



**ACADEMIC COORDINATING COMMISSION
Meeting Minutes of January 10, 2017**

Call to order: *ACC Chair* Seán Murphy called the meeting to order at 4:03 pm, welcoming a total of 17 attendees (roster attached).

Minutes: ACC Minutes of 22 November 2016 were approved as written.

Erick Yanzon, AS VP for Academic Affairs:

- Viking Lobby Day will take place in Olympia on January 16th, 2017.
- The AS is currently restructuring, and recruitment for the new [Academic Support Committee](#) will take place over the course of the coming weeks.

ACTION ITEM

Proposed Course Title Policy: Responding in part to an issue that arose during the 2015-16 academic year, when two identically named courses were presented by different departments for ACC approval (see footnote 1 of [ACC minutes of February 16, 2016](#)), ACC Chair Seán Murphy presented a draft policy and rationale for consideration by the ACC proposing limitations upon approval of new courses with names identical to courses already approved for publication in the ACC Catalog. A **motion to approve** the proposed Course Title Policy as written and **to include** it in the *ACC Handbook* (forwarded by Sheila Webb and seconded) **passed** by a vote unanimous vote. The approved language is as follows:

ACC Policy on Course Titles:

A proposed new course, whether temporary or permanent, cannot have a title identical in its entirety, or substantially identical in its entirety, to that of a course already published (or already approved for publication) in the WWU Catalog. If the proposed new course is part of a sequential course series in the same Department or Program proposing the course, then the new course can have a title identical to the other course or courses in the series, as long as courses in the series are distinguished in some way (normally, by numerical sequence) in the title.

Example:

Existing course: "Political Revolution"

Proposed courses:

Examples of unacceptable titles: "Political Revolution" or "Political Revolutions" or "A Political Revolution"

Examples of acceptable titles: "Political Revolution in Southern Africa" or "Theories of Political Revolution" or "Political Revolutions: The European Experience" or "Anthropology of Political Revolutions".

ACC's rationale for the new policy was presented as follows: "The new policy will prevent distinct courses on similar topics from being confused with each other. This will make the Catalog as clear as possible, and help Western students and their advisors to select individual courses and an overall course of study. This will make student transcripts as clear as possible, and avoid any potential confusion about whether or not a student has been given credit more than once for the same course."

REVIEW OF CURRICULUM MINUTES

Winter 2017 Review Process: Commissioners discussed possible means of dividing responsibility for review of curriculum minutes for the purpose of ensuring that each set receives enhanced attention from a

few members of ACC as the committee approaches peak volume of curriculum review in advance of the final approval deadline for 2017-18 curriculum on March 7th.

A **motion to divide** ACC into three groups for purposes of facilitating more effective curriculum review during meeting weeks when ACC receives an exceptionally large number of pages of curriculum minutes for approval (forwarded by Sheila Webb and seconded) **passed** by general consent.

#	Committee	Date	Actions	Minutes prepared by
16	Huxley College CC (HCCC)	10/10/2016	ACCEPTED with ACC discussion ¹ and exception of ENV5 437D. ²	R. Kawczynski
19	College of Humanities & Social Sciences (CHSS)	10/27/2016	ACCEPTED	K. Anderson
20	Woodring Curriculum Committee (WCE)	10/17/2014	ACCEPTED with comment. ³	C. Teshima
21	Recruitment Admissions Support (RASC)	10/7/2016	ACCEPTED	A. Cantlon
22	Fairhaven College CC (FCCC)	11/9/2016	ACCEPTED	A. Blick
23	Committee on Undergraduate Education (CUE)	10/27/2016	ACCEPTED	K. Swift
24	Graduate Council (GC)	11/1/2016	ACCEPTED with request for additional information and clarification. ⁴	M. Yakawich
26	International Studies CC (ISCC)	09/30/2016	ACCEPTED	L. Nesheim
27	Huxley College CC (HCCC)	10/17/2016	ACCEPTED with comment. ⁵	R. Kawczynski
28	Graduate Council (GC)	11/15/2016	ACCEPTED	M. Yakawich
29	Teacher Curricula and Certification Council (TCCC)	11/15/2016	ACCEPTED	K. Olstad
30	College of Humanities & Social Sciences (CHSS)	11/17/2016	ACCEPTED with ACC discussion ⁶ and comments. ^{7, 8}	K. Anderson

¹ Minutes prompted more general discussion in ACC about a larger set of questions and issues with regard to approval of study abroad courses that may require future ACC attention and clarification, including but not limited to systems of course numbering for study abroad courses, Catalog inclusion of permanent study abroad courses, and credit-total vetting.

² Page 3 (ENV5 437D): Commissioners sought documentation of planned credit/contact hours for the purpose of ensuring that the course in question meets institutional standards to justify the requested total number of credits. A **motion to request** accounting of the total number of credit-hours planned from the course proposer (forwarded by David Rossiter and seconded) **passed** by general consent.

³ Catalog Coordinator Jamie Lawson noted that the 2014 date of this set of minutes is not a mistake. The TESOL course cancellations contained within this set of minutes were never approved and the courses therefore remain in the Catalog. As such, the committee was asked to resend.

⁴ Page 1: Commissioners sought context for and clarification of the reasons for including the following statement in minutes: "Academic departments should not get involved with students' personal lives."

⁵ Page 2 (ENV5 437I): Commissioners expressed their desire to see clearer accounting of credit hours as they relate to contact hours and credit totals for the purpose of reviewing proposed study abroad courses.

⁶ Items contained in minutes prompted continuation of the discussion cited in footnote 1, with additional questions raised about the process by which modality changes can or should occur and be communicated when permanent courses are offered as study abroad courses. Marc Geisler, *Associate Dean of CHSS*, observed that it may be desirable for ACC to stipulate some common marker for such courses in order to ensure that study abroad experience is clearly communicated in transcripts and for the purpose of gathering institutional data.

⁷ Page 50 (PSY 301): ACC Chair Seán Murphy called commissioner attention to satisfactory resolution of issues that arose last year at ACC meetings of [February 2, 2016](#) and [April 26, 2016](#) regarding proposed prerequisites for PSY 301.

⁸ Page 2: Commissioners expressed concern that changing the title of ENG 101 from "Writing and Critical Inquiry" to "Writing Your Way Into WWU" may present issues for transfer students and other institutions transcribing this course. Registrar David Brunnemer stated his belief that this change is unlikely to present a source of confusion to other institutions.

Review of CHSS CC minutes 12/1/2016 (31); IPAC minutes of 12/2/2016 (32); and TCCC minutes of 12/6/2016 (33) postponed until the meeting of January 24, 2017.

Meeting adjourned at 5:34 pm

ACADEMIC COORDINATING COMMISSION – ROSTER 2016-17

VOTING ATTENDEES				NON-VOTING ATTENDEES		
Faculty				Advisory		
1	Seán Murphy, <i>ACC Chair</i>	<i>Senator</i> ~ Liberal Studies	P	17	David Brunnemer, <i>Registrar</i>	P
2	Doug Clark	A ~ Geology	P	18	Jamie Lawson, <i>Catalog Coordinator</i>	P
3	Paul Chen	B ~ Political Science	P	19	Lizzy Ramhorst, <i>Shared Gov Ops Mgr</i>	P
4	Joan Hoffman	C ~ Mod & Classic Lang	P	Recorder		
5	Monique Kerman	D ~ Art	P	20	Kylee Swift, <i>FS Admin Assistant</i>	--
6	Phil Thompson, <i>Vice Chair</i>	E ~ Economics	P	Guests		
7	Julie Helling	F ~ Fairhaven	P	21	Marc Geisler, <i>Associate Dean, CHSS</i>	P
8	David Rossiter	G ~ Environmental Studies	P			
9	Tracy Thorndike	H ~ Special Education	--			
10	Peter Smith	I ~ Wilson Library	P			
11	Sheila Webb	<i>Senator</i> ~ Journalism	P			
Ex Officio (total of one vote)						
12	Brent Carbajal, <i>Provost and VP for Academic Affairs</i>		--			
13	Steven VanderStaay, <i>Vice Provost for Undergraduate Education</i>		P			
Students						
14	Erick Yanzon, <i>AS VP for Academic Affairs</i>		P			
15	Rachel Heggie, <i>AS appointee</i>		P			
16	Vacant, <i>AS appointee</i>		--			
Voting members in attendance			13			
					Voting attendees	13
					Non-voting attendees	4
					TOTAL ATTENDEES	17