



**ACADEMIC COORDINATING COMMISSION
Meeting Minutes of November 10, 2015**

Call to order: ACC Chair Mark Kuntz called the meeting to order at 4:01 pm, welcoming a total of 18 attendees (roster attached).

Minutes: ACC Minutes of 27 October 2015 were approved with the addition of the revised Graduate Council charge.

REPORTS AND ANNOUNCEMENTS

ACC Chair Mark Kuntz:

- ACC is pleased to welcome new Associated Students representative Rachel Heggie.
- ACC's revision of the Repeating a Course Policy was discussed at the Faculty Senate meeting of November 9th, and the Senate will vote on acceptance of the proposed revision on November 23rd. Kuntz stated that, while Senators were generally in favor of the proposed changes, he has received several phone calls from members of the campus community expressing questions and concerns about the possible impacts of this policy change upon degree programs. Several departments advise students that they may only repeat courses once, and Commissioners discussed whether such restrictions are acceptable and the necessity of requiring that departments include information about additional restrictions in Catalog copy. Registrar David Brunnemer noted that limiting repeats might in some instances prevent students from completing GUR requirements.
- Prior to any discussion of e-form revisions, ACC will consider the desirability and feasibility of adopting new software systems that might streamline and improve the user-friendliness of existing processes. Jamie Lawson, *Catalog Coordinator*, and David Brunnemer, *Registrar*, will present at a future meeting on Curriculog, a web-based platform for submitting curricular items that interfaces with current catalog software.

Steve VanderStaay, Vice Provost for Undergraduate Education:

- VanderStaay updated Commissioners on the proposed resolution of issues that have arisen in connection with the College of Science and Engineering's efforts to explicitly detail prerequisites for each degree. Because CSE includes prerequisites in its degree programs, Associate in Science-Transfer (AS-T) students may find themselves in violation of a policy requiring that more than 50% of major credits be earned at Western. Registrar David Brunnemer has suggested that departments including all prerequisites in major totals may individually determine whether they want to allow exceptions to the 50% rule, thereby obviating the need for revision of Catalog policy.
- The Washington State [Joint Transfer Council](#) met recently and discussed issues that have come to its attention through the Council's complaint tracking system. The Council has learned that many community colleges are refusing to accept credit for general education courses completed at other state institutions. This seems to violate the spirit of the Direct Transfer Agreement, and public baccalaureate institutions are working on a new reciprocal agreement to address the issue.
- Western tracks graduation rates for all of its students, including those who transfer to other institutions, and more than 80% of all students who begin a degree at Western ultimately graduate. The Office of Survey Research has determined that about 12% of freshmen enter intending to transfer, while other students are advised to transfer to institutions with degree programs more appropriate for their interests or needs. Many such students are ultimately successful in completing their degrees yet are not reflected in traditional graduation metrics.

REVIEW OF CURRICULUM MINUTES

#	Committee	Date	Actions	Minutes prepared by
12	Huxley College CC (HCCC)	10/14/2015	RETURNED with comments, questions, and corrections. ^{1,2,3,4,5,6,7,8,9,10,11,12,13,14}	D. Knutson
13	Committee on Undergraduate Education (CUE)	10/15/2015	ACCEPTED	K. Swift
14	Fairhaven College CC	10/28/2015	ACCEPTED with comment. ¹⁵	J. Reynoso
15	College of Humanities and Social Sciences Curriculum Committee (CHSS CC)	10/29/2015	ACCEPTED with friendly amendment. ¹⁶	K. Anderson
16	Recruitment, Admissions and Support Committee (RASC)	10/9/2015	ACCEPTED	A. Cantlon

¹ Please include e-form numbers and links in curricular detail.

² Page 5 (ENVS 337I): Commissioners requested a more concise course description, limited to approximately two sentences, and greater clarity regarding timing of co-requisite.

³ Pages 6-7 (ENVS 221 and ENVS 333): All courses with GUR attributes must be forwarded to CUE.

⁴ Page 6 (ENVS 221): Please include consideration, documentation, and collegial communication regarding impact of credit increase upon other courses and degree programs in which this course is included or for which it is a prerequisite in "Impact of Change" field in e-forms and minutes.

⁵ Page 6 (ENVS 221): Use of "Geographic Information Science" in the course title and description may cause confusion regarding common understanding of the acronym GIS. Title should reflect more commonly used terminology, Geographic Information Systems.

⁶ Pages 6-7 (ENVS 221 and ENVS 333): Commissioners observed the inclusion of ENVS 221 in ENVS 333 prerequisites and expressed concern regarding the credit impact of possible hidden prerequisites upon degree-program credit totals. Student representatives expressed support for the notion that all courses necessary to enter a major should be included in degree credit totals.

⁷ Page 7 (ENVS 413 and ENVS 414): Commissioners requested additional information and clarification of the rationale for credit increases, including the numbers of courses to which ENVS 413 and 414 are being compared and indication that credit hour standards have been taken into account.

⁸ Page 11-12 (Geography/Social Studies BA): Please forward revision of Catalog description and degree credits together.

⁹ Page 11-12 (Geography/Social Studies BA): Commissioners expressed concern that the Catalog description is not sufficiently transparent in its articulation of teacher education options and degree components, including total number of credits required of students pursuing certification.

¹⁰ Page 9-11 (Environmental Education BA): Commissioners expressed concern that the name and Catalog description of this degree program may be misleading in light of the fact that the degree program has no connection to Woodring or teacher preparation.

¹¹ Page 13-14 (Urban Planning and Sustainable Development BA): Please include complete list of courses associated with degree requirements. Rationale for change cites courses that are not listed in program requirements in minutes.

¹² Page 14-15 (Sustainable Design Major): Please ensure the rationale for change in the minutes matches the rationale in the e-form and include collegial communication in minutes.

¹³ Page 16-17 (Internship Policy): Please include contextualizing information and rationale for the Internship Policy so commissioners are better able to understand what they are approving.

¹⁴ Page 21-22: Please forward all graduate courses to the Graduate Council and note this action in minutes.

¹⁵ Page 2 (AMST 297A): Please include complete course description and detail in minutes for all informational items.

¹⁶ Page 3 (COMM 442): ACC made a friendly request that prerequisite "written permission of instructor" be revised to read "instructor permission."

DISCUSSION ITEM:

Post General Education Task Force Planning: Commissioners began planning discussions regarding how ACC will help facilitate campus-wide discussion during spring quarter of the three proposals that the General Education Task Force has been charged with delivering. Ideas discussed included providing multiple listening sessions for students at different times of day, gathering student feedback via online survey or by adding questions to the Office of Survey Research's second-year and exit surveys, recruiting faculty willing to gather feedback during classes, asking the Western Front to provide substantive and prominently featured coverage, and placing large posters in high student-traffic areas. Commissioners discussed whether the campus community should vote on proposals and suggested having a faculty-wide, multi-part voting process and combining a student vote with the Associated Students election that takes place at the end of April.

Meeting adjourned at 5:34 pm.

