



**ACADEMIC COORDINATING COMMISSION
Meeting Minutes of May 13, 2014**

Call to order: ACC Chair Yvonne Durham called the meeting to order at 4:01 pm, welcoming a total of 20 attendees (roster attached).

Minutes: ACC Minutes of April 29, 2014 were approved as written.

REPORTS AND ANNOUNCEMENTS

- *ACC Chair* Yvonne Durham thanked commissioners for submitting responses to questions from the Six Questions Coordinating Committee, announced that 2014-15 committee sign-ups are taking place [online](#), and noted that the final ACC meeting of the 2013-14 academic year will take place on May 27th.
- *Vice Provost for Undergraduate Education* Steve VanderStaa reported that each of Washington State’s four-year public colleges and universities has received a request from the Council of Presidents asking that an outline of their respective curriculum review processes be produced and published for the public.
- *AS VP for Academic Affairs* Josie Ellison announced that AS elections have concluded and results can be viewed [online](#).

REVIEW OF CURRICULUM MINUTES:

#	Committee	Date	Actions	Minutes prepared by
85	Fairhaven College Curriculum Committee (FCCC)	4/2/2014	ACCEPTED with correction ¹ and comment. ²	K. Johnson
86	Extended Education	4/22/2014	ACCEPTED with comments. ³	L. Longwood
87	College of Humanities and Social Sciences (CHSS)	4/24/2014	ACCEPTED with comment. ^{3,4}	K. Ayre
88	Committee on Undergraduate Education (CUE)	4/24/2014	ACCEPTED	M. Price

¹ Page 2: Please correct the names of Catherine Holcroft’s Interdisciplinary Concentration committee members.

² Page 6 (FAIR 397L): Commissioners offered the friendly suggestion that the College might consider adding “or instructor permission” to prerequisites in order to open the course to non-Fairhaven students if doing so is feasible.

³ All edits recommended in “[Registrar/Catalog Office Comments to Curriculum Minutes – ACC Meeting Date: May 13, 2014](#)” accepted.

⁴ Page 12: HIST 554 is pending Graduate Council approval.

ACTION ITEM:

Online Curriculum Support Processes: Commissioners continued discussion of possible mechanisms by which ACC could begin supporting and gathering information about online curricular offerings. A **motion** (1) to ask the Registrar to prepare an annual report (beginning Fall 2014) of the number of online courses and face-to-face courses taught by each college/program during the preceding year (including data on summer quarter); (2) to ask the Office of the Vice Provost for Undergraduate Education for help in providing resources and best practices for those teaching online course and publicizing their location widely; and (3) to engage in informal conversations with College curriculum committee Chairs to find out how online courses are currently developed and supported (forwarded by David Rossiter, seconded by Holly Folk) **passed** by a unanimous vote.

DISCUSSION ITEM:

ACOM Waiver Equity Concerns and Writing Proficiency: Commissioners discussed means of mitigating opportunity inequalities that could result in connection with ACC’s approval on February 4th of the removal of ACOM exemptions for students with high SAT/ACT scores. Concerns were expressed at that time about the impact of the change upon well-prepared students without access to Advanced Placement courses. Commissioners sought to explore possibilities for cost-effective testing opportunities that might help address this concern. Commissioners also

noted the importance of discussions about improving writing proficiency that are occurring in WSGE and CUE and the significance of continuing those discussions in the future.

ACTION ITEM:

ACC Handbook Corrections: Yvonne Durham presented changes to the ACC Handbook intended to correct inaccurate language and information. A **motion to approve** proposed changes to the ACC Handbook (forwarded by David Rossiter, seconded by Holly Folk) **passed** by a unanimous vote.

Meeting adjourned at 5:36 pm.

Minutes prepared by Lizzy Ramhorst, *Recorder*, 21 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>	--
2	David Rossiter, <i>ACC Vice Chair</i>	G ~ Environmental Studies	P	20	Lisa Zuzarte, <i>Catalog Coordinator</i>	P
3	Gail Coulter	H ~ Special Education	P	CUE-ACC Liaison		
4	Holly Folk	C ~ Liberal Studies	P	21	Emily Borda, <i>CUE Co-Chair</i>	P
5	David Gilbertson (Senator on ACC)	E ~ Accounting	--	Recorder		
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			
9	Janice Lapsansky	A ~ Biology	P	Guests		
10	Andreas Riemann (Senator on ACC)	A ~ Physics & Astronomy	P	24	Marc Geisler, <i>Associate Dean, CHSS</i>	P
11	Peter Smith	I ~ Wilson Library	P	25	Donna Qualley, <i>English</i>	P
12	Stan Tag	F ~ Fairhaven	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	Josie Ellison, <i>AS VP for Academic Affairs</i>		P			
16	Nic Doherty, <i>AS appointee</i>		--	Non-voting attendees		4
17	Katie Green, <i>AS appointee</i>		--	Guests		2
18	Logan Macpherson, <i>AS appointee</i>		P			
Voting members in attendance			14	TOTAL ATTENDEES		20