



**ACADEMIC COORDINATING COMMISSION**  
**Meeting Abstract of April 3, 2018**

*Called to order at 4:02 pm by ACC Chair Seán Murphy. Minutes of 6 March 2018 were approved as written.*

**REPORTS AND ANNOUNCEMENTS**

**Seán Murphy, ACC Chair:**

- CSCI 426 and HIST 335 were previously returned by ACC. Murphy informed Commissioners that he deemed that ACC’s requests regarding these two courses have been met and therefore accepted them on ACC’s behalf.
- ACC expects to discuss a revised system for Study Abroad course numbering at its meeting of April 17<sup>th</sup>.
- ACC expects to see CUE’s writing proposal via CUE’s March 8<sup>th</sup> meeting minutes at ACC’s meeting of April 17<sup>th</sup>.

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

- Notified Commissioners that [SB 5917](#) passed.

**REVIEW OF CURRICULUM MINUTES**

Commissioners reviewed four temporary courses approved to ACC prior to revision to the ACC handbook at the meeting of [February 20, 2018](#). As a result, these courses were not communicated to ACC via curriculum minutes. Commissioners accepted the following temporary courses: AMST 297B; ENVS 397D; ENVS 597D; LANG 197.

Commissioners reviewed the following courses returned to ACC: ENG 333; ENG 335; ENG 350; ENG 408; ENG 460; ENTR 337; and ART 437B. Commissioners noted that the newly uploaded documents in the English Curriculog proposals displayed an error message when Commissioners tried to open them. ACC postponed consideration of the English courses until the requested information can be accessed.

A **motion** (forwarded by Dough Clarke and seconded) to postpone consideration of ENTR 337 until the ACC meeting of April 17, 2018 when ACC expects to have a larger discussion about course numbering for Study Abroad courses, and to request a samples syllabus for ENTR 337 with a credit total **passed**.

Commissioners accepted ART 437B.

| #    | Committee   | Date      | Actions                                | Minutes prepared by |
|------|---|-----------|--|---------------------|
| **51 | College of Humanities & Social Sciences CC (CHSS) | 12/7/2017 | ACCEPTED                               | K. Anderson         |
| *85  | Wilson Library CC (WLCC)                          | 2/20/2018 | ACCEPTED                               | K. Weed             |
| *86  | Graduate Council                                  | 2/6/2018  | ACCEPTED with comments. <sup>1</sup>   | D. Patterson        |
| *87  | Huxley College CC (HCCC)                          | 2/12/2018 | ACCEPTED with comments. <sup>2</sup>   | R. Kawczynski       |
| *88  | College of Science & Education CC (CSE)           | 2/26/2018 | ACCEPTED                               | J. Caplan-Auerbach  |
| *89  | Graduate Council                                  | 2/27/2018 | ACCEPTED with comments. <sup>1,3</sup> | D. Patterson        |
| 90   | Graduate Council                                  | 3/7/2018  | ACCEPTED                               | D. Patterson        |
| 91   | College of Science & Engineering CC (CSE)         | 3/13/2018 | ACCEPTED with comments. <sup>4</sup>   | J. Caplan-Auerbach  |
| 92   | Huxley College CC (HCCC)                          | 2/2018    | ACCEPTED                               | R. Kawczynski       |
| 93   | Huxley College CC (HCCC)                          | 2/28/2018 | ACCEPTED with comments. <sup>5</sup>   | R. Kawczynski       |
| 94   | Teacher Curricula & Certification Council (TCCC)  | 3/6/2018  | ACCEPTED                               | K. Olstad           |

|    |  |           |                                      |               |
|----|--|-----------|--------------------------------------|---------------|
| 95 | Council on University Program (CUP)      | 3/16/2018 | ACCEPTED                             | D. Rossiter   |
| 96 | College of Business & Economics CC (CBE) | 3/4/2018  | ACCEPTED                             | A. Andreassen |
| 97 | Fairhaven College CC (FCCC)              | 3/7/2018  | ACCEPTED with comments. <sup>6</sup> | S. Stratton   |

\*Postponed from ACC meeting of March 6, 2018.

\*\* CHSS CC minutes of 12/7/2017 amended to reflect that History/Social Studies, BA does not require TCCC approval before it is sent to ACC.

<sup>1</sup> Commissioners noted an error in the roster: Elizabeth Boland is the Chair of the Graduate Council, and Ruth Sofield is the Vice Chair.

<sup>2</sup> Commissioners commend Huxley for reducing its total credit load for several of its programs.

<sup>3</sup> Commissioners request that the Graduate Council correct the record by revising the phrase “ACC no longer requires SLOs on syllabi”, to indicate that ACC has never required SLOs on syllabi.

<sup>4</sup> [PHYS 297B](#): Commissioners observed a discrepancy between the course schedule identified in the syllabus and the number of weekly course hours indicated in the Curriculog proposal and requests clarification on which schedule is correct.

<sup>5</sup> [ESCI 297](#): Commissioners observed that “no” has been checked in the Curriculog proposal for whether department faculty have been notified and approve of the course. ACC’s Huxley representative reported that the Environmental Sciences department were notified and approved of the course directly before the ACC meeting. ACC will edit the Curriculog proposal to reflect that the department has been notified and approves.

<sup>6</sup> ACC discussed the necessity of collegial communication between temporary course offerings and similar permanent course offerings. Commissioners determined that ACC does not currently have a set standard for when collegial communication is required.

## ACTION ITEM

**Revision to ACC Handbook and Procedure – Syllabus Requirement:** Commissioners discussed the following **motion** forwarded and seconded by the ACC Executive Council:

### ACC Syllabus Requirement

2017-18 Academic Coordinating Commission  
Western Washington University

A syllabus that includes a course schedule and an account of work required is the single best guide available to the ACC when considering a new, or significantly revised course. Among other advantages, the availability of such a syllabus facilitates the ACC’s evaluation of the proposed course against the ACC Policy on Credit Hours. As such, the ACC requires a course syllabus be attached to all proposals for new, or significantly revised courses.

In cases of significant revision, an old syllabus should be included with the new one for the purpose of clarifying differences between versions of the course. Significant revisions include a change in credit hours, a significant change in course content, and a change in modality, including a change from direct to online instruction, a change from online to direct instruction, or a change from campus instruction to study abroad.

While the ACC acknowledges that the attached new syllabus may be a draft version that is subject to change, it is expected that the attached syllabus provide a level of detail similar to that of a final version of the syllabus.

In the interest of protecting academic freedom and the syllabus writer’s intellectual property rights over the syllabus, the ACC does not dictate the form or content of a course syllabus. The ACC does, however, recommend that the syllabus meet the minimal, conventional standards of the Program(s) or Department(s) for which the new or revised course is proposed. For suggested [syllabus guidelines](#), see the WWU Teaching Handbook.

A **motion** (forwarded by Julie Helling and seconded) to amend the language of ACC Executive Council’s motion to indicate that the syllabus requirement does not apply to temporary courses **failed to carry** with 3 in favor, 8 opposed, and 2 abstentions.

A **motion** (forwarded by Sheila Webb and seconded) to amend the language of ACC Executive Council’s motion to indicate that temporary courses are required to provide ACC with a syllabus **passed** with 8 in favor, 2 opposed, and 3 abstentions.

A **motion** (forward by Phil Thompson and seconded) to amend the language of ACC Executive Council’s motion to add the phrase “including a statement of the number of class meeting hours per week” after the word “schedule” in the first sentence **passed** with 7 in favor, 3 opposed, and 3 abstentions.

A **motion** (forwarded by Brooke Love and seconded) to amend Thompson’s amendment be removing the phrase “that includes a course schedule and an account of work required” from the first sentence, revising the language to: “that includes a course schedule (including a statement of the number of class meeting

hours per week) and an account of work required”, and inserting the revised phrase into the third sentence of the first paragraph **passed** with 10 in favor and 3 abstentions.

ACC **approved** the following amended language for inclusion in the ACC Handbook:

### **ACC Syllabus Requirement**

2017-18 Academic Coordinating Commission  
Western Washington University

A syllabus ~~that includes a course schedule and an account of work required~~ is the single best guide available to the ACC when considering a new, [temporary](#), or significantly revised course. Among other advantages, the availability of such a syllabus facilitates the ACC’s evaluation of the proposed course against the ACC Policy on Credit Hours. As such, the ACC requires a course syllabus [that includes a course schedule \(including a statement of the number of class meeting hours per week\) and an account of work required](#) be attached to all proposals for new, [temporary](#), or significantly revised courses.

In cases of significant revision, an old syllabus should be included with the new one for the purpose of clarifying differences between versions of the course. Significant revisions include a change in credit hours, a significant change in course content, and a change in modality, including a change from direct to online instruction, a change from online to direct instruction, or a change from campus instruction to study abroad.

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### **REVIEW OF CURRICULAR ITEMS**

Commissioners reviewed information regarding five returned English courses forwarded to ACC by the Curriculog proposal originator during the course of the meeting. A **motion** (forwarded by Steve VanderStaay and seconded) to accept ENG 333; ENG 335; ENG 350; ENG 408; and ENG 460 **passed** with 11 in favor and 2 abstentions.

**Meeting adjourned at 5:31 pm.**