



**ACADEMIC COORDINATING COMMISSION
Meeting Minutes of April 12, 2016**

Call to order: ACC Chair Mark Kuntz called the meeting to order at 4:02 pm, welcoming a total of 18 attendees (roster attached).

Minutes: ACC Minutes of 29 March 2016 were approved with roster correction.

REPORTS AND ANNOUNCEMENTS:

ACC Chair Mark Kuntz:

- A **resolution** thanking the General Education Task Force for the work they have done (forwarded by Mark Kuntz) **passed by acclamation**.
- Faculty, staff and students are encouraged to attend the General Education Collaborative Sessions on Wednesday, April 13, 12-1pm and Tuesday, April 19, 4-5 pm to discuss Western’s general education program.

Steve VanderStaay, Vice Provost for Undergraduate Education:

- Updated Commissioners on a recent meeting with the Joint Transfer Council.

Josie Ellison, Associated Students:

- Requested that faculty inform students about upcoming AS elections. Voting takes place April 25th to 29th and will include a referendum on Western’s general education program.

REVIEW OF CURRICULUM MINUTES:

#	Committee	Date	Actions	Minutes prepared by
85	Fairhaven College CC	2/16/2016	ACCEPTED	J. Helling
86	Fairhaven College CC	3/16/2016	ACCEPTED	J. Helling
87	Committee on Undergraduate Education (CUE)	3/31/2016	ACCEPTED with comment ¹	M. Price
88	College of Fine and Performing Arts CC (CFPA)	4/1/2016	ACCEPTED	P. Lundquist
89	College of Science and Engineering (CSE)	3/11/2016	Postponed following discussion ²	B. Johnson

¹ Commissioners questioned whether CUE should pursue seeking feedback from employers on WWU graduate students’ writing quality while the campus is engaged in dialogue on Western’s general education program.

² Commissioners discussed the Biology Catalog copy revision to the declaration process which stipulates that students are only allowed to repeat one of six introductory courses for the purpose of increasing a student’s GPA in order to meet program entrance requirements. These six courses have been flagged as success indicators for completing the program. Commissioners observed that more discussion will be needed as this item is complex and has policy implications. No action was taken.

DISCUSSION ITEM

International Proficiency (IP) Designation: Vicki Hamblin, *Director of the Institute for Global Engagement*, joined ACC to answer questions about the IP Designation proposed by the [One World Committee](#). ACC members discussed the process for designating IP and the overall purpose and benefit of an IP designation. Commissioners agreed to gather feedback from constituents on interest in pursuing an IP designation.

ACTION ITEM

Grade Replacement Policy: Following a Senate request of [January 25th](#), commissioners discussed incorporating limitations upon course repeats in the Repeating a Course Policy in light of [federal financial aid restrictions](#) that limit the number of times that a student may repeat a course once it has been passed. Commissioners noted that a student may petition to use a previous grade for purposes of GPA calculation in the event that a worse grade is received for a repeated course. Commissioners clarified that this policy does not apply to graduate students and that all grades received for a class appear on a student’s transcript. A **motion** to approve the Repeating a Course Policy as amended (forwarded by Doug Clark 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:

- Students may not repeat any previously passed course more than once.
- 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 baccalaureate 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 5:40 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	18	David Brunnemer, <i>Registrar</i>	--
2	Seán Murphy, <i>Vice Chair</i>	<i>Senator on ACC</i>	P	19	Jamie Lawson, <i>Catalog Coordinator</i>	P
3	Doug Clark	A ~ Geology	P	20	Lizzy Ramhorst, <i>Shared Gov Ops Mgr</i>	P
4	Holly Folk, <i>CUE liaison</i>	C ~ Liberal Studies	P	Recorder		
5	Michael Fraas	B ~ CSD	--	21	Kylee Swift, <i>FS Admin Assistant</i>	P
6	John Lund	<i>Senator on ACC</i>	P	Guests		
7	David Rossiter	G ~ Environmental Studies	--	22	Brad Johnson, <i>Associate Dean, CSE</i>	P
8	Patrick Roulet	D ~ Music	--	23	Marc Geisler, <i>Associate Dean, CHSS</i>	P
9	Hilary Schwandt	F ~ Fairhaven	--	24	Vicki Hamblin, <i>Executive Dir. of CIS</i>	P
10	Elizabeth Stephan	I ~ Wilson Library	P	25	Larry Symons, <i>Psychology</i>	P
11	Phil Thompson	E ~ Economics	P	26	Mike Mana, <i>Psychology</i>	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>		--			
16	Josie Ellison, <i>AS appointee</i>		P		Voting attendees	10
17	Rachel Heggie, <i>AS appointee</i>		P		Non-voting attendees	8
Voting members in attendance			10		TOTAL ATTENDEES	18