



ACADEMIC COORDINATING COMMISSION
Meeting Abstract of May 29, 2018

Called to order at 4:01 pm by ACC Chair Seán Murphy. Minutes of 15 May 2018 were approved as edited.

REPORTS AND ANNOUNCEMENTS

Seán Murphy, ACC Chair:

- Brittany Schade, Design, has expressed interest in serving as 2018-19 ACC Vice-Chair.

REVIEW OF CURRICULUM MINUTES

#	Committee	Date	Actions	Minutes prepared by
111	College of Science & Engineering CC (CSE)	5/14/2018	ACCEPTED with commetns. ^{1,2}	J. Caplan-Auerbach
112	Committee on Undergraduate Education (CUE)	5/3/2018	ACCEPTED with comments.	S. Miller
113	Graduate Council	5/8/2018	ACCEPTED with comments. ³	D. Patterson
114	Graduate Council	5/22/2018	ACCEPTED with comments. ^{4,5}	D. Patterson

¹ [CSCI 497K](#): Commissioners observed the list titled “Hardware Students Are Required to Buy” in the syllabus and request clarification on whether students are required to buy these materials or if they can be accessed by other means. Commissioners also suggest that the course proposer indicate an approximate total cost of equipment in the syllabus.

² [CSCI 497N](#): ACC requests clarification on why department faculty have not been notified or do not approve of the course (see Collegial Communication section in Curriculog proposal) and requests an accounting of credit hours given that the total number of contact hours appears to exceed the credit total.

³ [ESCI 497C](#): ACC recommends removing the following sentence “Optional: Five (5) college credits available for an additional cost” from the syllabus given that the Curriculog proposal indicates that ESCI 497C is a 2-credit course.

⁴ Commissioners request clarification on the term “desk approved.”

⁵ [ENVS 597F](#): ACC approved ENVS 597F pending a clear rationale articulating how this course meets the criteria for an experimental/temporary x97 course (see section 4.1 of the [ACC Handbook](#)).

DISCUSSION ITEM

Curriculog: Commissioners reviewed and discussed proposed changes to Curriculog proposal forms including reorganizing content and adding explanatory notes. ACC authorized Lizzy Ramhorst, *Shared Governance Operations Manager*, and Jamie Lawson, *Catalog Coordinator*, to revise the Curriculog proposal forms over the summer with the changes discussed and approved by ACC.

ACTION ITEMS

Guidance on Course Scheduling: ACC discussed a revised document on ACC guidance regarding the credit hour policy and course scheduling¹. ACC Chair Seán Murphy reported that he presented this document to department chairs, and that they found it to be useful for scheduling purposes and for clarifying [ACC’s Policy on Credit Hours](#).

A **motion** forwarded by the ACC Executive Council to approve the guidance from the ACC on departmental autonomy in scheduling courses **passed** by unanimous vote. The language of the guidance is as follows:

¹ See [ACC meeting minutes of February 6, 2018](#) for previous discussion on this topic.

Guidance from the ACC on departmental autonomy in scheduling courses

As a matter of general policy, the ACC does not tell Departments how to schedule their courses. Paragraph 4 of the [ACC Policy on Credit Hours](#) is intended to allow Departments autonomy to schedule courses subject to the “standard calculation” of a credit hour as they see fit, but a good-faith effort should be made to ensure that an hour of direct instruction equals “approximately 50 minutes.” The ACC remains open to the possibility of occasional scheduling audits to determine whether Departments are making a good-faith effort to uphold paragraph 4 of the ACC Policy on Credit Hours.

In current practice, we know that the “hour” of direct instruction ranges from 44 to 60 minutes. If a Department’s courses consistently fall within that range, the ACC considers the Department to be fulfilling the letter and intention of its “approximately 50 minutes” formula. The ACC acknowledges that a Department could have good reasons—including those referred to in its [Rationale for a revised Policy on Credit Hours](#)—for having some of its courses at the lower end of the range, but if all or most of a Department’s courses fall consistently at the low end, the ACC may be inclined to conclude that the Department is not making a good-faith effort to meet the requirements of paragraph 4.

DISCUSSION ITEM

ACC 2018 Report to Faculty Senate: *ACC Chair* Seán Murphy presented Commissioners with ACC’s draft report to Faculty Senate and requested that Commissioners provide him with any additional feedback by Wednesday, May 30th.

ACTION ITEM

Resolution Honoring ACC Chair Seán Murphy: A **resolution** forwarded and read by ACC Vice-Chair Sheila Webb honoring ACC Chair Seán Murphy **passed** by acclamation. The resolution is as follows:

WHEREAS, Seán Murphy has served as the Chair of Western Washington University’s Academic Coordinating Commission during the 2016-17 and 2017-18 academic years; and

WHEREAS, Seán Murphy has proven to be an effective and judicious leader, has served the University with dedication and integrity, and has shown courage and vision directing the ACC’s deliberations on critical issues throughout his tenure; and

WHEREAS, the members of the Academic Coordinating Commission of Western Washington University are grateful to Seán Murphy for his commitment to shared governance, to broadening faculty participation in meaningful decision making throughout the University, and to making the Academic Coordinating Commission of Western Washington University a force for effective faculty governance and curricular oversight;

BE IT THEREFOR RESOLVED by the Academic Coordinating Commission of Western Washington University, at its regular meeting of May 29, 2018, that Seán Murphy is hereby HONORED for his outstanding service as Chair of the Academic Coordinating Commission from June 16, 2016, to June 15, 2018.

Meeting adjourned at 5:29 pm.