WESTERN
WASHINGTON UNIVERSITY

ACADEMIC COORDINATING COMMISSION
Meeting Minutes of March 7, 2017

Call to order: *ACC Chair* Seán Murphy called the meeting to order at 4:02 pm, welcoming a total of 19 attendees (roster attached).

Minutes: ACC Minutes of 21 February 2017 were approved as written.

REPORTS AND ANNOUNCEMENTS

Seán Murphy, *ACC Chair*:

- The Faculty Senate has now discussed the ACC's report on Recommended Improvements to General Education at several different meetings, and on March 6th, a motion to approve ACC's writing priority area recommendations failed to carry. Many faculty expressed anxiety about teaching writing, and specific points of concern included cost, the potential loss of an upper-level writing proficiency requirement that can be divided among multiple courses, and the possibility of the proposed writing intensive 200-level course adding size to the overall GUR program.

Steve VanderStaay, *Vice Provost for Undergraduate Education*:

- The Washington State Senate has passed ESB 5234, a bill requiring establishment of a consistent, coordinated policy regarding acceptance and assignation of credit for AP exam scores of 3 or higher by public institutions of higher education. The Council of Presidents has argued that the proposed level of legislative intervention is in excess of what is typical or desirable. Western and the University of Washington have both expressed opposition to this bill and are particularly concerned about the possibility of being required to allow students with scores of 3 to bypass course prerequisites. Western hopes that the bill will allow universities to assign elective credit for scores of 3 rather than mandating that students with such AP scores be allowed to pass out of particular courses.

DISCUSSION ITEM

Credit Hours and Course Scheduling: The definition of credit hours that is currently articulated in Appendix 1 of the ACC Handbook is as follows:

> "Credit hours are assigned to a class based on the amount and type of work expected from a typical student in class. Classes will be assigned one credit for each hour of classroom discussion or lecture, and one credit for every two hours of laboratory or studio practice/rehearsal involving some preparation or reporting. Classes using different formats for at least part of the course will be assigned credit for amounts and types of work equivalent to those described above. When such a component is proposed, the type and amount of work involved must be described in detail. In particular, the activity for which credit is assigned must be structure and occur at regular or periodic intervals throughout the course; faculty must supervise and evaluate students' work in this activity."

ACC's current definition contains internal inconsistencies and can be interpreted to foreclose scheduling possibilities that are otherwise allowable under the definition set out by the Washington Administrative Code (WAC250-61-050). As such, commissioners initiated discussion of the appropriateness of the ACC's definition of credit hour and the desirability of revising this definition to allow departments increased scheduling flexibility in alignment with the WAC definition and common practices at other institutions.

Kimberly Lynn, *Liberal Studies Chair*, and Kevin Leonard, *History Chair*, visited ACC to advocate for the position that it is as appropriate to schedule five-credit classes on Tuesdays and Thursdays in 110-minute blocks as it is to schedule such courses in 80-minute blocks that meet Monday, Wednesday, and Friday.

Lynn noted that the choice of schedule block does not impact the expectation that students in 5-credit courses do 15 hours of coursework each week and stated that departments with many reading and writing intensive courses expect 680 minutes of outside prep for courses that meet on Tuesday and Thursday in comparison to the 660 minutes of prep that is expected of students in courses that meet on Monday, Wednesday, and Friday. Leonard observed that lack of clarity in the current definition has led to inconsistent scheduling practices, with some departments being asked to incorporate an extra hour of classroom time into their five-credit course schedules, while others have not been required to do so.

Steve VanderStaay, *Vice Provost for Undergraduate Education*, stated that it is important for accreditation purposes that Western schedule classes in alignment with its own rule. While some departments currently meet ACC's requirement by including an hour of class time to be arranged and articulating this hour in the course's syllabus, other departments appear to be in non-compliance with the ACC's own definition. Such situations might be simplified and resolved through revision of the ACC Handbook. To this end, *ACC Chair* Seán Murphy introduced draft language intended to address the discussed issues. Draft language was presented as follows:

[1] The Academic Coordinating Commission (ACC) of Western Washington University is responsible, among other things, for ensuring that every approved course at Western is assigned an appropriate number of credit hours.

[2] Western Washington University defines an academic credit hour as a unit of student work. A single credit hour at Western equals approximately three hours of work each week over the course of a 10-week quarter, thus equaling a total of approximately 30 hours of work for any given credit hour in any given course, whatever the actual length of the course.

[3] Western's definition of a credit hour is in full accordance with the definition provided in the *Washington Administrative Code* (*WAC*), as well as the requirements of the Northwest Commission on Colleges and Universities. For the *WAC* definition, see *WAC* 250-61-050 (19):

"Credit" means the unit by which an institution measures its course work. The number of credits assigned to a course is generally defined by the number of hours per week in class and preparation and the number of weeks in a term. One credit is usually assigned for three hours of student work per week or its equivalent. The three hours of student work per week is usually comprised of a combination of one hour of lecture and two of homework or three hours of laboratory. Semester and quarter credits are the most common systems of measuring course work. A semester credit is generally based on at least a fifteen week calendar or 45 hours of student work. A quarter credit is generally based on at least a ten week calendar or 30 hours of student work.

[4] At Western, a credit hour is typically based on the calculation of either (a) one hour of class time (where an hour equals no more than 50 minutes and no less than 44 minutes) and two hours of work outside of class, or (b) two hours (where two hours equal no more than 110 minutes and no less than 100 minutes) of laboratory or studio work or rehearsal and one hour of work outside of class.

[5] Western also approves other variations on the typical calculation of a credit hour, as long as the total unit of work per single credit hour equals approximately three hours. Variations at Western include courses with no class time at all, as when a course is approved for teaching online or through correspondence, as well as courses in which there is less than one hour of class time per credit hour. The latter currently include, but are not limited to, "hybrid" courses, study abroad courses, research seminars, writing-intensive courses, independent study courses, and thesis-writing courses.

[6] When a new or revised course is proposed for approval, the proposal must include a detailed account of the total amount of work required for the course, according to the number of credit hours in the proposed course. Thus, for each proposed credit hour, the proposal must account for approximately thirty hours of work.

[7] To ensure that ACC exercises responsible oversight of the curriculum, including the assignment of an appropriate number of credit hours, a course currently approved for teaching face to face at Western's campus must be approved as a revised course when an academic department or program proposes to teach the course in an online, hybrid, or study-abroad version.

[8] This policy replaces Section 1.2 and Appendix 1 in the ACC Handbook.

Commissioners discussed whether the proposed draft language was likely to be sufficient to address current and anticipatable issues that arise in relationship to the issue of course scheduling and credit hour determinations. Commissioners suggested that it might be desirable to include examples of appropriate work in paragraph 5 and asked whether specification of a minimum number of contact hours per credit was

necessary, expressing concern that failure to include such a guideline might lead to an erosion of faculty accountability and a proliferation of student work expectations outside of class.

REVIEW OF CURRICULUM MINUTES

#	Committee	Date	Actions	Minutes prepared by
42T	Huxley College CC (HCCC)	1/11/2017	ENVS 303 and ENVS 305 **ACCEPTED**.[1]	R. Kawczynski
48	Woodring College CC (WCE)	1/31/2017	**ACCEPTED** with comments.[2,3]	C. Teshima
48 App	Woodring College CC (WCE)	2/21/2017	**ACCEPTED**	C. Teshima
49	Recruitment Admissions Support Committee (RASC)	11/4/2016	**ACCEPTED**	A. Cantlon
50	Recruitment Admissions Support Committee (RASC)	1/13/2017	**ACCEPTED**	A. Cantlon
51	Huxley College CC (HCCC)	1/25/2017	**ACCEPTED**	R. Kawczynski
52	Council on University Programs (CUP)	1/30/2017	**ACCEPTED**	A. Bunn
53	Council on University Programs (CUP)	2/13/2017	**ACCEPTED**	A. Bunn
54	Fairhaven College CC (FCCC)	2/13/2017	**ACCEPTED**	A. Blick
55	College of Fine & Performing Arts CC (CFPA)	2/10/2017	**ACCEPTED**	P. Lundquist
56	College of Humanities & Social Sciences CC (CHSS)	1/12/2017	**ACCEPTED**	K. Anderson
57	College of Humanities & Social Sciences CC (CHSS)	1/26/2017	**ACCEPTED**	K. Anderson
58	Committee on Undergraduate Education (CUE)	1/26/2017	**ACCEPTED**	A. Kiefer & L. Ramhorst
59	Huxley College CC (HCCC)	2/1/2017 & 2/15/2017	**ACCEPTED** with comment.[4]	R. Kawczynski

[1] All other items from CCM 42 were accepted by ACC on February 21, 2017. With acceptance of ENVS 303 and ENVS 305, Commissioners have accepted these minutes in their entirety.

[2] Page 1 (Elementary Education catalog copy revision): Commissioners observed that the proposed revision is described in minutes as an informational item, but noted that ACC's purview does include oversight of declaration processes.

[3] Page 4-5 (EDUC 300-400): Commissioners observed that several departments – including Journalism, Fairhaven College, Communication Studies, and Art – offer similar courses, and suggested the desirability of collegial communication with these departments. Commissioners also suggested that the instructor consider reaching out to the Center for Service Learning for assistance.

[4] Commissioners expressed appreciation for Huxley's decision to reduced the size of several of its programs and commended the college for the clarity of its credit hour accounting.

Review of TCCC minutes of 2/7/2017 (60); CSE CC minutes of 2/17/2017 (61); CBE CC minutes of 2/21/2017 and 2/27/2017 (62); CFPA minutes of 2/22/2017 (63); and TCCC minutes of 2/28/2017 (64) postponed until the meeting of March 29, 2017.

Meeting adjourned at 5:30 pm

ACADEMIC COORDINATING COMMISSION – ROSTER 2016-17

VOTING ATTENDEES				NON-VOTING ATTENDEES		
Faculty				**Advisory**		
1	Seán Murphy, *ACC Chair*	*Senator* ~ Liberal Studies	P	17	David Brunnemer, *Registrar*	P
2	Doug Clark	A ~ Geology	--	18	Jamie Lawson**,** *Catalog Coordinator*	--
3	Paul Chen	B ~ Political Science	P	19	Lizzy Ramhorst, *Shared Gov Ops Mgr*	P
4	Joan Hoffman	C ~ Mod & Classic Lang	--	**Recorder**		
5	Monique Kerman	D ~ Art	P	20	Kylee Swift, *FS Admin Assistant*	--
6	Phil Thompson, *Vice Chair*	E ~ Economics	P	**Guests**		
7	Julie Helling	F ~ Fairhaven	P	21	Christine Espina, *RN-BSN Nursing Prog*	P
8	David Rossiter	G ~ Environmental Studies	P	22	Marc Geisler, *Associate Dean, CHSS*	P
9	Tracy Thorndike	H ~ Special Education	--	23	Brad Johnson, *Associate Dean, CSE*	P
10	Peter Smith	I ~ Wilson Library	P	24	Kevin Leonard, *History*	P
11	Sheila Webb	*Senator* ~ Journalism	P	25	Kimberly Lynn, *Liberal Studies*	P
Ex Officio (total of one vote)				26	Karen Stout, *Leadership Studies*	P
12	Brent Carbajal, *Provost and VP for Academic Affairs*		--			
13	Steven VanderStaay, *Vice Provost for Undergraduate Education*		P			
Students						
14	Erick Yanzon, *AS VP for Academic Affairs*		P			
15	Rachel Heggie, *AS appointee*		P		**Voting attendees**	11
16	Vacant, *AS appointee*		--		**Non-voting attendees**	8
Voting members in attendance			**11**		**TOTAL ATTENDEES**	**19**