



ACADEMIC COORDINATING COMMISSION
Meeting Minutes of May 9, 2017

Call to order: *ACC Chair* Seán Murphy called the meeting to order at 4:02 pm, welcoming a total of 18 attendees (roster attached).

Minutes: ACC Minutes of 25 April 2017 were approved with amendments to the Bachelor of Applied Science Degree Recognition discussion item.

REPORTS AND ANNOUNCEMENTS

Seán Murphy, ACC Chair:

- Asked Commissioners to indicate if they are interested in chairing the ACC for a two-year term beginning 2018 or to suggest faculty members who might be a good fit for this role.
- ACC will review a set of CHSS minutes through Curriculog at its next meeting of May 23 and will consider how the implementation of Curriculog might change ACC processes.

REVIEW OF CURRICULUM MINUTES

#	Committee	Date	Actions	Minutes prepared by
76T	College of Science & Engineering CC (CSE)	11/7/2016	ACCEPTED	J. Mott
86	Council on University Programs (CUP)	4/21/2017	ACCEPTED	A. Bunn
87	College of Humanities & Social Sciences CC (CHSS)	4/11/2017	ACCEPTED with comments. ¹	K. Anderson
88	Fairhaven College CC (FCCC)	4/28/2017	ACCEPTED	A. Blick

¹Page 3 (Environmental Studies/Journalism, BA): Commissioners proposed a friendly amendment to include all cross-listed courses in the Catalog.

ACTION ITEM

ACC Policy on Credit Hours and Rationale: ACC Chair Seán Murphy presented a revised policy on credit hours as well as a revised rationale for the policy. Murphy incorporated feedback from a number of departments into the policy. Murphy reported that Steve VanderStaay, *Vice Provost of Undergraduate Education*, conducted a review of credit hour policies from other institutions and found that the revised ACC policy on credit hours is in line with what other institutions have.

Commissioners discussed defining how many minutes of direct contact equal a credit hour. Murphy met with Registrar David Brunnemer in order to discuss variation in scheduling practices and discovered that the majority of direct contact for a credit hour is between 48 to 50 minutes; however, the range is from 44 to 60 minutes. The Registrar's Office recommends providing students with 10 minutes of time at the end of each scheduled section for students to get to their next class. Commissioners agreed that exceptions to the standard should be transparent. ACC will continue discussion of this topic at its meeting of May 23.

A **motion to approve** (forwarded by Sheila Webb and seconded) the ACC rationale for a revised policy on credit hours **passed**. The language of the rationale is as follows:

ACC Rationale for a revised Policy on Credit Hours

The current ACC policy on the credit hour (ACC Handbook, Section 1.2 and Appendix 1) is (a) internally inconsistent; (b) less flexible, in some cases, than current State and Federal regulations; (c) inconsistent, in some cases, with current, and long-standing Department scheduling practices; and, consequently, (d) applicable in potentially inconsistent and inequitable ways.

In writing a new policy, the ACC has the following objectives:

- (1) a policy that is in full compliance with state and federal regulations, and the requirements of the NWCCU;
- (2) a policy that is systematic, consistent, and equitable in its written form and its practical application;
- (3) a policy that is consistent with current, sometimes long-standing, course scheduling practices;
- (4) a policy that allows flexibility in current and future scheduling practices;
- (5) a policy that, through (4), serves student interests, facilitating course selection and, thereby, decreasing time to degree;
- (6) a policy that assures university oversight of credit hours for all courses, including courses using teaching modes other than direct, face to face instruction on Western's campus.

Meeting adjourned at 5:31 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	--	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>		P
6	Phil Thompson, <i>Vice Chair</i>	E ~ Economics	P	Guests			
7	Julie Helling	F ~ Fairhaven	P	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				
Voting Ex Officio (total of one vote)							
12	Brent Carbajal, <i>Provost and VP for Academic Affairs</i>		--				
13	Steven VanderStaay, <i>Vice Provost for Undergraduate Education</i>		--				
Students							
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>		--				
Voting members in attendance			11				
Voting attendees							11
Non-voting attendees							7
TOTAL ATTENDEES							18