



ACADEMIC COORDINATING COMMISSION  
Meeting Abstract of February 20, 2018

Called to order at 4:02 pm by ACC Chair Seán Murphy. Minutes of 6 February 2018 were approved with edits.

## REPORTS AND ANNOUNCEMENTS

Seán Murphy, ACC Chair:

- Faculty Senate approved the Academic Working Group Global Pathway Programs proposal contained within the [ACC minutes of 23 January 2018](#).

## ACTION ITEM

**Proposed Revision of Temporary Course Guidelines in the ACC Handbook:** ACC passed a **motion** forwarded and seconded by the ACC Executive Council to approve the following proposed revisions to the [ACC Handbook](#):

### Chapter 4: COURSE NUMBERING GUIDELINES

#### 4.1 ~~EXPERIMENTAL~~ TEMPORARY ~~X97~~ COURSES

~~Experimental~~ Temporary ~~X97~~ Courses may be scheduled after the Catalog deadline for the relevant academic year has passed and are courses which are designed intended to give colleges a greater flexibility to schedule a new courses (a) ~~on short notice~~ to respond to ~~immediate emergent~~ needs or interests; ~~and or~~ (b) ~~directed to a particular group of students~~ as experimental offerings that departments wish to test and refine prior to petitioning for permanent course status.

The following procedures governing the use of ~~X97 temporary~~ courses ~~are as follows~~:

- X97 numbering is reserved for temporary courses. The course number must indicate the appropriate level of the course, and a letter suffix will be assigned to differentiate similarly numbered temporary courses.
- ~~(1) — Colleges are delegated~~ While primary approval authority for temporary courses is delegated to departments, all subsequent approval steps must be completed in Curriculog in order to facilitate the efficient operation of Catalog and registration systems. The ACC retains oversight of temporary courses for the purpose of ensuring that departments are using them in compliance with ACC policy and the purposes outlined above. numbered X97 provided that the titles and credits continue to As such, temporary courses must be listed included in curriculum committee agendas and minutes as information items, and all approval steps must be completed in Curriculog prior to the date on which registration for the temporary course is scheduled to begin.
- ~~(2) — X97~~ No temporary courses may be offered ~~no more than 3 times, after which said e~~ Courses that will be retained as permanent offerings must be submitted to the ACC with requests that it be for approved as a "permanent course offering" ~~new courses and be added to the university catalog with~~ assigned an appropriate permanent course number.
- The Committee on Undergraduate Education must review all courses for which a GUR attribute is sought, and CUE retains responsibility for determining whether or not a course is appropriate for inclusion in the GUR program. No exception to this policy is made for temporary courses.

~~Every X97 course must come to ACC if it is to be considered for GUR credit.~~

#### 4.2 ~~"117" RESERVED FOR~~ FIRST-YEAR EXPERIENCE (FYE) COURSES

- The number "117" is reserved for First-Year Experience courses.
- Current courses may be designated as part of the FYE program ~~when if~~ approved as such by the Committee on Undergraduate Education.

#### 4.3 NARRATIVE REQUIRED FOR GUR AND FYE COURSES

Units will be required to supply the appropriate curriculum 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.

#### 4.6 USE OF ALPHABETICAL SUFFIXES-EXCLUDED

Alphabetical suffixes, or letters, shall be used only to distinguish different temporary course offerings (X97 and X37) or Faculty-led Global Learning Program courses (X37), and/or in the rare cases where when 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.~~

#### 4.7 FACULTY-LED GLOBAL LEARNING/STUDY ABROAD COURSES (X37 Courses)

X37 Courses are numbering is reserved for Faculty-led Global Learning/Study Abroad Program courses. For additional information please refer to Sections 3.31 and 3.4a.

### REVIEW OF CURRICULUM MINUTES:

#	Committee	Date	Actions	Minutes prepared by
57	Huxley College CC (HCCC)	12/11/2017	ACCEPTED with comments. <sup>1,2</sup>	R. Kawczynski
58	Graduate Council	1/23/2018	ACCEPTED with comments. <sup>3</sup>	D. Patterson
59	College of Science & Engineering CC (CSE)	12/4/2017	ACCEPTED with comments. <sup>4</sup>	J. Caplan-Auerbach
60	Council on University Programs (CUP)	1/30/2018	ACCEPTED with comments. <sup>5,6</sup>	D. Rossiter
61	Fairhaven College CC (FCCC)	1/24/2018	ACCEPTED with comments. <sup>2,7</sup>	Anna Blick
62	College of Business & Economics CC (CBE)	11/14/2017	ACCEPTED with comments. <sup>8</sup>	A. Andreassen
63	College of Business & Economics CC (CBE)	1/10/2018	ACCEPTED with comments. <sup>8,9</sup>	A. Andreassen
64	College of Business & Economics CC (CBE)	1/17/2018	ACCEPTED with comments. <sup>8</sup>	A. Andreassen
65	Committee on Undergraduate Education (CUE)	1/25/2018	ACCEPTED with comments. <sup>2,10</sup>	S. Miller
66	Huxley College CC (HCCC)	1/29/2018	ACCEPTED	R. Kawczynski
67	Graduate Council	1/30/2018	ACCEPTED with comments. <sup>8</sup>	D. Patterson

<sup>1</sup> [ESCI 470](#): Request for clarification on whether this course is intended to be scheduled on Tuesdays and Thursdays. The syllabus only includes a Tuesday class time.

<sup>2</sup> ACC expects to discuss syllabi standards and guidance at a future meeting.

<sup>3</sup> [GEOL 565](#): Request to indicate the number of weekly lecture/lab hours under "Course Details" in the Curriculog proposal.

<sup>4</sup> [CISS 340](#), [CISS 350](#), [CISS 361](#), [CISS 471](#), [CISS 491](#), [CISS 492](#), [CISS 493](#): ACC received clarification that these courses are taught face-to-face. Commissioners request revision to the number of hours under "Course Details" so that they are based on a weekly schedule and to uncheck the "Distance Instruction: Online" check box.

<sup>5</sup> [ENRG 497C](#) & [ENRG 475](#): ACC tabled ENRG 497C & ENRG 475 until collegial communication with the Mathematics and Physics departments has been documented in Curriculog.

<sup>6</sup> [ENRG 140](#): Commissioners offered a friendly suggestion to edit the Catalog description for brevity.

<sup>7</sup> [FAIR 297V](#): Commissioners recommend communicating with other departments that have similar multimedia offerings including Communication Studies, Journalism, and Design.

<sup>8</sup> Commissioners observed that the CBE curriculum committee conducts its meetings via email. The ACC Handbook strongly discourages cyber meetings (see p.15 of the [ACC Handbook](#)). Lizzy Ramhorst, *Parliamentarian*, stated that while there are specific cases where it is acceptable to conduct business via email such as approval of minutes or acceptance of information items, curriculum committees are strongly advised to observe ACC guidance and conduct meetings in person.

<sup>9</sup> [MIS 435](#): ACC approved for summer quarter 2018.

<sup>10</sup> [HIST 232](#): ACC recommends attaching syllabi with more detail. The [Teaching Handbook](#) may be a useful resource for syllabus development.

<sup>11</sup> *ACC Chair* Seán Murphy stated that he has communicated to the Graduate Council that although it may be useful and desirable to include Student Learning Outcomes (SLOs) on syllabi, it is not required for accreditation standards or by the University, therefore the Graduate Council may strongly encourage the inclusion of SLOs on syllabi, but may not return courses for failure to include them.

*Review of TCCC minutes of 1/30/2018 (68); CHSS CC minutes of 2/1/2018 (69); CBE CC minutes of 2/5/2018 (70); HCCC minutes of 2/5/2018 (71); CUP minutes of 2/6/2018 (72); TCCC minutes of 2/6/2017 (73); CSE CC minutes of 2/13/2018; and CFPA CC minutes of 2/8/2018 postponed until ACC's meeting of March 6, 2018.*

**Meeting adjourned at 5:30 pm.**