



**ACADEMIC COORDINATING COMMISSION
Meeting Minutes of October 14, 2014**

Call to order: ACC Chair Mark Kuntz called the meeting to order at 4:03 pm, welcoming a total of 14 attendees (roster attached).

Minutes: ACC Minutes of September 30, 2014 were approved with the addition of Lisa Zuzarte's contact information for individuals requiring assistance with ACC e-sign forms.

REPORTS AND ANNOUNCEMENTS

- Following up on a recent commissioner suggestion that ACC consider use of Canvas for internal communication, *ACC Chair* Mark Kuntz reported that the Registrar's Office and Catalog Office are currently exploring the use of SharePoint for curricular purposes and that ACC will therefore wait until a later date to evaluate the usefulness of either application for conducting committee business.
- *Vice Provost for Undergraduate Education* Steve VanderStaay reported on meetings of the Baccalaureate and Community and Technical College Transfer Group. A number of collaborative programs designed to make transfer students eligible for rapid entry into majors are now in existence, and the Transfer Group has begun to consider the need in various fields for consistent community college standards.
- *AS VP for Academic Affairs* Jaleesa Smiley reported that AS representatives to ACC have been named, and assigned individuals are currently working to ensure that their schedules make meeting attendance possible.

ACTION ITEM:

Election of Vice Chair: Tracy Thorndike was nominated to the position of ACC Vice Chair, and a **motion** to elect and approve Tracy Thorndike as 2014-15 ACC Vice Chair (forwarded by David Rossiter, seconded by Wendy Wilhelm) **passed** by a unanimous vote.

PRESENTATIONS AND DISCUSSION ITEMS:

"The CUE Companion": Mark Kuntz shared "[The CUE Companion](#)," a new unofficial document intended to help individuals throughout the University community to understand how CUE works. Commissioners expressed appreciation for the document, but suggested that a minor edit be made to page 5 in order to resolve a conflict with ACC policy regarding the possibility of assigning GUR attributes to temporary courses.

2014 National Survey of Student Engagement (NSSE) Report: Steve VanderStaay, *Vice Provost for Undergraduate Education*, presented comparative data on student satisfaction from Western's 2014 NSSE report, and commissioners discussed the implications of the report for purposes of curricular planning. Topics seen to merit attention included faculty advising and freshman satisfaction and retention. VanderStaay observed that Western loses a large percentage of its top first-year students and must think about meeting the needs of students who are excelling academically in addition to finding ways to support those who are struggling.

APPOINTMENTS TO ACC STANDING COMMITTEES:

A **motion to appoint** LeAnne Robinson as Woodring representative to the Committee on Undergraduate Education, Roger Sasnett to the Recruitment, Admissions, Support Committee, and Amber Bone as the ACC representative to the Senate Extended Education Committee (forwarded by Tracy Thorndike, seconded by Doug Clark) **passed** by a unanimous vote.

REVIEW OF CURRICULUM MINUTES:

#	Committee	Date	Actions	Minutes prepared by
4	College of Humanities and Social Sciences (CHSS)	10/2/2014	ACCEPTED with comments and correction. ^{1,2}	K. Kolb Ayre

¹ All comments and edits recommended in "[Registrar/Catalog Office Comments to Curriculum Minutes – ACC Meeting Date: Oct 14, 2014](#)" accepted.

² In response to comments stemming from the presentation of SOC 360, Marc Geisler, *Associate Dean of CHSS*, briefly explained the College's internal review process for courses transitioning to online modes of delivery. Geisler explained that, because all CHSS online courses are offered through Extended Education, the College regards Section 16.2 of the [UFWW Collective Bargaining Agreement](#) as mandating such review.

Meeting adjourned at 4:56 pm.

Minutes prepared by Lizzy Ramhorst, *Recorder*, 17 October 2014

ACADEMIC COORDINATING COMMISSION – ROSTER 2014-15

VOTING ATTENDEES				NON-VOTING ATTENDEES		
Faculty				Ex Officio, non-voting		
1	Mark Kuntz, <i>ACC Chair</i>	AtLg ~ Theatre and Dance	P	17	David Brunnemer, <i>Registrar</i>	P
2	Amber Bone	D ~ Music	P	18	Lisa Zuzarte, <i>Catalog Coordinator</i>	P
3	Doug Clark	A ~ Geology	P	Recorder		
4	Shirin Deylami	B ~ Political Science	P	20	Lizzy Ramhorst, <i>Recorder</i>	P
5	Holly Folk	C ~ Liberal Studies	--	Guests		
6	David Rossiter	G ~ Environmental Studies	P	22	Marc Geisler, <i>Associate Dean, CHSS</i>	P
7	Elizabeth Stephan	I ~ Wilson Library	P			
8	Stan Tag	F ~ Fairhaven	--			
9	Tracy Thorndike	H ~ Special Education	P			
10	Wendy Wilhelm	E ~ Finance & Marketing	P			
11	<i>Vacant</i>	<i>Senator on ACC</i>	--			
12	<i>Vacant</i>	<i>Senator on ACC</i>	--			
Voting Ex Officio (total of one vote)						
13	Brent Carbajal, <i>Provost and VP for Academic Affairs</i>		--			
14	Steven VanderStaay, <i>Vice Provost for Undergraduate Education</i>		P			
Students						
15	Jaleesa Smiley, <i>AS VP for Academic Affairs</i>		P			
16	TBA, <i>AS appointee</i>		--			
17	TBA, <i>AS appointee</i>		--			
Voting members in attendance			10		Voting attendees	10
					Non-voting attendees	4
					TOTAL ATTENDEES	14