



ACADEMIC COORDINATING COMMISSION  
Meeting Minutes of May 1, 2018

**Call to order:** *ACC Chair* Seán Murphy called the meeting to order at 4:01 pm, welcoming a total of 22 attendees (roster attached).

**Minutes:** ACC Minutes of April 17, 2018 were approved as written.

#### REPORTS AND ANNOUNCEMENTS

**Seán Murphy, ACC Chair:**

- Welcomed Michelle Runyan, Associated Students representative, to ACC.
- The ACC Executive Council expects to draft guidelines for collegial communication and present to Commissioners for discussion at ACC's meeting of May 15<sup>th</sup>.
- The Faculty Senate approved ACC's syllabus requirement contained within ACC's April 3<sup>rd</sup> meeting minutes at the [Senate meeting of April 23<sup>rd</sup>](#).

#### REVIEW OF CURRICULUM MINUTES

#	Committee	Date	Actions	Minutes prepared by
105	Graduate Council	4/10/2018	ACCEPTED	D. Patterson
106	Wooding CC (WCC)	4/12/2018	ACCEPTED	C. Teshima

#### ACTION ITEM

**CUE Writing Proposal:** ACC continued discussion of CUE's writing proposal (see Appendix A for proposed changes at a glance). *CUE Chair* Donna Qualley joined ACC to answer questions, and noted that CUE's writing proposal has been slightly revised to correct an error in Appendix B.

Commissioners inquired about the number of departments that teach second-year writing courses and noted that it would be appropriate for the Modern & Classical Languages department to teach W3 and W4 courses in languages other than English. ACC members inquired whether the writing proposal could move forward in advance of ACC determining how to revise the ACGM/BCGM GUR categories, and how a revision to the ACGM/BCGM GUR categories will impact the total number of GUR credits. A Commissioner observed that Fairhaven has a robust writing program and suggested that Fairhaven could offer W4 courses.

Commissioners discussed how courses would be designated as a writing course. Specifically, ACC discussed whether courses would have permanent W designations or whether departments could change W designations each quarter. A meeting attendee stated that there have been challenges in the past when students have registered for courses that have a WP designation one quarter, but departments change the designation the following quarter. This has created a stressful situation for students and advisors. Registrar David Brunner suggested that it is desirable for a course to retain a stable designation for at least one full academic year.

ACC discussed which courses could qualify as a W3 course. An ACC member inquired whether it would be possible for a 100-level course to be designated as a W3 course. *CUE Chair* Donna Qualley stated that ENG 101 is a prerequisite for a W3 course, so any course designated W3 would also have to have ENG 101 as a prerequisite. Commissioners discussed whether it would be feasible to allow students to take ENG 101 concurrently with a W3 designated course. Qualley stated that she will bring this inquiry and suggestion back to CUE for discussion.

Commissioners also discussed how the different W designations would appear in the Catalog, as well as the potential of changing the name of the designation to avoid confusing this proposal with Western’s current WP designation. ACC members noted that endorsing this proposal would not prevent future modifications for the sake of implementation and feasibility.

A **motion** to accept the Committee on Undergraduate Education (CUE) meeting minutes of March 8, 2018 and endorse the CUE writing proposal was forwarded by Joan Hoffman and seconded.

During discussion, Commissioners expressed a desire to consult with constituents regarding the CUE writing proposal. A **motion** (forwarded by Tracy Thorndike, and seconded) to postpone consideration of the CUE writing proposal until ACC’s meeting of May 15<sup>th</sup> to allow Commissioners more time to consult with constituents **passed** by unanimous vote.

All Commissioners voted in favor of accepting the CUE minutes of March 8, 2018 with the exception of the CUE writing proposal, consideration of which is postponed until May 15<sup>th</sup>.

*CUE Chair* Donna Qualley and *ACC Chair* Seán Murphy expect to meet with department chairs and gather feedback on CUE’s writing proposal in the next couple of weeks. ACC members noted that much broader university-wide discussion will need to take place before this proposal can be implemented.

## DISCUSSION ITEM

**Curriculog:** Jamie Lawson, *Catalog Coordinator*, updated commissioners on changes to Curriculog processes for 2019-20 curriculum. ACC provided feedback on the changes. Lawson requested that Commissioners [email](#) him with any additional feedback. ACC expects to continue discussion of Curriculog at its meeting of May 29<sup>th</sup>.

**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 Brunner, <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	<b>Recorder</b>			
5	Brittany Schade	D ~ Design	P	21	Kylee Swift, <i>FS Admin Assistant</i>		P
6	Phil Thompson	E ~ Economics	P	<b>Guests</b>			
7	Julie Helling	F ~ Fairhaven	P	22	Craig Dunn, <i>Management</i>		P
8	Brooke Love	G ~ Environmental Sciences	P	23	Kati Johnson, <i>Assistant Director MBA Prog</i>		P
9	Tracy Thorndike	H ~ Special Education	P	24	Donna Qualley, <i>CUE Chair</i>		P
10	Peter Smith	I ~ Wilson Library	P	25	Marc Geisler, <i>Associate Dean of CHSS</i>		P
11	Sheila Webb, <i>Vice Chair</i>	Senate Rep ~ Journalism	P				
12	Aaron Perzigian	Senator ~ Special Ed	P				
<b>Voting Ex Officio (total of one vote)</b>							
13	Brent Carbajal, <i>Provost and VP for Academic Affairs</i>		--				
14	Steven VanderStaay, <i>Vice Provost for Undergraduate Education</i>		P				
<b>Students</b>							
15	Hunter Eider, <i>AS VP for Academic Affairs</i>		--				
16	Bill Martin, <i>AS appointee</i>		--				
17	Michelle Runyan, <i>AS appointee</i>		P				
<b>Voting members in attendance</b>			<b>14</b>				
						Voting attendees	14
						Non-voting attendees	8
						<b>TOTAL ATTENDEES</b>	<b>22</b>

Excerpt from CUE Writing Proposal:

***Proposed Changes to Writing Requirements at a Glance***

For ease of understanding, CUE renumbered ACC's three levels (W1a and 1b, W2, and W3)<sup>1</sup> as four levels (W1, W2, W3, and W4).

Old ACC Number	New CUE Number	Level	Title or Description	Kind of writing course	Catalog Tag	Pre-requisites	Minimum Requirements
<b><i>Writing 1 and Writing 2 should be completed before students accrue 90 credits.</i></b>							
1a	Writing 1	English 101	Writing Your Way through WWU	Writing-Focused C- grade required	Com A	None	1 course ideally taken in the 1 <sup>st</sup> year
1b	Writing 2	GUR 100-200 level	Writing in Disciplinary Contexts	Writing-Focused C- grade Required	Com C	Writing 1 (Com A) required	1 course taken in the 1 <sup>st</sup> or 2 <sup>nd</sup> year
<b><i>Writing 3: One writing-infused GUR course (Existing GUR courses that contain (or have been re-envisioned to include) writing instruction/practice).</i></b>							
2	Writing 3	GUR 200-300 level	GUR course	Writing-Infused C- grade Required	W-GUR	Writing 1 (Com A) required  <i>Writing 2 (Com C) recommended</i>	1 course taken in the 2 <sup>nd</sup> or 3 <sup>rd</sup> year
<b><i>Writing 4: Choice of three writing-infused major courses or one writing-intensive major course (Replaces the current WP requirement).</i></b>							
3	Writing 4	MAJOR 300-400 level courses	Courses ideally taken in the major department	Writing-Infused C- grade required	W-MAJ	Writing 2 (Com C) required  <i>Writing 3 (W-GUR) recommended</i>	3 Writing-Infused courses taken in the 3 <sup>rd</sup> or 4 <sup>th</sup> year
		MAJOR 300-400 level course	Course ideally taken in the major department	Writing-Intensive C- grade required	W-INT	Writing 2 (Com C) required  <i>Writing 3 (W-GUR) recommended</i>	1 Writing Intensive course taken in the 3 <sup>rd</sup> or 4 <sup>th</sup> year

<sup>1</sup> See Appendix A. ACC's Report to the Faculty Senate on Recommended Improvements to General Education in [ACC minutes of November 22, 2016](#).