



ACADEMIC COORDINATING COMMISSION  
Meeting Abstract of October 24, 2017

Called to order at 4:00 pm by ACC Chair Seán Murphy. Minutes of 10 October 2017 were approved as written.

**ACC Chair Seán Murphy:**

- The ACC Policy on Credit Hours contained within ACC minutes of [23 May 2017](#) was accepted by the Faculty Senate (see Senate abstract of [16 October 2017](#)) and is now in effect. ACC Chair Seán Murphy will notify curriculum committee chairs and department chairs about the revised policy with a request to forward this information to faculty in their college.
- The Chemistry Department is changing the numbering of its chemistry sequence from CHEM 121, 122, and 123 to CHEM 161, 162, and 163. The credit total for CHEM 163 will increase by one credit. Affected departments are asked to review curriculum impacted by this change and determine whether revisions will entail simple course renumbering or whether more substantial revisions will be necessary. If the former, departments may submit curriculum revisions via memo. If the latter, departments will need to submit revisions through Curriculog.

**Steve VanderStaay, Vice Provost for Undergraduate Education:**

- Updated Commissioners on [Senate Bill 5234](#) effective April 23, 2017. This bill requires the establishment of a consistent, coordinated policy regarding acceptance and assignation of credit for AP exam scores of 3 or higher. Currently, Western does not assure assignation of course credits for AP exam scores of 3. VanderStaay will keep ACC apprised if further legislation is expected.

**Hunter Eider, AS VP for Academic Affairs:**

- Updated Commissioners on AS committee appointments.

**ACTION ITEM**

**Appointments and Elections:** A motion to appoint David Hartenstine, *Mathematics*, to the Honors Board (forwarded by Phil Thompson and seconded) **passed**.

**REVIEW OF CURRICULUM MINUTES:**

#	Committee	Date	Actions	Minutes prepared by
4	Graduate Council	5/23/2017	ACCEPTED	M. Yakawich
5	Committee on Undergraduate Education (CUE)	5/25/2017	ACCEPTED	A. Kiefer
6	Fairhaven College CC (FCCC)	10/4/2017	ACCEPTED	A. Blick
7	Huxley College CC (HCCC)	4/25/2017	ACCEPTED	R. Kawczynski
8	Huxley College CC (HCCC)	5/16/2017	ACCEPTED with comments. <sup>1</sup>	R. Kawczynski
9	Huxley College CC (HCCC)	10/16/2017	ACCEPTED with comments. <sup>2</sup>	R. Kawczynski
10	College of Humanities and Social Sciences CC (CHSS)	10/5/2017	ACCEPTED with comments. <sup>3</sup>	K. Anderson

<sup>1</sup>Page 2 (Appendix I): Commissioners request more legible copies of student-faculty design majors in future.

<sup>2</sup>Registrar David Brunner noted that all new certificate programs need to communicate with the Registrar's Office about whether they are intended for matriculated or non-matriculated students. The Registrar's Office needs this information in order to ensure compliance with federal regulations regarding [gainful employment](#).

<sup>3</sup>Commissioners noted that student learning objectives should be included on course syllabi (see [Teaching Handbook](#)).

**ACTION ITEM**

**Curriculum Minutes Format:** Commissioners discussed the type of information that is necessary to include in curriculum committee minutes in order to facilitate the work of ACC and to ensure compliance with Washington State Open Public Meetings Act ([42.30 RCW](#)). A **motion** (forwarded by Tracy Thorndike and seconded) to adopt a new curriculum minutes template replacing the current Appendix 4 of the ACC Handbook **passed**. Lizzy Ramhorst, *Shared Governance Operations Manager*, agreed to communicate about the approved curriculum minutes template to curriculum committee chairs and recorders.

**DISCUSSION ITEM**

**ACC General Education Recommendations Priority Area 3: GUR Competencies:** Commissioners discussed the GUR Competencies. ACC expects to continue discussion of this topic at its meeting of November 7.

**Meeting adjourned at 5:33 pm.**