



**ACADEMIC COORDINATING COMMISSION  
Meeting Minutes of February 21, 2017**

**Call to order:** *ACC Chair* Seán Murphy called the meeting to order at 4:03 pm, welcoming a total of 18 attendees (roster attached).

**Minutes:** ACC Minutes of 24 January 2017 were approved as written.

**REPORTS AND ANNOUNCEMENTS**

**Seán Murphy, *ACC Chair*:**

- ACC may wish to reconsider its approval processes for online courses and modality changes and will discuss this issue during spring quarter.

**Steve VanderStaay, *Vice Provost for Undergraduate Education*:**

- Accreditation evaluators will be visiting campus at the end of March.
- Washington State University is moving ahead with their goal of offering all of their face-to-face degree programs online.

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

- The new Academic Support Committee had a productive first meeting. At its next meeting, the ASC plans to discuss ACC's general education recommendations and the Student Senate structure that is being proposed by the AS.

**DISCUSSION ITEM**

**Curriculog Update:** Jamie Lawson, *Catalog Coordinator*, presented a timeline outlining the planned implementation of web-based curriculum management system, Curriculog, which will replace the current e-form system. The entire campus is expected to begin using the software during Fall 2017, and the College of Humanities and Social Sciences will submit 2018-19 curricular items for approval at ACC's final meeting of the 2016-17 academic year via Curriculog. Sometime during spring quarter, ACC e-forms will be taken out of production and will cease to be used, though a brief period of overlap between the two systems is likely. Frequent training sessions will be available to faculty and staff both online and face-to-face during the coming months and in the fall.

The move to Curriculog will present a large package of questions to ACC with regard to how curricular items are presented and processed through faculty governance bodies and will likely necessitate a complete revision of the ACC Handbook. Lizzy Ramhorst, *Shared Governance Operations Manager*, is attending preliminary training and consulting sessions and is keeping track of issues that may require ACC's attention as Curriculog is implemented. ACC expects to discuss issues and decision points that arise as a result of the move to Curriculog during spring quarter.

**ACTION ITEM**

**Proposed Language for ACC Handbook: "Teach-out" Plans for Significantly Changed Programs:**

Steve VanderStaay, *Vice Provost for Undergraduate Education*, alerted commissioners to fact that, while all colleges and departments at Western have long operated according to the understanding that departments making significant changes to or ceasing to offer programs must for three years following the change make it possible for students to complete the program in accordance with requirements that were in place at the

time that the student entered the program, no official policy appears to exist codifying this practice. The ACC Executive Committee proposed language for addition to the ACC Handbook that would document what Western already does and make this practice a matter of official policy. The language proposed by the ACC Executive Committee was as follows:

Departments making significant changes to programs or their requirements, including program eliminations or moratoria, must establish a “teach-out” plan that allows students in such programs to complete, within three years of the program revisions, the requirements applicable to students at the time they entered the program.

Commissioners discussed the proposed language, and agreed that it was important to have such a policy in place in order to ensure transparency for students, though the policy as proposed represents no change from current practices. A **motion to approve** the language proposed by the ACC Executive Committee and add it to the ACC Handbook was forwarded by David Rossiter and seconded.

Commissioners expressed reservations about the connotations of the term “teach-out,” and a **motion to amend** the proposed language by deleting the words “teach-out” (forwarded by Sheila Webb and seconded) **passed** by a unanimous vote. Commissioners voted unanimously in favor of a **motion to approve** the language **as amended** (forwarded by Sheila Webb and seconded). The approved policy will be added to the ACC Handbook and is as follows:

Departments making significant changes to programs or their requirements, including program eliminations or moratoria, must establish a plan that allows students in such programs to complete, within three years of the program revisions, the requirements applicable to students at the time they entered the program.

## REVIEW OF CURRICULUM MINUTES

#	Committee	Date	Actions	Minutes prepared by
39	Council on University Programs (CUP)	11/28/2016	<b>ACCEPTED</b> with comment. <sup>1</sup>	A. Bunn
40	Committee on Undergraduate Education (CUE)	12/1/2016	<b>ACCEPTED</b> with comment <sup>2</sup> and correction. <sup>3</sup>	A. Kiefer
41	College of Business & Economics CC (CBE)	Fall 2016	<b>ACCEPTED</b> with recommendation, <sup>4</sup> comment, <sup>5</sup> and request for clarification. <sup>6</sup>	A. Andreassen
42	Huxley College CC (HCCC)	1/11/2017	<b>ACCEPTED</b> with exception of ENVS 303 and ENVS 305. <sup>7</sup>	R. Kawczynski
43	Fairhaven College CC (FCCC)	1/25/2017	<b>ACCEPTED</b> with exception of FAIR 370I and FAIR 370K. <sup>8</sup>	A. Blick
44	ALEKS Memo Amendment	1/27/2017	<b>ACCEPTED</b>	T. Sherwood & D. Brearley
45	Graduate Council	11/28/2016	<b>ACCEPTED</b>	M. Barr & M. Yakawich
46	Graduate Council	1/10/2017	<b>ACCEPTED</b>	M. Yakawich
47	Graduate Council	1/24/2017	<b>ACCEPTED</b>	M. Yakawich

<sup>1</sup>ENRG program revisions are further modified by changes that appear in CUP Minutes of February 13, 2017 (CCM53).

<sup>2</sup>Commissioners questioned the necessity of CUE’s requirement that a syllabus be attached to the e-form of all revisions to courses with an existing GUR attribute, and encouraged CUE to consider rethinking to this policy, which is perceived to be a source of considerable extra work and frustration for many faculty members proposing course revisions that have little or no impact upon the course’s GUR status.

<sup>3</sup>Page 7 (WGSS 211): Curriculum details in minutes include the wrong course number and title.

<sup>4</sup>Page 8 (MKTG 477): Commissioners observed that the first sentence of the proposed course description for MKTG 477 is grammatically problematic and recommended revision.

<sup>5</sup>Page 8 (MKTG 477): Commissioners suggested that collegial communication with the Psychology department was a desirable courtesy, albeit one not essential for the purpose of curricular approval. In many cases, collegial communication is mandatory, and commissioners noted that ACC should at a later date consider establishing clear guidelines about when collegial communication is and is not essential.

<sup>6</sup>Pages 11-12 (Business Administration – Management Information Systems Concentration, BA) and page 16 (Business Administration – Operations Management Concentration, BA): Commissioners expressed confusion about the purpose of reference to “provisional full major status” under the subheading “How to Declare (Admission and Declaration Process),” expressed concern that this step might create unnecessary confusion for students, and requested clarification of this language.

<sup>7</sup>Pages 2-3: Commissioners **tabled** consideration of ENVS 303 and ENVS 305, as neither revision proposal included a clear rationale or adequate documentation of the proposed credit total increases. Commissioners requested the addition of information justifying each proposed credit total

increase, including updated syllabi documenting additional proposed credit hours.

<sup>8</sup>Pages 3-4: Commissioners **tabled** consideration of FAIR 370I and FAIR 370K, as it was felt that neither proposal included an adequate rationale for the proposed credit total increases. Commissioners observed that neither course appears to include a sufficient number of contact hours to justify the proposed increase from 2 to 4 credit hours and requested a more thorough explanation and rationale for both proposed revisions.

*Review of Woodring CC minutes of 1/31/2017 (48); RASC minutes of 11/4/2016 (49) and 1/13/2017 (50); Huxley CC minutes of 1/25/2017 (51); CUP minutes of 1/30/2017 (52) and 2/13/2017 (53); Fairhaven CC minutes of 2/13/2017 (54); and CFFPA minutes of 2/10/2017 (55) postponed until the meeting of March 7, 2017.*

**Meeting adjourned at 5:30 pm**

**ACADEMIC COORDINATING COMMISSION – ROSTER 2016-17**

VOTING ATTENDEES				NON-VOTING ATTENDEES			
Faculty				Advisory			
1	Seán Murphy, <i>ACC Chair</i>	<i>Senator ~ Liberal Studies</i>	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	<b>Recorder</b>			
5	Monique Kerman	D ~ Art	P	20	Kylee Swift, <i>FS Admin Assistant</i>		--
6	Phil Thompson, <i>Vice Chair</i>	E ~ Economics	P	<b>Guests</b>			
7	Julie Helling	F ~ Fairhaven	P	21	Christine Espina, <i>RN-BSN Nursing Prog</i>		P
8	David Rossiter	G ~ Environmental Studies	P	22	Marc Geisler, <i>Associate Dean, CHSS</i>		P
9	Tracy Thorndike	H ~ Special Education	--	23	Amy Kiefer, <i>Faculty Senate Office</i>		P
10	Peter Smith	I ~ Wilson Library	--				
11	Sheila Webb	<i>Senator ~ Journalism</i>	P				
<b>Ex Officio (total of one vote)</b>							
12	Brent Carbajal, <i>Provost and VP for Academic Affairs</i>		--				
13	Steven VanderStaay, <i>Vice Provost for Undergraduate Education</i>		P				
<b>Students</b>							
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>		--				
<b>Voting members in attendance</b>			<b>12</b>	<b>Voting attendees</b>			<b>12</b>
				<b>Non-voting attendees</b>			<b>6</b>
				<b>TOTAL ATTENDEES</b>			<b>18</b>