



ACADEMIC COORDINATING COMMISSION  
Meeting Minutes of May 23, 2017

**Call to order:** *ACC Chair* Seán Murphy called the meeting to order at 4:01 pm, welcoming a total of 19 attendees (roster attached).

**Minutes:** ACC Minutes of 9 May 2017 were approved as written.

## REPORTS AND ANNOUNCEMENTS

**Seán Murphy, ACC Chair:**

- Asked Commissioners to consider nominations to the position of ACC 2017-18 Vice Chair. The role of Vice Chair is expected to precede a two-year term as ACC Chair.

## REVIEW OF CURRICULUM MINUTES

#	Committee	Date	Actions	Minutes prepared by
89	Recruitment Admissions Support Committee (RASC)	4/7/2017	ACCEPTED	A. Cantlon
90	Committee on Undergraduate Education (CUE)	4/13/2017	ACCEPTED	A. Kiefer
91	Committee on Undergraduate Education (CUE)	4/27/2017	ACCEPTED with comments. <sup>1</sup>	A. Kiefer
92	Committee on Undergraduate Education (CUE)	5/11/2017	ACCEPTED with comments. <sup>2,3</sup>	A. Kiefer
94	Graduate Council	5/16/2017	ACCEPTED with comments. <sup>4,5</sup>	M. Yakawich
95	Fairhaven College CC (FCCC)		ACCEPTED	A. Blick

<sup>1</sup> Commissioners request clarification regarding the discussion on Voluntary System of Accountability. Steve VanderStaaay, *Vice Provost for Undergraduate Education*, stated that the discussion centered on whether it would be desirable to use an assessment tool other than the Collegiate Learning Assessment (CLA) and what a more effective tool for assessing Western's general education program might look like.

<sup>2</sup> ACC Chair Seán Murphy expressed a desire to communicate to CUE that discussion and any recommendations regarding [Priority Area 1 from ACC's Report on Recommended Improvement to General Education](#) should be constrained to the parameters outlined in the report and specifically focus on further developing W1, W2, and W3 Writing Proficiency courses.

<sup>3</sup> Commissioners commended the revision of the [General Undergraduate Requirement \(GUR\) descriptions](#). The GUR website is expected to update the GUR descriptions with CUE's revisions in the 2017-18 academic year.

<sup>4</sup> Commissioners discussed whether to accept curricular items forwarded well past the Catalog deadline, noting that the review of items after the deadline impacts ACC's ability to discuss important policy issues. The ACC Executive Council agreed to draft a statement regarding curricular items received after the Catalog deadline and present it to ACC for discussion at ACC's first meeting of fall quarter.

<sup>5</sup> A Commissioner noted that ACC did not receive an update from the Graduate Council on the status of the History Graduate Program (see reports and announcements from [ACC minutes of 11 April 2017](#)).

## ACTION ITEMS

**Review of 2018-19 CHSS Curricular Items in Curriculog:** Commissioners reviewed the College of Humanities and Social Sciences (CHSS) Curriculum Committee minutes of 11 May 2017 (set #93) in Curriculog, Western's new curriculum management software. Jamie Lawson, *Catalog Coordinator*, and Marc Geisler, *Associate Dean of CHSS*, provided an overview of Curriculog. Commissioners questioned whether ACC should review temporary courses and what the process for approving curricular items in Curriculog will be. Lawson noted that Curriculog is linked to the Catalog, so all approved curricular items are automatically populated in the online Catalog and agreed to ask the program developers to change the language of "approved on" to "approved as". Geisler drew attention to the automated track changes and added that curricular items for review will only be forwarded to ACC once they have been routed through all necessary curricular committees. Senators **accepted** the CHSS CC minutes of 11 May 2017 (#93) by **general consent**.

Commissioners discussed whether to continue to require curriculum minutes from curricular committees or whether ACC will be able to successfully review curricular minutes in Curriculog.

**A motion** to pilot-test approving College of Humanities and Social Sciences Curriculum Committee (CHSS CC) minutes through the Curriculog platform during fall quarter 2017 (forwarded by Doug Clark and seconded) **passed**.

**ACC Policy on Credit Hours:** ACC Chair Seán Murphy presented a revised policy on credit hours (see [ACC minutes of 9 May 2017](#) for approved rationale). ACC discussed the results of a Qualtrics survey completed by Commissioners regarding how many minutes of direct contact is equal to one credit hour. Registrar David Brunnemer noted that the Credit Hour Policy and schedule can be decoupled if necessary.

**A motion** to define the standard calculation of a credit hour in section four of the Draft ACC Policy on Credit Hours document as “in current practice an hour of direct instruction at Western equals approximately 50 minutes” (forwarded by Sheila Webb and seconded) **passed** unanimously.

A Commissioner raised a concern that paragraph six of the DRAFT ACC Policy on Credit Hours articulates that ACC will review courses that have changed modality and suggested that this topic merits a larger university-wide discussion. ACC Chair Seán Murphy noted that this paragraph specifically addresses the need to account for credit hours when changing modality.

Commissioners **voted in favor of a motion** (forwarded by Phil Thompson and seconded) **to approve** the ACC Policy on Credit Hours as amended with eight in favor and one opposed. The language of the policy is as follows:

**ACC Policy on Credit Hours:**

[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 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 “Credit Hour Policy” of the Northwest Commission on Colleges and Universities. For the WAC definition, see [WAC 250-61-050](#) (19).

[4] **The standard calculation of a credit hour.** At Western, a credit hour is typically based on the calculation of either (a) one hour of direct instruction (as, for example, in a lecture, seminar, or discussion) and two hours of additional work per week, or (b) two hours of direct instruction (as, for example, in laboratory, studio, rehearsal, or field work) and one hour of additional work per week. In the case of both (a) and (b), the faculty member and students meet synchronously. In current practice an hour of direct instruction at Western equals approximately 50 minutes. 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] **Variations on the standard calculation of a credit hour.** 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 30 hours per course. There are several categories of courses approved for academic credit at Western in which a given course sometimes has less than one hour of direct instruction per credit hour per week (over a 10-week period), which is to say less than 10 hours of direct instruction per credit hour per course. These currently include, but are not limited to, correspondence courses, online courses, study abroad courses, research seminars, independent study courses, thesis-writing courses, and internships.

[6] When a new 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. A revised course, for which the revision includes a change in credit hours or a significant change in course content or a change in modality, including a change from direct to online instruction, a change from online to direct instruction, or a change from campus instruction to study abroad, must also be approved by the ACC. When a 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. In most cases, a syllabus, with a weekly schedule of required work, attached to the proposal for a new or revised course provides a sufficiently detailed account. For each proposed credit hour, the proposal must account for approximately 30 hours of work.

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

#### ITEMS FROM THE FLOOR

- ACC's first meeting of the 2017-18 academic year is tentatively scheduled for [October 10, 2017](#).

Meeting adjourned at 5:44 pm

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

VOTING ATTENDEES				NON-VOTING ATTENDEES			
Faculty				Advisory, non-voting			
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	<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	Craig Dunn, <i>Management</i>		P
8	David Rossiter	G ~ Environmental Studies	--	22	Hunter Eider, <i>AS VP Acad Affairs elect</i>		P
9	Tracy Thorndike	H ~ Special Education	P	23	Marc Geisler, <i>Associate Dean of CHSS</i>		P
10	Peter Smith	I ~ Wilson Library	P				
11	Sheila Webb	<i>Senator</i> ~ Journalism	P				
<b>Voting 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			Voting attendees	12
16	Vacant, <i>AS appointee</i>		--			Non-voting attendees	7
<b>Voting members in attendance</b>			<b>12</b>	<b>TOTAL ATTENDEES</b>			<b>19</b>