



**ACADEMIC COORDINATING COMMISSION**  
**Meeting Minutes of April 11, 2017**

**Call to order:** ACC Chair Seán Murphy called the meeting to order at 4:00 pm, welcoming a total of 20 attendees (roster attached).

**Minutes:** ACC Minutes of 28 March 2017 were approved with roster corrections.

**ACC Chair Seán Murphy:**

- The Graduate Council is expected to receive a report from the History department in May regarding the status of the History Graduate program.

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

- Updated Commissioners on a bill ([ESB 5234](#)) that would require public higher education institutions to establish of a system wide policy assigning credit for AP exam scores of 3 or higher.
- The number of Bachelor of Applied Science degrees awarded by Washington State community colleges is increasing. The potential impacts on Western will be discussed at ACC's meeting of April 25<sup>th</sup>.

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

- Updated Commissioners on [Associated Students \(AS\) elections](#). Voting takes place April 24 to 28.
- Updated Commissioners on the [AS restructure](#).

**DISCUSSION ITEMS**

**Curriculog Questions and Issues for ACC:** Commissioners discussed how to transition from current curricular processes to Curriculog. Commissioners reviewed an abbreviated curricular minute template and discussed whether to approve curricular items directly in Curriculog or to continue reviewing curricular items through sub-committee minutes. Discussion of this topic is expected to continue at the meeting of May 23<sup>rd</sup>.

**ACC Policy on Credit Hours:** ACC Chair Seán Murphy presented a revised draft policy on credit hours (Appendix A). It was clarified that, going forward, course modality change will require ACC approval. Commissioners agreed to discuss this draft policy with their constituents and were asked to forward motions with any suggested revisions in advance of ACC's next meeting. ACC is expected to take action on this policy during spring quarter.

**REVIEW OF CURRICULUM MINUTES:**

#	Committee	Date	Actions	Minutes prepared by
47T	Fairhaven College CC (FCCC)	1/25/2017	ACCEPTED	A. Blick
75	Fairhaven College CC (FCCC)	3/29/2017	ACCEPTED with exception of FAIR 437E <sup>1</sup>	A. Blick
76	College of Science & Engineering CC (CSE)	11/7/2016	RETURNED <sup>2</sup>	J. Mott
77	Council on University Programs (CUP)	4/2/2017	ACCEPTED	A. Bunn
78	Committee on Undergraduate Education (CUE)	3/9/2017	ACCEPTED with comments <sup>3</sup>	A. Kiefer
79	Committee on Undergraduate Education (CUE)	3/30/2017	ACCEPTED	A. Kiefer
80	College of Science & Engineering CC (CSE)	4/10/2017	ACCEPTED with comments <sup>4</sup>	J. Mott
81	College of Business & Economics CC (CBE)	4/5/2017	ACCEPTED	A. Andreassen

<sup>1</sup>Page 2 (FAIR 437E): Commissioners request an account of all coursework hours and clarity on how many weeks this course will be taught.

<sup>2</sup>Page 1 (CSCI 347): Commissioners request an elaborated rationale for the credit hour increase.

<sup>3</sup>Page 3 (FAIR 334L): Error in the curricular items detail: the syllabus was attached.

<sup>4</sup>Page 1 (Computer Science, BS): Commissioners suggest revising the language of the admission and declaration process for clarity.

**Meeting adjourned at 5:36 pm**

## ACADEMIC COORDINATING COMMISSION – ROSTER 2016-17

VOTING ATTENDEES				NON-VOTING ATTENDEES			
<b>Faculty</b>				<b>Advisory</b>			
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>		P
6	Phil Thompson, <i>Vice Chair</i>	E ~ Economics	P	<b>Guests</b>			
7	Julie Helling	F ~ Fairhaven	--	21	Brad Johnson, <i>Assoc Dean of CSE</i>		P
8	David Rossiter	G ~ Environmental Studies	--	22	Craig Dunn, <i>Management</i>		P
9	Tracy Thorndike	H ~ Special Education	P	23	Donna Qualley, <i>CUE Chair</i>		P
10	Peter Smith	I ~ Wilson Library	P	24	Marc Geisler, <i>Assoc Dean of CHSS</i>		P
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>8</b>
						<b>TOTAL ATTENDEES</b>	<b>20</b>

## Draft ACC Policy on Credit Hours

2016-17 Academic Coordinating Commission  
Western Washington University

### Policy:

[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 equating a total of approximately 30 hours of work for any given credit hour in any given course, whatever the actual calendar 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 “[Credit Hour Policy](#)” 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 credit 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 per week, or (b) two hours [of laboratory or studio work or rehearsal](#) (where two hours equals ~~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 [per week. Within the parameters outlined here, the schedule of class meeting times is at the discretion of individual faculty members and their respective departments and programs, as long as the total unit of work per single credit hour equals approximately 30 hours per course.](#)

[5] Western also approves 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~~ 30 hours per course. ~~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~~ [There are several categories of courses approved for academic credit at Western in which a given course sometimes has less than one hour of class time per credit hour per week \(over a 10-week period\), which is to say less than 10 hours of class time per credit hour per course.](#) ~~The latter~~ These currently include, but are not limited to, [correspondence courses, online courses](#), “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.