 - General Chemistry I
 - CHEM 122 - General Chemistry II
 - CHEM 123 - General Chemistry III
 - or
 - CHEM 125 - General Chemistry I, Honors
 - CHEM 126 - General Chemistry II, Honors
 - CHEM 225 - General Chemistry III, Honors
- CHEM 251 - Elementary Organic Chemistry
- Choose either:
 - MATH 124 - Calculus and Analytic Geometry I
 - MATH 125 - Calculus and Analytic Geometry II
 - or
 - MATH 134 - Calculus I Honors
 - MATH 135 - Calculus II Honors
 - or

- MATH 138 - Accelerated Calculus
 - MATH 204 - Elementary Linear Algebra
 - MATH 224 - Multivariable Calculus and Geometry I
 - MATH 331 - Ordinary Differential Equations
 - MATH 341 - Probability and Statistical Inference
 - MATH 342 - Statistical Methods
 - Choose one:
 - MATH 415 – Mathematical Biology
 - or
 - MATH 432 - Systems of Differential Equations
- NOTE: The pair MATH 203 and 303 may be substituted for MATH 204 and 331.
- PHYS 121 - Physics With Calculus I
 - PHYS 122 - Physics With Calculus II
 - One course from:
 - CSCI 139 - Programming Fundamentals in Python
 - CSCI 140 - Programming Fundamentals in C++
 - CSCI 141 - Computer Programming I
 - MATH 207 - Mathematical Computing
 - 8 credits of approved upper-division electives from biology, math, or math/computer science

Rationale for Change: Most of the changes above are necessary to reformat the e-catalog copy because the current formatting is confusing and makes comparison of degree programs difficult. The only curricular change is the option for students to replace the second quarter of the differential equations sequence (MATH 432) by a course in Mathematical Biology (MATH 415), which has some overlap in content (modeling using differential equations) but a different emphasis aimed specifically at the Biology / Mathematics interface.

Effect of change on other programs/departments/colleges/collegial communication:

This change was initiated by the Mathematics Department (Tjalling Ypma), and does not impact any other academic departments.

DEPARTMENT: ENVIRONMENTAL STUDIES

Example of a new minor proposal.

NEW MINOR

[E-Form: 553393](#)

ACC

APPROVED; sent to

Disaster Risk Reduction

24-27 credits

Introduction:

Huxley College's disaster reduction and emergency planning minor is designed to introduce the student to natural hazards, their impacts on society, and strategies for reducing these impacts. All students at Western may apply for admittance through the Department of Environmental Studies office at any time.

Declaration of Minor

Applicants should submit a WWU transcript or academic history, a WWU transfer equivalency report, if applicable, and a 500-word essay explaining how the minor would enhance the applicant's major studies and career goals. Admission to the minor is competitive and space is limited.

Grade Requirements:

A grade of C- or better is required for all of a student's minor courses.

Advisors: Scott Miles, Rebekah Green

Requirements:

- One course from (or equivalent course with advisor permission):
 - EGEO 203 - Physical Geography
 - GEOL 214 – Environmental Geology
- One course from (or equivalent course with advisor permission):
 - EGEO 301 – Research and Writing
 - ENG 302 – Intro to Technical and Professional Writing
- EGEO 363 – Natural Hazards Planning
- ESTU 330 – Theory of Emergency Planning
- ESTU 430 – Disaster Risk Reduction
- ESTU 432 – Disaster Reduction and Emergency Planning Studio
- One upper division course
 - Select one upper division course of 2 credits or more in consultation with Minor advisor.

New Courses: None

Rationale for New Minor:

For the past four years, the Environmental Studies department has offered a Disaster Reduction and Emergency Planning (DREP) track under the Planning and Environmental Policy major. This track has been funded through a 2007 state appropriation to educate undergraduates in disaster reduction and emergency planning. The track has been successful, with between 20-30 students in the track every quarter from Fall 2007 to present.

The current DREP track limits students to majors in Planning and Environmental Policy major. Furthermore, in-depth revision to the department major and track organization are being initiated. These revisions include the elimination of the Planning and Environmental Policy major (to be replaced by two separate majors) and the elimination of all tracks within the department, including the DREP track.

A new minor in Disaster Risk Reduction (DRR) would replace the DREP track and bring several benefits. A new disaster DRR minor will allow students to continue studying disaster reduction and emergency planning in a clearly defined manner, ensuring that the college meets the original objectives of the 2007 appropriation. Furthermore, a DRR minor will open up the area of study to all majors within Environmental Studies and students outside of the Environmental Studies department. The participation of students from a range of majors will enhance learning in DRR courses, encouraging a wider set of perspectives in class discussions and critical interdisciplinary collaboration on core course projects. A new DRR minor will also ensure that this area of study is clearly identified on student diplomas, a clarity that was lacking under with the track offering.

A cap of 25 students a year will initially be placed on admittance to ensure that current faculty and staff resources are not overwhelmed. (Caps may be increased in the future, see note below on effects of new minor on existing resources.)

Effect of change on other programs/departments/colleges/collegial communication:

A new DRR minor will require a modest amount of paperwork to review and accept students into the minor. This work can be easily accomplished under current work duties of faculty member Scott Miles, Resilience Institute Associate Director, Rebekah Green, and Institute secretarial support.

The new minor will rely upon existing courses and will not require additional loads on current staff or faculty. The minor will be selective in acceptance to ensure that the number of students accepted does not exceed class capacities, ensuring students' timely progression through the minor. There is current capacity to accept up to 20 students a year into the minor, without affecting access to courses for minors and non-minors. As interest in the minor grows, core courses teaching methods can be modified to moderately increase core course enrollment caps.

If interest in the minor significantly exceeds current course capacity, a second strategy for minor expansion would be explored. The Resilience Institute -- an institute also created under the 2007 appropriation -- intends to hire temporary post-docs to assist institute research grants. Based upon the availability of temporary post-docs to assist in research and teaching loads, the admittance cap on the minor could be raised on ad hoc basis, without affecting department faculty resources.

DEPARTMENT: ELEMENTARY EDUCATION

Example of a tabled course revision

COURSE REVISION

[E-Form: 538431](#)

TABLED for further

discussion

Change to Copy:

ECE 434 - Environments for Early Learning (4)

Elements important to the design of learning environments for young children. Covers the principles that transform space into engaging ~~places learning environments, and the relationship of the social and physical environment that support to the curriculum.~~ Includes work in early childhood classroom settings to integrate current theory, principles, and early childhood education practices.

Prerequisites & Notes:

ECE 390 or 391 or Permission of Instructor

Rationale for revision: Course content was developed into two courses. This revised course will emphasize the physical environment while the new course will emphasize the social environment.

Effect of change on other programs/departments/colleges/collegial communication:

None.

Example of a new program proposal, pending TCCC, ACC and HECB approval.

NEW MAJOR

[E-Form: 387066](#)

APPROVED; sent to

TCCC

Major - Language, Literacy, and Cultural Studies

45-56 credits

Pending HEC Board Approval

This major must be accompanied by the professional preparation program in elementary education. Program admission, completion, and teacher certification requirements are provided within this Elementary Education section of the catalog.

- Language (18-19 credits)
 - TESL 402, 410, 420
 - And one of the following:
 - ENG 370 or TESL 401
- Literacy (13 credits)
 - ELED 456
 - ELED 486
 - ENG 446
- Cultural Studies (18-23 credits)
 - Two from the following (or quarter abroad/cultural experience with advising)
 - AMST 202, 203, 204, 205, 314, 315, 316, 362
 - ELED 464
 - And one of the following
 - ELED 405 or ENG 441
 - And one of the following
 - TESL 430
 - TESL 425 and TESL 431 (required for the bilingual endorsement)

Satisfactory completion of the professional Elementary Education Sequence and this major include partial requirements for recommendation for a qualifying endorsement in Elementary Education and additional endorsements in both English Language Learners (ELL) (or Bilingual Education) *and* Reading.

New Courses: None

Rationale for New Program: ELL (English Language Learners) is an area identified by the state as having a shortage in credentialed teachers. Because of the shortage in teachers with the ELL endorsement, the Professional Educator's Standard Board (PESB) has allocated funding to currently certified teachers to add the ELL endorsement. We are helping to meet the shortage by offering our students the option of earning the ELL endorsement with their initial preparation. The reading endorsement, a related area, is also highly sought by schools employing teachers. Reading and writing, both foci within these courses, is seen as the vehicle to achievement and success for K-12 students across the content areas. Meeting the needs of culturally diverse students in the K-12 schools has long been of concern. Culturally diverse students continue to be found at the lower end of an achievement gap, partially due to lack of cultural knowledge of the K-12 teachers. Increasing the numbers of graduates who leave our institution with a deeper understanding of cultural diversity is also a goal of the university.

Cost/Effect of this new program on department/program resources and on outside agencies:

None. This new optional major in elementary education provides a pathway for students interested in receiving additional endorsements in reading and in teaching English Language Learners as they pursue their elementary education certification and endorsement. The proposed major may reduce costs in elementary education because course enrollment in the endorsement areas may increase to capacity. The optional major makes use only of courses and faculty that are currently available. Faculty in American Cultural Studies and TESOL have been consulted and support the options provided. The Director of the TESOL program fully endorses this option. The Director of ACS also supports the new program. The new program should not impact ACS because of the multiple course options available for the cultural option.

DEPARTMENT: ACCOUNTING

Example of a new master's program, pending Grad Council, ACC and HECB approval.

NEW MASTER PROGRAM

[E-Form: 229321](#)
COUNCIL

APPROVED; sent to GRAD

Master of Professional Accounting (MPAcc), Non-Thesis
(pending HECEB approval)

Program Director: Associate Dean for Graduate Studies (currently Dr. Brian Burton)
 Program Office: Parks Hall 419, 360-650-3898

Program Goals: The MPAcc program is a 48-credit graduate degree to be completed in three quarters with the following goals.

- To provide opportunities for students to improve their expertise in a field that is rapidly becoming more complex. This expertise includes understanding:
 - the expanding body of regulation of financial reporting for public and private companies,
 - unique issues relating to audits of public companies, and
 - emerging issues in financial reporting.
- To provide students with an opportunity to acquire the additional education credits required in Washington for professional licensing as CPAs in an effective manner.
- To help meet the demand in Washington for well-trained professional accountants.

Graduate Faculty:

Nancy L. Christie (2006) PhD, financial accounting, international accounting
 David L. Gilbertson (1998) PhD, CPA, CMA, auditing, financial accounting
 Marguerite R. Hutton (1989) PhD, CPA, taxation
 Julie A. Lockhart (1982) MAS, CPA, CMA, managerial accounting, environmental accounting
 Mary Ann Reynolds (1996) PhD, financial accounting, ethics and corporate social responsibility
 George D. Sanders (1995) PhD, CPA, financial accounting, governmental accounting
 William R. Singleton (1976) PhD, CPA, taxation, international accounting
 Steven H. Smith (2001) PhD, CPA, managerial accounting
 Audrey G. Taylor (2002) PhD, CPA, managerial accounting
 Daniel M. Warner (1978) JD, business law

Admission requirements:

- A bachelor's degree with an accounting emphasis from an AACSB accredited business school is required for admission to the program.
- Students must have a minimum 3.0 GPA (on a 4.0 scale) in the last 90-quarter or 60-semester hours of study.
- Students must achieve an acceptable score on the Graduate Management Admission Test (GMAT). Test of English as a Foreign Language (TOEFL) must be submitted by applicants who are not native speakers of English.
- Supporting materials:
 - Application with a \$50 fee
 - Two sets of official transcripts from all previous college-level work
 - Personal statement of background and intention
 - Resume showing work experience
- Application deadline: May 1.

Program Requirements:

Core curriculum:

MPAC 521: Seminar in Accounting Information Systems (4)
 MPAC 531: Accounting Communications (4)

MPAC 541: Seminar in Advanced Financial Accounting (4)
 MPAC 551: Seminar in International Accounting (4)
 MPAC 561: Seminar in Professional Auditing (4)
 MPAC 565: Special Topics in Accounting (4)
 MPAC 581: Ethics and Accountability (4)

Option:

MPAC 590: Internship in Professional Accounting (12)

Electives: Students may take electives from the MBA program or from other graduate programs on campus under advisement.

Note: Students taking the internship option will be required to take eight elective MBA credits. Students who do not take the internship option will be required to take 12 additional credits in the MBA program, as listed below, or from other graduate programs for a total of 20 elective credits.

MBA 523 Negotiations and Labor Relations (4)
 MBA 525 Seminar in Management (4)
 MBA 524 Managerial Skills (4)
 MBA 539 Seminar in International Business (4)
 MBA 541 Managerial Finance (4)
 MBA 542 Equity Markets and Portfolio Analysis (4)
 MBA 543 Financial Markets, Derivative Instruments and Risk Management (4)
 MBA 544 Seminar in Finance (4)
 MBA 555 Seminar in Economics (4)
 MBA 562 Seminar in Taxation (4)
 MBA 565 Seminar in Accounting (4)
 MBA 566 Seminar in Managerial Accounting and Control (4)
 MBA 567 Financial Statement Presentation and Analysis (4)
 MBA 572 Information Systems for Management Decision Making (4)
 MBA 574 Enterprise Resource Planning (4)
 MBA 575 Seminar in Decision Sciences (4)

The College of Business and Economics is accredited by the AACSB International at both the graduate and undergraduate levels.

Rationale for New Program:

This proposal is for a new graduate degree in the Department of Accounting in order to meet the high demand in the State of Washington for CPA-qualified graduates. This 48-credit degree would be titled Master of Professional Accounting (MPAcc). The accounting profession has undergone significant changes in the last several years. First was the implementation in Washington State (July 1, 2000) and across the country of the "5th year" requirement for education credits (which translates into 225 college credit hours on the quarter system) to be eligible to take the Certified Public Accountant (CPA) exam. Second, the accounting scandals at Enron, Worldcom, Tyco, and other companies prompted the passage of the Sarbanes-Oxley Act of 2002 (SOX). The passage of SOX has accelerated the demand for CPA-qualified hires in the profession both at the state and national levels.

The Accelerated MBA program at Western Washington University was developed specifically to meet the needs of the fifth-year requirement for taking the CPA exam. However, this has not been a successful option for students from the accounting program. One reason is that public accounting firms have been increasingly doing their hiring out of their internship programs. This has meant that students interested in Summer-quarter or Winter-quarter internships cannot also attend the Accelerated MBA program, due to the lock-step nature of the program, starting in the Summer Quarter. Also, the data shown later in this proposal indicates that firms are increasingly likely to hire students out of a Master's program in Accounting rather than from an MBA program. At Western,

students have typically chosen to earn the extra credits for the CPA exam in other ways, many taking a double major which delays their graduation date. WWU undergraduate students are often at a disadvantage in the job market because many of the other schools in the state have a Master's program in Accounting. Thus, students entering Western with the intention of completing 225 credits are not receiving the degree of choice in the marketplace.

In response to the growing demand for CPA-qualified graduates, the Department of Accounting has designed a graduate degree in Accounting that draws on our department's strengths, the strengths of the College of Business and Economics (CBE), and the strengths of Western Washington University. It is our intent to create a state of the art graduate program designed to enhance the professional development of our students and to give us a niche in Washington by capitalizing on faculty areas of specialization; such areas include ethics, environmental accounting and corporate social responsibility, and global business issues. We have integrated these areas throughout our undergraduate curriculum; our MPAcc program will further emphasize these areas. We currently provide a high-quality undergraduate program with several unique features (compared to other institutions in the State); for example, our students pick four elective courses from a set of ten offerings all of which emphasize the development of critical thinking skills and communication skills. Furthermore, the culture of our department includes a significant amount of student-faculty and student-alumni interaction. Providing students with a MPAcc degree option at Western further enhances their opportunities for a unique educational experience leading to success in the profession, whether they choose public accounting, industry, or government for their career paths.

Effect of change on other programs/departments/colleges/collegial communication:

This program will be accomplished with our current faculty and one additional FTE which has been allocated by the university for Fall 2007. The current infrastructure with regards to space, library resources, and technology is adequate to meet our needs for the foreseeable future.

NOTE: Appendices of non-curricular discussion items may be included, but are not required.

End of sample template



APPENDIX 5 IMPACT OF INTERNAL REORGANIZATION PROPOSALS

REORGANIZATION OF UNIVERSITY UNITS

ACC recognizes the authority of some university units to initiate a reorganization designed to strengthen that unit administratively. The ACC is charged with the review of all curricular matters, and the ACC shall routinely review internal administrative reorganization proposals that affect the *academic* sections of the Catalog for possible curricular effects.

ACADEMIC REGULATIONS CHANGED

Proposed changes in academic regulations will be reviewed by respective College Curriculum Committees or ACC Standing Committees and Councils. Committee actions will be reflected in minutes, which in turn are forwarded to the ACC for consideration. Changes in academic regulations which have been approved by the College Curriculum Committees will be forwarded, as informational items, to the editor of the Catalog for inclusion in the next edition.



Campus School Memory Project Science Project: Courtesy of WWU Photo Archives

APPENDIX 6
ACC CURRICULUM *E-SIGN* FORMS
(Each E-sign form already contains the ACC word doc)

New E-sign forms available from the Registrar's webpage

**GUR approval requests
are embedded in forms.**