



**ACADEMIC COORDINATING COMMISSION**  
**Meeting Minutes of January 24, 2017**

**Call to order:** *ACC Chair* Seán Murphy called the meeting to order at 4:00 pm, welcoming a total of 23 attendees (roster attached).

**Minutes:** ACC Minutes of 10 January 2016 were approved with correction of a typographical error.

**REPORTS AND ANNOUNCEMENTS**

**Seán Murphy, *AS VP for Academic Affairs*:**

- The Faculty Senate discussed [ACC's report on General Education](#) for the first time at its January 23<sup>rd</sup> meeting, and will continue to consider ACC's recommendations at future meetings. Faculty members are encouraged to read and circulate the report. Many additional details would need to be addressed in order for recommendations to be implemented, thus if the Senate approves any or all of the report, multi-stage processes will be necessary in order to move forward with the recommendations.
- Jamie Lawson, *Catalog Coordinator*, will give a presentation updating commissioners on [Curriculum](#) training and implementation at the next ACC meeting.

**Erick Yanzon, *AS VP for Academic Affairs*:**

- The AS recently passed a [resolution](#) declaring that the Associated Students is a sanctuary organization for undocumented students.
- The AS is currently recruiting students to serve on the new [Academic Support Committee](#) and on the [Student Technology Fee Committee](#).

**ACTION ITEM**

**IPAC and ACC Oversight of International Programs and Curriculum:** Following action taken at ACC's meeting of [22 November 2016](#), at which commissioners voted to reject a proposed name change and charge revision proposed by and for the International Programs Advisory Committee, commissioners spoke to representatives of the Institute for Global Engagement and IPAC leadership to discuss the future of the International Programs Advisory Committee and ACC's needs with regard to oversight of international programs and curriculum. IPAC is an advisory body that primarily seeks to address non-curricular issues connected to international programs, and following restructuring that has taken place within the Center for International Studies, now known as the Institute for Global Engagement, IPAC's proposed charge revision appeared to propose a body that advises and reports primarily to the IGE rather than to ACC. Commissioners acknowledged the importance of faculty engagement with IGE and internationalization initiatives, but questioned whether a body with a charge and reporting structure such as the one proposed was properly situated within faculty governance.

Commissioners expressed willingness to consider the possibility that ACC might cease to oversee the work of IPAC, but expressed concern that issues, questions, and needs have arisen with regard to oversight of curriculum proximate to education abroad that currently are not addressed by any ACC standing committee. Such issues include the numbering, designation, and revision guidelines for study abroad courses, as well as ACC's vetting procedures for them. Questions about guidelines for and oversight of education abroad courses are arising more frequently in ACC as more departments are moving to occasionally offer study abroad versions of courses listed in the permanent catalog. *ACC Chair* Seán Murphy suggested that, were ACC to end its formal affiliation with IPAC, ACC might still request advice from a faculty advisory body charged by IGE on an ad hoc basis regarding guidelines to be conveyed in the ACC Handbook.

A **motion to terminate** the International Programs Advisory Committee's charge from ACC and status as a standing committee of the ACC (forwarded by Joan Hoffmann and seconded) **passed** by a unanimous vote. ACC acknowledged that the Institute for Global Engagement may elect to charge its own faculty advisory body.

Following action terminating IPAC's status as an ACC standing committee, commissioners discussed specific questions about curricular issues proximate to education abroad that may require the future attention of ACC. *Catalog Coordinator* Jamie Lawson observed that several hundred x37 courses currently exist in Banner that have not been offered since 2013 or earlier and noted that the enormous number of x37 courses presents a significant transcribing challenge for purposes of degree evaluation. Recognizing or marking study abroad courses on transcripts is expected to become more challenging as departments begin to offer permanent courses with study abroad modality. Moreover, the move to begin offering study abroad versions of permanent courses raises significant questions about ACC's oversight practices for study abroad courses and review processes for modality changes. ACC may wish to address some of these questions at future meetings or consider asking another body to advise.

## APPOINTMENTS AND ELECTIONS

Commissioners **voted** unanimously in favor of a **motion** (forwarded by the ACC Executive Council) to **confirm** the appointment of Andrew Good, *Mathematics*, as CSE representative to the Committee on Undergraduate Education (CUE).

## REVIEW OF CURRICULUM MINUTES

#	Committee	Date	Actions	Minutes prepared by
16	Huxley College CC (HCCC)	10/10/2016	ENVS 437D <b>ACCEPTED</b> <sup>1</sup>	R. Kawczynski
31	College of Humanities & Social Sciences (CHSS)	12/1/2016	<b>ACCEPTED</b>	K. Anderson
32	International Programs Advisory Committee (IPAC)	12/2/2016	<b>ACCEPTED</b> with comment. <sup>2</sup>	K. Mantello
33	Teacher Curricula and Certification Council (TCCC)	12/6/2016	<b>ACCEPTED</b>	K. Olstad
34	Huxley College CC (HCCC)	11/14/2016	<b>ACCEPTED</b> with comment. <sup>3</sup>	R. Kawczynski
35	College of Science & Engineering CC (CSE)	11/14/2016	<b>ACCEPTED</b> with correction. <sup>4</sup>	J. Mott
36	College of Science & Engineering CC (CSE)	11/28/2016	<b>ACCEPTED</b> with comments <sup>5,6</sup> and correction <sup>7</sup>	J. Mott
37	College of Science & Engineering CC (CSE)	12/5/2016	<b>ACCEPTED</b> with comment. <sup>8</sup>	J. Mott
38	Fairhaven College CC (FCCC)	1/12/2017	Course cancellation memo <b>ACCEPTED</b>	A. Blick

<sup>1</sup> All items in CCM16 were accepted at ACC meeting of January 10<sup>th</sup> with the exception of ENVS 437D, for which commissioners sought documentation of planned credit/contact hours. Following that meeting, the course proposer attached documents accounting for the total number of credit-hours planned to the new course eform, and ENVS 437D was the only course under consideration at this meeting.

<sup>2</sup> See ACC action item above.

<sup>3</sup> Page 3: Cancellation of ESCI 421 will impact several programs within Huxley. ACC expects to see those changes in a future set of minutes.

<sup>4</sup> Commissioners observed inconsistencies between PCE course titles in minutes and in esign forms and requested that PCE esign forms be checked to ensure that the correct title is conveyed.

<sup>5</sup> Pages 2-3: Proposed Chemistry program revisions were already presented and accepted in CCM25.

<sup>6</sup> Pages 5-6: CSCI course cancellations will impact programs in the Computer Science department, including the BS and Minor. ACC expects to see programs revisions in a future set of minutes.

<sup>7</sup> Page 6 (EE 110): Commissioners observed inconsistency in information about grade mode between eform and minutes and requested that esign forms be checked to ensure accuracy.

<sup>8</sup> All courses with GUR attributes (SCED 201, SCED 202, SCED 203, PHYS 162, PHYS 163) must be sent to CUE and have been forwarded to CUE by ACC. The esign form number and link in minutes for SCED 201 is incorrect.

**Meeting adjourned at 5:17 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>	--
2	Doug Clark	A ~ Geology	--	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	--	21	Maggie Barklind, <i>Extended Education</i>	P
8	David Rossiter	G ~ Environmental Studies	P	22	Seth Feinberg, <i>Director, Global Learning</i>	P
9	Tracy Thorndike	H ~ Special Education	--	23	Marc Geisler, <i>Associate Dean, CHSS</i>	P
10	Peter Smith	I ~ Wilson Library	P	24	Vicki Hamblin, <i>Executive Director, IGE</i>	P
11	Sheila Webb	<i>Senator</i> ~ Journalism	P	25	Brad Johnson, <i>Associate Dean, CSE</i>	P
Ex Officio (total of one vote)				26	Amy Kiefer, <i>Faculty Senate Office</i>	P
12	Brent Carbajal, <i>Provost and VP for Academic Affairs</i>	--		27	Ryan Larsen, <i>Director, Education Abroad</i>	P
13	Steven VanderStaay, <i>Vice Provost for Undergraduate Education</i>	--		28	Charles Patterson, <i>Assoc. Professor, MCL</i>	P
Students						
14	Erick Yanzon, <i>AS VP for Academic Affairs</i>	P				
15	Rachel Heggie, <i>AS appointee</i>	P			Voting attendees	13
16	Vacant, <i>AS appointee</i>	--			Non-voting attendees	10
Voting members in attendance			10		TOTAL ATTENDEES	23