



**ACADEMIC COORDINATING COMMISSION
Meeting Minutes of October 27, 2015**

Call to order: ACC Chair Mark Kuntz called the meeting to order at 4:00 pm, welcoming a total of 17 attendees (roster attached).

Minutes: ACC Minutes of 13 October 2015 were approved as written.

REPORTS AND ANNOUNCEMENTS:

- *ACC Chair* Mark Kuntz will meet with the Teacher Curricula and Certification Council (TCCC) and Woodring’s curriculum committee to discuss Catalog presentation of majors with teaching endorsements.
- *Vice Provost for Undergraduate Education* Steve VanderStaay reported that, as a result of CSE’s effort to explicitly detail prerequisites for each degree, Associate in Science-Transfer students may find that they have taken more than 50% of their major credits at another institution, thereby violating current policy. Possible means of mitigating this issue will be discussed at ACC’s next meeting.
- *AS VP for Academic Affairs* Zachary Dove announced that AS will be appointing another student to sit on ACC.

ACTION ITEMS:

Appointments and Elections: A **motion to nominate** Seán Murphy to serve as 2015-16 ACC Vice Chair (forwarded by Doug Clark and seconded) was **approved** by a unanimous vote. Commissioners voted to **approve a motion** from the ACC Executive Committee to **confirm** the appointment of Patrick Buckley as Huxley Representative to the General Education Task Force. The Executive Committee is soliciting names to fill a vacant NTT faculty position on the Task Force.

Graduate Council Charge: Mark Kuntz, *ACC Chair*, presented proposed revisions to the charge of the Graduate Council. Lizzy Ramhorst, *Shared Governance Operations Manager* and Parliamentarian, advised Commissioners that steps must be taken to ensure the sustainability of charges and stated that a charge written primarily to reflect the current activities of a committee runs the risk of over-specification and may introduce provisions likely to prove excessive or unsustainable in the future. A **motion** to approve proposed Graduate Council charge revisions with minor amendments (forwarded by David Rossiter and seconded) **passed** by unanimous consent with a friendly amendment to make articulation of meeting time and frequency more flexible.

REVIEW OF CURRICULUM MINUTES:

#	Committee	Date	Actions	Minutes prepared by
7	Recruitment, Admissions and Support Committee (RASC)	5/29/2015	ACCEPTED	A. Cantlon
8	Committee on Undergraduate Education (CUE)	10/1/2015	ACCEPTED with corrections ¹	K. Swift
9	Fairhaven College CC	10/14/2015	ACCEPTED with comments ^{2,3} , corrections ^{4,5,6,7,8} , and discussion ⁹	J. Reynoso
10	College of Humanities and Social Sciences Curriculum Committee (CHSS CC)	10/15/2015	ACCEPTED with comments ¹⁰	K. Anderson
11	Woodring College of Education CC	10/19/2015	ACCEPTED with corrections ¹¹	C. Teshima

¹ Page 1: Correct typo: “Rob Stoops, Chair of ACC.”

² Page 4 (FAIR 334M): Commissioners made a friendly request that the catalog description be reduced to one or two sentences.

³ Page 25 (American Cultural Studies, BA): Please provide range of total credits rather than average.

⁴ Page 1 (FAIR 310N): Course revised, not cancelled.

⁵ Page 6 (FAIR 234U): Remove sentence “Also offered as AMST 344” from catalog description and hyphenate “cross-cultural” in title.

⁶ Page 6 (FAIR 334P): In Catalog description, replace “Also offered as FAIR 344P” with “Also offered as AMST 344”.

⁷ Page 7 (AMST 344): Add “Also offered as FAIR 344P” to catalog description.

⁸ Please add GUR attribute to Catalog descriptions of AMST 203, 204, 205, 206, 242, 344 and FAIR 334L, 344M, 344K and 344P.

⁹ Presentation of outcomes in e-sign forms led to a broader ACC discussion on articulating outcomes.

¹⁰Page 12 (Journalism Catalog Copy revisions, tabled by CHSS CC): Commissioners expressed concern about the inclusion of the statement, "The faculty will also judge applicants based on excellence regarding ethical principles and practices in the field," in conditions for Major Declaration. Commissioners expressed concern about the clarity and measurability of such criteria.

¹¹ Page 2 (EDUC 111): Course must be sent to TCCC

ACTION ITEM:

Grade Replacement Policy: A motion to approve proposed revisions to the Repeating a Course Policy with minor edits (forwarded by John Lund and seconded) **passed** unanimously. Approved revisions are as follows:

Repeating a Course

A few courses are approved to be repeated for credit. Such approval is included with the course description in this [catalog](#). If a course not designated as repeatable for credit is retaken, the following will apply:

- Credit will be awarded only once for a repeated course.
- All grades earned will be considered in calculation of the student's cumulative grade average and all grades remain on the record; a failing grade assigned subsequent to earning a passing grade in a repeated course will nullify the credit earned initially with the passing grade. The last grade earned will be used in the computation of the cumulative and major grade point averages.
- All grades will remain in the student's official record.
- A course cannot be repeated to change the student's grade point average after a degree has been awarded.
- Students wishing to repeat a class in which they already received a P, S, or C- or better grade may not register for the class until Phase III of registration. Students, in this circumstance, who register for a repeated course prior to Phase III may be required to drop the course by the academic department or Registrar's Office. The repeat registration for English composition prior to Phase III requires the written permission of the chair of the department.

Please note that Western's registration system will not prevent a student from registering for a course in which the student has already received credit therefore students are responsible for ensuring they do not repeat courses unintentionally.

Also note that departments may require Graduate students to repeat a course in order to attain an acceptable level of competence. The rules above apply to any repeated course. Graduate students should review the Scholarship Standards under the [Graduate School](#) section of the catalog.

Meeting adjourned at 5:24 pm.

ACADEMIC COORDINATING COMMISSION – ROSTER 2015-16

VOTING ATTENDEES				NON-VOTING ATTENDEES					
Faculty				Ex Officio, non-voting					
1	Mark Kuntz, <i>ACC Chair</i>	AtLg ~ Theatre and Dance	P	17	David Brunnermer, <i>Registrar</i>		P		
2	Doug Clark	A ~ Geology	P	18	Jamie Lawson, <i>Catalog Coordinator</i>		P		
3	Holly Folk, <i>ACC-CUE liaison</i>	C ~ Liberal Studies	P	19	Lizzy Ramhorst, <i>Shared Gov Ops Mgr</i>		P		
4	Michael Fraas	B ~ CSD	--	Recorder					
5	John Lund	<i>Senator on ACC</i>	P	20	Kylee Swift, <i>FS Admin Assistant</i>		P		
6	Seán Murphy, <i>Vice Chair</i>	<i>Senator on ACC</i>	P	Guests					
7	David Rossiter	G ~ Environmental Studies	P	21	Kristi Lemm, <i>Graduate Council Chair</i>		P		
8	Patrick Roulet	D ~ Music	--	22	Marc Geisler, <i>CHSS Assist Dean</i>		P		
9	Hilary Schwandt	F ~ Fairhaven	P	23	Brad Johnson, <i>CSE Associate Dean</i>		P		
10	Elizabeth Stephan	I ~ Wilson Library	P						
11	Phil Thompson	E ~ Economics	P						
12	Tracy Thorndike	H ~ Special Education	--						
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	Zachary Dove, <i>AS VP for Academic Affairs</i>		P	Voting attendees				12	
16	Josie Ellison, <i>AS appointee</i>		P	Non-voting attendees				7	
Voting members in attendance				12	TOTAL ATTENDEES				19