



**ACADEMIC COORDINATING COMMISSION  
Meeting Minutes of April 29, 2014**

**Call to order:** ACC Chair Yvonne Durham called the meeting to order at 4:02 pm, welcoming a total of 21 attendees (roster attached).

**Minutes:** ACC Minutes of April 15, 2014 were approved as written.

**REPORTS AND ANNOUNCEMENTS**

- *ACC Chair* Yvonne Durham reminded commissioners to return written responses to questions from the Six Questions Coordinating Committee to her by the end of the week and announced that she, David Brunner, and Lisa Zuzarte have been working on updating the ACC handbook for accuracy and hope to have changes to present to commissioners at the next meeting.
- *Vice Provost for Undergraduate Education* Steve VanderStaaay announced that Lisa Zuzarte worked with him to create a summary of Western’s new degree programs that was shared with all other Washington universities and which he will share with commissioners. He noted that many two-year colleges are introducing four-year degree programs, and Western has registered concern about the extent of this trend.
- *AS VP for Academic Affairs* Josie Ellison reported that the Student Trustee Selection Committee has extended its application deadline and will continue accepting applications through May 2<sup>nd</sup>.

**REVIEW OF CURRICULUM MINUTES:**

#	Committee	Date	Actions	Minutes prepared by
79	Huxley College Curriculum Committee (HCCC)	3/12/2014	ACCEPTED with comments and corrections <sup>1</sup> and exception of ENVS 413. <sup>2</sup>	D. Knutson
80	Graduate Council	3/18/2014	ACCEPTED with comments. <sup>1</sup>	M. Barr
81	Graduate Council	4/15/2014	ACCEPTED with comment. <sup>1</sup>	M. Barr
82	College of Sciences and Technology (CST)	4/7/2014	ACCEPTED with comments. <sup>1</sup>	J. Mott
83	Teacher Curricula and Certification Council (TCCC)	4/8/2014	ACCEPTED with comments. <sup>1,3</sup>	E. Sasnett
84	Committee on Undergraduate Education (CUE)	4/10/2014	ACCEPTED	M. Price

<sup>1</sup> All edits recommended in "[Registrar/Catalog Office Comments to Curriculum Minutes – ACC Meeting Date: Apr 29, 2014](#)" accepted.  
<sup>2</sup> Page 2 (ENVS 413): Clarification of prerequisite change and collegial communication with the Journalism department regarding prerequisites is required.  
<sup>3</sup> Physical Education and Health P-12, BAE is pending CHSS approval.

**ACTION ITEMS:**

**Review of Academic Honesty Policy:** Karen Stout, *Past Senate President*, and Melinda Assink, *Administrative Assistant to the Provost*, presented commissioners with the current draft of the new Academic Honesty Policy and explained the rationale for recent changes and the incorporation of feedback from the Western community. Commissioners suggested minor final revisions, and a **motion to approve** the updated Academic Honesty Policy document and forward it to the Senate (forwarded by Mark Kuntz, seconded by Josie Ellison) **passed** by a unanimous vote.

A **motion to express appreciation** to Karen Stout and Melinda Assink for their hard work on the Academic Honesty Policy (forwarded by Yvonne Durham, seconded by Janice Lapsansky) **passed** by acclamation.

**Forwarding of Calendar Committee Report:** The Executive Council forwarded a motion to accept the Academic Calendar Committee’s report and forward it to the Senate with accompanying comments. Commissioners suggested minor revisions to comments and a **motion to accept and forward** the report with updated comments (moved by Andreas Riemann, seconded by Jennifer Keller) **passed** by a unanimous vote.

Comments from ACC to be forwarded to the Senate regarding the report of the Calendar Committee are as follows:

As the Calendar Committee was formed at the request of the Senate to further explore specific questions and was charged with providing advice on items that might warrant larger consideration, ACC accepts the report and forwards it to the Senate for further discussion and deliberation. ACC wishes to extend appreciation to the committee members and chair for their time and effort in exploring these important issues and for the thoroughness with which they fulfilled their charge.

The commissioners discussed the report and expressed general support for the recommendations made by the committee. Specifically, consistent with the Calendar Committee report, ACC recommends publishing a "Calendar of Religious Holidays and Observance" with language strongly encouraging faculty to accommodate students' legitimate religious observances. ACC also recommends that, in an effort to coordinate spring break with area school districts, the Registrar inform regional school district officials of the University's scheduled Spring Break for the next three years each fall and that the Provost write to the Superintendent of Schools and request that a representative from WWU be added to the BSD's Calendar Committee.

Because Charge #1 (Conversion to a semester system) and Charge #2 (Equalizing days of instruction) have potentially significant effects on a broad range of the university community, ACC forwards the recommendations of the committee on to the Senate in order for that broader discussion to take place.

#### DISCUSSION ITEM:

**Ideas for Possible Online Curriculum Support Processes:** Commissioners discussed possible mechanisms by which ACC could begin supporting or reviewing online curricular offerings.

#### Meeting adjourned at 5:45 pm.

Minutes prepared by Lizzy Ramhorst, *Recorder*, 7 May 2014

#### ACADEMIC COORDINATING COMMISSION – ROSTER 2013-14

VOTING ATTENDEES				NON-VOTING ATTENDEES		
Faculty				Ex Officio, non-voting		
1	Yvonne Durham, <i>ACC Chair</i>	E ~ Economics	P	19	David Brunnemer, <i>Registrar</i>	P
2	David Rossiter, <i>ACC Vice Chair</i>	G ~ Environmental Studies	--	20	Lisa Zuzarte, <i>Catalog Coordinator</i>	P
3	Gail Coulter	H ~ Special Education	P	<b>CUE-ACC Liaison</b>		
4	Holly Folk	C ~ Liberal Studies	P	21	Todd Haskell, <i>CUE Co-Chair</i>	P
5	David Gilbertson (Senator on ACC)	E ~ Accounting	--	<b>Recorder</b>		
6	Ron Helms	B ~ Sociology	P	22	Lizzy Ramhorst, <i>Recorder</i>	P
7	Jennifer Keller	AtLg ~ Journalism	P	23	Maya Price, <i>Assistant to Recorder</i>	P
8	Mark Kuntz	D ~ Theatre Arts & Dance	P	<b>Guests</b>		
9	Janice Lapsansky	A ~ Biology	P	<b>Guests</b>		
10	Andreas Riemann (Senator on ACC)	A ~ Physics & Astronomy	P	24	Melinda Assink, <i>Admin. Asst to Prov.</i>	P
11	Peter Smith	I ~ Wilson Library	P	25	Marc Geisler, <i>Associate Dean, CHSS</i>	P
12	Stan Tag	F ~ Fairhaven	P	26	Karen Stout, <i>Past Senate President</i>	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	Josie Ellison, <i>AS VP for Academic Affairs</i>		P			
16	Nic Doherty, <i>AS appointee</i>		--	<b>Non-voting attendees</b>		5
17	Katie Green, <i>AS appointee</i>		--	<b>Guests</b>		3
18	Logan Macpherson, <i>AS appointee</i>		P			
<b>Voting members in attendance</b>			13	<b>TOTAL ATTENDEES</b>		21