



**ACADEMIC COORDINATING COMMISSION
Meeting Minutes of February 6, 2018**

Call to order: *ACC Chair* Seán Murphy called the meeting to order at 4:02 pm, welcoming a total of 20 attendees (roster attached).

Minutes: ACC Minutes of 23 January 2018 were approved with edits.

REPORTS AND ANNOUNCEMENTS

Seán Murphy, ACC Chair:

- The Faculty Senate will review the Academic Working Group Global Pathway Programs proposal at its meeting of February 12th.
- ACC expects to discuss revisions to section “4.1. Experimental/Temporary X97 Courses” in the [ACC Handbook](#) at its meeting of February 20th.

Steve VanderStaay, Vice Provost for Undergraduate Education:

- Updated Commissioners on [SB 5917](#). If passed, this bill will require a system-wide credit policy on international baccalaureate exams and ACC will need to determine a process for reviewing and issuing guidelines on Western’s international baccalaureate exams.

DISCUSSION ITEM

ACC Guidance Regarding Credit Hour Policy and Course Scheduling: *ACC Chair* Seán Murphy presented draft guidance clarifying paragraph four of the [ACC Policy on Credit Hours](#). ACC members discussed questions raised by department chairs regarding the credit hour policy. Noble Solana-Walkingshaw, *Associated Students*, stated that most students expect 10 minutes for passing time and that students generally do not understand how credit hours are calculated. Commissioners suggested that ACC leadership attend a Chair Leadership Group meeting to understand what needs to be clarified and answer questions about the credit hour policy. *ACC Chair* Seán Murphy will ask to be included on a future Chair Leadership Group meeting agenda.

REVIEW OF CURRICULUM MINUTES:

#	Committee	Date	Actions	Minutes prepared by
46	Woodring CC (WCC)	1/19/2018	ACCEPTED	C. Teshima
47	Woodring CC (WCC)	1/26/2018	ACCEPTED	C. Teshima
48	Graduate Council	12/5/2017	ACCEPTED with comments. ¹	D. Patterson
49	Wilson Library CC (WLCC)	12/5/2017	ACCEPTED	K. Kendall-Weed
50	Wilson Library CC (WLCC)	12/15/2017	ACCEPTED	K. Kendall-Weed
51	College of Humanities & Social Sciences CC (CHSS)	12/7/2017	ACCEPTED with comments and exception of HIST 335. ^{2,3,4}	K. Anderson
52	Committee on Undergraduate Education (CUE)	1/11/2018	ACCEPTED	S. Miller
53	Teacher Curricula & Certification Council (TCCC)	1/16/2018	ACCEPTED	K. Olstad
54	College of Fine & Performing Arts CC (CFPA)	1/18/2018	ACCEPTED	P. Lundquist
55	College of Fine & Performing Arts CC (CFPA)	1/25/2018	ACCEPTED	P. Lundquist
56	College of Humanities & Social Sciences CC (CHSS)	1/18/2017	ACCEPTED	K. Anderson

¹Commissioners discussed revisions to the Curriculog proposal forms including adding a definition to the lecture/lab option under course details. ACC expects to discuss changes to Curriculog proposal forms in spring quarter.

²Commissioners discussed providing guidelines for syllabi attached to Curriculog proposals.

³[HIST 335](#): Commissioners returned the course with a request to indicate the number of lecture hours and to clarify whether communication with other departments outside the college is necessary. If collegial communication with other departments is necessary, please insert approval email(s) in comments section, otherwise please change "in progress" to "N/A."

⁴Commissioners noted that the wording in Curriculog proposal forms regarding maximum number of repeatable credits is unclear.

Review of HCCC minutes of 12/11/2017 (57); Graduate Council minutes of 1/23/2018 (58); CSE CC minutes of 12/4/2017 (59); CUP minutes of 1/30/2018 (60); FCCC minutes of 1/24/2018 (61); and CBE CC minutes of 11/14/2017 (62) postponed until ACC's meeting of February 20, 2018.

Meeting adjourned at 5:35 pm.

ACADEMIC COORDINATING COMMISSION – ROSTER 2017-18

VOTING ATTENDEES				NON-VOTING ATTENDEES			
Faculty				Advisory, non-voting			
1	Seán Murphy, <i>ACC Chair</i>	At Lg ~ Liberal Studies	P	18	David Brunnemer, <i>Registrar</i>		P
2	Doug Clark	A ~ Geology	P	19	Jamie Lawson, <i>Catalog Coordinator</i>		P
3	Paul Chen	B ~ Political Science	P	20	Lizzy Ramhorst, <i>Parliamentarian</i>		P
4	Joan Hoffman	C ~ Mod & Classic Languages	P	Recorder			
5	Brittany Schade	D ~ Design	--	21	Kylee Swift, <i>FS Admin Assistant</i>		P
6	Phil Thompson	E ~ Economics	P	Guests			
7	Julie Helling	F ~ Fairhaven	--	22	Vicki Hsueh, <i>Political Science</i>		P
8	Brooke Love	G ~ Environmental Sciences	P	23	Marc Geisler, <i>Associated Dean of CHSS</i>		P
9	Tracy Thorndike	H ~ Special Education	--	24	Sarah Bear, <i>Director of RN to BSN</i>		P
10	Peter Smith	I ~ Wilson Library	P	25	Noble Solana-Walkingshaw, <i>Assoc Stud</i>		P
11	Sheila Webb, <i>Vice Chair</i>	Senate Rep ~ Journalism	P	26	Jackie Caplan-Auerbach, <i>Assoc Dean CSE</i>		P
12	Aaron Perzigian	Senator ~ Special Ed	P	27	Jennifer Green, <i>Elementary Education</i>		P
Voting Ex Officio (total of one vote)							
13	Brent Carbajal, <i>Provost and VP for Academic Affairs</i>		--				
14	Steven VanderStaay, <i>Vice Provost for Undergraduate Education</i>		P				
Students							
15	Hunter Eider, <i>AS VP for Academic Affairs</i>		--				
16	Bill Martin, <i>AS appointee</i>		--				
17	Vacant, <i>AS appointee</i>		--				
						Voting attendees	10
						Non-voting attendees	10
Voting members in attendance			10	TOTAL ATTENDEES			20