



**ACADEMIC COORDINATING COMMISSION
Meeting Minutes of May 27, 2014**

Call to order: ACC Chair Yvonne Durham called the meeting to order at 4:00 pm, welcoming a total of 21 attendees (roster attached).

Minutes: ACC Minutes of May 13, 2014 were approved as written.

REPORTS AND ANNOUNCEMENTS

- *ACC Chair* Yvonne Durham thanked commissioners for their service this year, welcomed new members, shared a draft of ACC’s annual report to the Faculty Senate outlining the committee’s accomplishments over the course of the past year, and presented minor corrections to the appendices of the ACC Handbook.
- *Provost* Brent Carbajal thanked commissioners for their service, observed the particular significance of several of the curricular changes ACC has overseen this year, including approval of the Academic Honesty Policy and the Engineering transition, and commended Yvonne Durham for her outstanding leadership.
- *AS Vice President for Academic Affairs* Josie Ellison reported on the accomplishments of the 2013-14 AS Board and offered a personal thank you to commissioners for their work and for the opportunity to serve on ACC.
- **Year-End Standing Committee Reports:** Commissioners reviewed year-end reports from the Committee on Undergraduate Education (CUE), Graduate Council, the Council on University Programs (CUP), Honors Board, the International Studies Curriculum Committee (ISCC), the International Programs Advisory Committee (IPAC), and the Recruitment, Admissions, and Support Committee (RASC). A minor revision to the language of the CUP report was requested, and all reports were accepted. (See Appendix A)

ELECTIONS AND APPOINTMENTS TO ACC STANDING COMMITTEES:

Commissioners voted on two positions for which there were multiple volunteers, electing Bidisha Biswas as a CHSS representative on ISCC and David Hartenstine as the CST representative on the Honors Board.

Following voting on these positions, a full slate of [nominees and remaining vacancies on ACC Standing Committees](#) (Appendix B) was presented to commissioners, and a **motion to appoint** all named individuals (forwarded by Mark Kuntz, seconded by David Rossiter) **passed** with a unanimous vote.

ACTION ITEM:

Approval of 2014-15 ACC Calendar and Catalog Deadlines: [2014-15 ACC Catalog and Calendar Deadlines](#) (Appendix C) were presented to commissioners, and a **motion to approve** the document and calendar (forwarded by Andreas Riemann, seconded by Josie Ellison) **passed** unanimously.

REVIEW OF CURRICULUM MINUTES:

#	Committee	Date	Actions	Minutes prepared by
89	Fairhaven College	4/30/2014	ACCEPTED	N. Ó Murchú
90	International Programs Advisory Committee (IPAC)	5/5/2014	ACCEPTED with comment. ¹	K. Mantello
91	College of Humanities and Social Sciences (CHSS)	5/8/2014	ACCEPTED with comment. ¹	K. Ayre
92	Committee on Undergraduate Education (CUE)	5/8/2014	ACCEPTED with comment ¹ and including motion to approve 2014-15 CUE Calendar.	M. Price
93	Graduate Council	5/13/2014	ACCEPTED with comment ¹ and corrections. ²	M. Barr
94	International Programs Advisory Committee (IPAC)	5/15/2014	ACCEPTED with comment. ¹	K. Mantello
95	Western Libraries Curriculum Committee (WLCC)	5/20/2013	Charge revision WITHDRAWN from consideration by WLCC.	E. Stephan

96	College of Business and Economics (CBE)	5/7/2014	ACCEPTED with comment and correction. ¹	A. Andreassen
97	Huxley College Curriculum Committee (HCCC)	5/22/2014	ACCEPTED with comments. ¹	D. Knutson
98	Woodring College Curriculum Committee (WCCC)	5/23/2014	ACCEPTED	C. Teshima

¹ All comments and edits recommended in "[Registrar/Catalog Office Comments to Curriculum Minutes – ACC Meeting Date: May 27, 2014](#)" accepted.

² Page 2 (Geography, Thesis, MS): See e-form for approved language. Correct department is Environmental Studies.

ACTION ITEM:

ACC Leadership Pilot: Commissioners voted unanimously to **approve** a **motion** (forwarded by David Rossiter and seconded by Holly Folk) to implement a pilot for 2014-15 wherein (a) the immediate Past ACC Chair is added to the ACC Executive Council as a non-voting Ex-Officio member and (b) the ACC Chair occupies the “At-Large” seat on ACC instead of serving as a College representative.

DISCUSSION ITEM:

Report on ACOM Waiver Issues: Yvonne Durham reported on the findings from inquiries made regarding potential means discussed by ACC of addressing equity concerns raised by changing ACOM waiver requirements. Commissioners determined that discussed options would require dialogue and action exceeding the scope of what can be accomplished this academic year. The Associated Students are invited to bring forward concerns with these issues for ACC discussion next year if desired.

ELECTIONS AND APPOINTMENTS:

Seating of New Commissioners: Yvonne Durham seated new faculty commissioners Shirin Deylami, Elizabeth Stephan, and Wendy Wilhelm (not present), and announced that ACC still requires new faculty representatives from the College of Science and Engineering, Fairhaven College, and the college of next year’s elected chair, who will be moved to the At-Large position per the ACC Leadership Pilot.

Election of 2014-15 ACC Chair, Vice Chair, and CUE Liaison: Mark Kuntz was nominated to the position of ACC Chair (nominated by Josie Ellison, seconded by David Rossiter), and a **motion to elect and approve** Mark Kuntz as 2014-15 ACC Chair (forwarded by David Rossiter, seconded by Holly Folk) **passed** unanimously.

David Rossiter was nominated to continue serving as ACC Vice Chair through Summer 2014 (nominated by Mark Kuntz, seconded by Holly Folk), and a **motion to elect and approve** David Rossiter as ACC Vice Chair through Summer 2014 (forwarded by Mark Kuntz, seconded by Josie Ellison) **passed** unanimously.

Holly Folk was nominated to the position of CUE Liaison (nominated by David Rossiter, seconded by Jaleesa Smiley), and a **motion to elect and approve** Holly Folk as the 2014-15 CUE Liaison (forwarded by David Rossiter, seconded by Jaleesa Smiley) **passed** unanimously.

REMARKS BY OUTGOING COMMISSIONERS:

Outgoing commissioners spoke about their experiences on ACC and expressed their gratitude to all involved. Outgoing Chair Yvonne Durham expressed her gratitude to commissioners for their service, and in particular, to Steve VanderStaay, Josie Ellison, and David Rossiter for their service on the Executive Council, to David Brunnemer and Lisa Zuzarte for their work in the Registrar’s Office, and to Lizzy Ramhorst for her work in the Senate Office.

ACTION ITEM:

A **motion** to thank Yvonne Durham for her exemplary two years of service as ACC Chair (forwarded by David Rossiter, seconded by Josie Ellison) **passed by acclamation**.

Meeting adjourned at 5:31 pm.

Minutes prepared by Lizzy Ramhorst, *Recorder*, 11 June 2014

ACADEMIC COORDINATING COMMISSION – ROSTER 2013-14

VOTING ATTENDEES				NON-VOTING ATTENDEES		
Voting Members with terms ending 2016				Ex Officio, non-voting		
1	Shirin Deylami	B ~ Political Science	P	19	David Brunnemer, <i>Registrar</i>	P
2	Holly Folk	C ~ Liberal Studies	P	20	Lisa Zuzarte, <i>Catalog Coordinator</i>	P
3	Elizabeth Stephan	I ~ Wilson Library	P	CUE-ACC Liaison		
4	Wendy Wilhelm	E ~ Finance & Marketing	--	21	Todd Haskell, <i>CUE Co-Chair</i>	P
Voting Members with terms ending 2015				Recorder		
5	Mark Kuntz	D ~ Theatre Arts & Dance	P	22	Lizzy Ramhorst, <i>Recorder</i>	P
6	David Rossiter, <i>ACC Vice Chair</i>	G ~ Environmental Studies	P	23	Maya Price, <i>Assistant to Recorder</i>	P
7	Gail Coulter for Tracy Thorndike	H ~ Special Education	--			
8	Jaleesa Smiley, <i>2014-15 AS VP for Academic Affairs</i>		P	Guests		
Voting Members with terms ending 2014				24	Marc Geisler, <i>Associate Dean, CHSS</i>	P
9	Yvonne Durham, <i>ACC Chair</i>	E ~ Economics	P			
10	David Gilbertson (Senator on ACC)	E ~ Accounting	--			
11	Ron Helms	B ~ Sociology	P			
12	Jennifer Keller	AtLg ~ Journalism	P			
13	Janice Lapsansky	A ~ Biology	--			
14	Andreas Riemann (Senator on ACC)	A ~ Physics & Astronomy	P			
15	Peter Smith	I ~ Wilson Library	P			
16	Stan Tag	F ~ Fairhaven	--			
17	Nic Doherty, <i>AS appointee</i>		--			
18	Josie Ellison, <i>2013-14 AS VP for Academic Affairs</i>		P			
19	Logan Macpherson, <i>AS appointee</i>		P			
Voting Ex Officio (total of one vote)						
20	Brent Carbajal, <i>Provost and VP for Academic Affairs</i>		P	Non-voting attendees 15		
21	Steven VanderStaay, <i>Vice Provost for Undergraduate Education</i>		P	Guests 6		
Voting members in attendance				15	TOTAL ATTENDEES 21	

2013-14 Activity Report to ACC: Committee on Undergraduate Education (CUE)

In 2013-2014, CUE worked in a number of different areas to pursue our charge to oversee the general education program at WWU. Following is a summary of this work, organized by the relevant section of CUE's charge.

- *Advise the Academic Coordinating Commission on all curriculum matters related to General Education, including the acceptance of courses for listing as fulfilling General University Requirements (GURs) and oversight of the Writing Proficiency (WP) requirement.*
 - ❖ GUR/FYE Course Proposals
 - CUE reviewed 42 course proposals involving GUR courses, including 9 new courses, 27 revisions to existing courses, and 6 proposals to cancel a GUR attribute or a the course as a whole
 - CUE reviewed 1 proposal for a new FYE course
 - ❖ ACOM Requirement
 - CUE reviewed a motion from English to eliminate the SAT/ACT exemption for the ACOM requirement (motion passed)
 - ❖ Writing Proficiency Requirement
 - At the request of ACC, CUE reviewed a memo from CHSS regarding the WP requirement at Western. CUE voted to explicitly include the WP requirement within the scope of WSGE's charge (see WSGE below)

- *Promote the goals of a liberal education in general, and writing and general education goals in particular, within the academic community.*
 - ❖ Communicating the purpose and value of our liberal arts core – the GURs

CUE continues to work on a campaign to increase the “visibility” of GURs on campus, as well as increase both students’ and faculty members’ knowledge of the purpose of the GURs. To this end, CUE has:

 - continued sending quarterly emails to GUR instructors with information about GUR competencies and other resources
 - gone live with a reorganized general education website with added content, with the help of Marie Raney and Wendy Knight
 - folded Viking Landing into the new “Conversations in Common” format developed by the Learning Commons, with the help of Carmen Werder. At least two “Conversations” sessions have focused on the GURs, one to help students connect their GURs with their career plans, and the other to gather student opinions about potential Gen Ed reform.
 - ❖ Expanding development opportunities for faculty teaching the GURs related to competency 1: Analyze and communicate effectively in oral, written, and visual forms

CUE continues to work on programs to improve student access to high quality instruction related to competency 1. To this end, CUE:

 - has begun to compile a compendium of best practices, classroom activities, and other resources for teaching oral/written/visual literacy with the goal of locating them on a designated space on the GenEd website.
 - promoted the integrated writing and researching workshops being offered to GUR writing faculty through the Learning Commons as well as the Writing Instruction Support website.
 - focused on enhancing resources for teaching visual literacy including a set of instructional components drafted by Julia Sapin (Art History) that has potential for use across the disciplines.

- identified more ways to increase the awareness of how even short oral presentations and fostering dialogue in the classroom can enhance students speaking and listening skills.
 - discussed the value of articulating more ways to integrate written, oral, and visual literacies skills.
- ❖ Submitting a response as part of the “Six Questions” initiative
 CUE was asked to submit a response to the 6th of the questions President Shepard has proposed to the campus community, “What are to be the roles of the liberal arts and sciences at Western?” CUE engaged in a lengthy discussion of this question, which was summarized by CUE co-chairs, approved by CUE, and forwarded to the “Six Questions” Coordinating Committee.
- *Periodically review these educational goals and assess the degree to which these goals have been achieved. These spheres of assessment include the University, colleges, and departments. The Committee on Undergraduate Education shall communicate its findings, and recommendations for improvement, to the ACC and the appropriate units.*
- ❖ Assessment of the GUR program
 CUE continued to enact its assessment plan to assess WWU’s general education program. To this end, CUE:
- selected GUR competency 1 “Analyze and communicate effectively in oral, written, and visual forms” as the competency we would assess this year
 - developed a GUR assessment report template
 - distributed a request to relevant departments to include a GUR assessment report along with their annual report this year
 - has begun receiving reports back from departments
- ❖ Convening of the Western Study of General Education (WSGE) Task Force
 CUE continued the work of convening a task force to determine the desirability and feasibility of general education revision at WWU. This work formally began with the distribution of the White Paper, “On General Education Requirements at Western Washington University” in May 2013. In fall 2013, CUE:
- developed recommended desirability and feasibility criteria to guide WSGE (motion passed)
 - determined the representative make-up of WSGE
 - solicited and evaluated applications for positions on the task force and voted on membership, and
 - drafted a motion to convene this Task Force with recommended appointments (motion passed).
- CUE has had a continuing presence on WSGE, through its CUE liaison and rotating attendance by CUE members.
- *Work in cooperation with and with support from the offices of the Vice Provost for Undergraduate Education; and the University Writing Program.*
- ❖ Continuation of Strand and Link Pilots
 CUE worked together with the VPUE to continue piloting “strands” (a set of three connected GUR courses offered in consecutive quarters) and “links” (a pair of connected GUR courses offered concurrently). CUE:
- reviewed reports submitted by prior strand and link faculty
 - reviewed and approved proposals for three links during the 2014-2015 academic year (one was a continuation from 2013/14).
 - discussed strengths and weaknesses of the pilots and how best to structure them in order to achieve their goals

- *Report to the ACC.*

In addition to forwarding minutes and motions from CUE meetings, CUE co-chairs alternated attending ACC meetings in order to facilitate communication between the two bodies. CUE co-chairs also consulted with ACC leadership on several significant matters, from changing the ACOM requirement to the structuring of WSGE's charge.

Graduate Council Year-end report 2013-2014

Kristi Lemm, *Chair*

Brenda Miller, *Vice-Chair*

In the 2012-2013 academic year, Graduate Council revised its charge to shift from having the Graduate Dean serve as Chair to having a faculty member as Chair, with substantial support from the Graduate School Dean and Associate Dean. This model continued into the 2013-2014 year, under a new faculty Chair and Vice-chair, providing further evidence that shared governance and a faculty-led committee is an effective model for Graduate Council.

The Council was very active in 2013-14, working on many projects in addition to reviewing and approving curricular items. The following list describes projects that were completed during the year or are ongoing.

Completed Projects

- *Increase in TA Stipends.* The Council drafted and approved a document requesting an increase in stipend rates for TAs working at the lowest pay levels, who have not received raises since 2009. Dean Kitto and Chair Lemm attended UPRC to promote a fair and competitive stipend for graduate students. UPRC voted to include TA stipend increases in the 2014-2015 AY budget; final decisions about the budget are forthcoming.
- *Increase in Transfer Credits.* The Council drafted and approved a policy to increase the maximum number of credits that can be transferred from 9 quarter hours to 12. The proposal has been approved by ACC.
- *Increase in Maximum Quarters of TA Support.* The Council drafted and approved a policy to increase the maximum number of quarters that a student can serve as a TA from 6 to 7. The proposal has been approved by ACC.
- *Presentation to Board of Trustees.* Dean Kitto and Chair Lemm delivered a presentation about the Graduate School to the Board of Trustees. The presentation emphasized the important role that graduate students play within the University and beyond. The presentation was eye-opening for many Board members, who tend to be more focused on undergraduate concerns. This presentation led to a meeting with University Relations officials, who have agreed to add a link for the Graduate School to the WWU home page.
- *Creation of Outstanding Graduate School Graduates Awards.* Following a recommendation by Graduate Student and Board of Trustee member Heather Flaherty, the Graduate Council agreed to create a new award to honor outstanding graduates of the Graduate School. Nominees and award winners will be announced at the Graduate School Reception, which will again be hosted on the night before graduation.
- *Graduate Student Events.* Graduate student members of the Council were active in creating events for graduate students across the University. In the fall, graduate students attended a welcoming reception at the Spark Museum, including a shocking appearance from Dean Kitto. In the spring, graduate student Council members organized, promoted, and hosted a student-focused conference where students gave talks and poster presentations about their research and scholarly work.

Ongoing Projects

- *Graduate Program Appraisals.* The Graduate Council developed a procedure for conducting program appraisals. This document was approved by the ACC and programs are completing their appraisals during the Spring 2014 quarter. The council will review the appraisals over the summer and will prepare a report during the 2014-2015 academic year.
- *Graduate Faculty Status.* The University currently identifies a subset of faculty members as Graduate Faculty, but there is no formal policy to codify which faculty members have this status and why. There is also no clear policy regarding whether and when non-tenure-track faculty and people from outside the University may teach graduate students or be involved in thesis projects. The Council developed a policy to clearly define status as Graduate Faculty. The policy includes definitions of Associate and Affiliate Graduate Faculty to cover non-tenure track faculty and community members. The policy has been approved by the Graduate Council, and has been forwarded to ACC, Deans, and UFWW for review.
- *Tuition Waiver improvements.* The Council drafted and approved a document promoting budget allocation for Graduate tuition waivers to be indexed to tuition increases, so that graduate tuition waivers will not drop below the rising cost of tuition. In addition, the council proposed a pilot program to provide tuition waivers for students working as research assistants. The Tuition Waiver document was discussed by UPRC.
- *Continuous Enrollment Policy.* The Graduate Council is working to develop a policy for continuous enrollment, to ensure that students retain their university affiliation in the interval between completion of course requirements and completion of all remaining degree requirements. The council developed and approved a document outlining the rationale for a continuous enrollment policy, and is currently working on the details how such a policy could be administered.
- *Policy for extension of five-year time limit.* The Council is working to develop a clear and fair policy for students who need to extend their education beyond the five-year limit.

May 17, 2014

TO: Yvonne Durham & ACC

FROM: Christopher Wise, Chair, CUP (Committee of University Programs)

RE: Yearly Report

What follows is a brief report regarding the doings of CUP. At our first meeting, I agreed to be chair, somewhat reluctantly as no one else could serve for various reasons. The committee was offered some administrative support for its meetings, but that never happened, also for various reasons. The committee definitely needs more administrative support, as there is a lot of traffic that comes its way, especially in the Winter Quarter. I cannot serve as chair next year, or even as a committee member, as I'll be on professional leave, so the committee will definitely need a new chair as well as more administrative support from the beginning of the academic year.

CUP met in November to discuss new courses from International Studies, especially the faculty led program in Rwanda. One issue that came up, which CUP members felt deserved more discussion at ACC, was as follows: The proposed course, entitled "INTL 437I: Field Studies/IntlSrvc Rwanda," was a 15 credit course with a letter grade. Committee members noted that there wasn't much precedent for a letter grade course with that much credit attached to it, and that there might be implications for accreditation. Committee members also noted the potentially large impact on a student's G.P.A. in a course with that much credit. For instance, the course could skew a student's total G.P.A., for good or ill. CUP members were not necessarily opposed to the proposed 15 credit course, but if this model becomes the new standard for faculty led study abroad courses at WWU, as it very well might, then CUP members felt that there should be some further conversation about the implications of this at the ACC level, not just at CUP. In general, CUP members felt they were going out on a limb approving a course configuration without much precedent.

At this same meeting, held on November 15, 2013, CUP members also agreed that the word "competence" in the description of the International Studies minor was not appropriate. In fact, CUP members agreed that the notion of a "cultural competency" is thoroughly inappropriate and suggested that the word "competence" in the minor description be changed to "understanding." In fact, as chair of CUP, I would note in passing that the reflexive promotion of what are called "cultural competencies" on campus, for instance, in GURs, is something that ACC should discuss.

In late January, CUP met once again, this time to discuss a plethora of issues related to class proposals with various programs across campus. I won't go into any tedious review of these various issues here, as you can easily access them by looking at the minutes for this meeting (dated 1/31/14). However, I would note that CUP could have surely could used some administrative assistance in getting all the various bureaucratic forms properly filled out, especially in time for ACC's deadlines.

It is perhaps worth noting too that LDST, under the leadership of Joe Garcia, made some very significant strides this year in adding courses to its program and a new minor.

**WESTERN WASHINGTON UNIVERSITY
HONORS PROGRAM MEMORANDUM**

TO: Academic Coordinating Commission

FROM: George Mariz, Honors

DATE: April 21, 2014

SUBJECT: The Year in Honors

The message is in response to ACC's request for a report on the Honors Program's activities for the 2013-2014 academic year.

In brief, the year has gone well for the program. Beginning with its fall retreat, which occurred just prior to the opening of fall quarter, the program began a thorough review of its second year curriculum, the results of which are first a new colloquium in women's studies, which will be offered for the first time in winter quarter 2015. The program will also be offering a set new Honors math classes, Math 203 and 303, for students in mathematics and the natural sciences. As of this writing, it appears that Honors Chemistry will be reinstated, but that is not definite as of this moment.

The program was also pleased to offer the first Adams-Woodring Scholarship, which was awarded to Sarah Knudsen. This will be an annual award, and it is available as the result of a generous bequest from former Western Professors Henry Adams and Paul Woodring.

As Honors looks forward, it will continue to look at its second-year colloquia and further curricular refinements, as well as continuing its emphasis on diversifying its student body and recruiting highly qualified students from Washington and many other states.

International Studies Curriculum Committee (ISCC) End of Year Report 2013-2014

Members: Amir Abedi-Djourabtchi (chair), James Hearne, Cara Jaye, Shawn Knabb, Liz Mogford, Massimiliano Tomasi, Christopher Wise, Vicki Hamblin (ex-officio)

Secretary: Laurie Nesheim

SUMMARY

Committee discussed and acted upon the following items:

- I. Course Development Grant application amendment**
New language approved with the addition of the word “timeline” to the application packet. See attached addendum for final copy with changes indicated.
Motion to approve C. Wise; seconded L. Mogford
- II. Criteria for courses listed as INTL minor electives**
The committee agreed a more formalized list of criteria would help faculty build elective courses for the INTL minor. Important components include: Cross border; cross disciplinary; cross cultural; comparative (international). Vicki will write something up and send out for more discussion. If you have suggestions email them to Vicki.
- III. 15 credit courses**
Christopher Wise explained CUP’s concerns about offering 15 credit courses. Since the courses were approved by ACC it is unclear if there are any issues or which committee is responsible. Next step is to check with ACC.
- IV. CIS Update from Vicki Hamblin**
 - a. Global Learning programs director search**
CIS has been given the funding to hire a 50% Global Learning Programs Director. This will be a internal Western hire of a faculty member. This director will provide leadership to the Global Learning programs and be a champion from the academic perspective. IPE will still handle the logistics.
 - b. Peace Corps Prep Program**
Vicki Hamblin met with the National Director for the Peace Corps about Western becoming a certificate issuing Peace Corps Prep Program. (Currently there are only 14 in the country.) This is a good fit with the INTL minor and would bring visibility. Students completing the program would receive a certificate. Students applying to the Peace Corps would receive extra points on their application. The application process will take 6 months. The committee unanimously agreed it would be a great opportunity.

REVIEW 2014 COURSE DEVELOPMENT GRANTS

Committee selected Debora Nelli and Jasmine Goodnow (with a stipulation that she provide a more detailed statement outlining how the funds will be spent to develop the course and a timeline for expenditures) as recipients of the 2014 CIS Course Development Grants.

IPAC End of Year Report

IPAC met 6 times during the 2013-14 year on the following dates:

10.29.13 // 11.21.13 // 12.09.13 // 2.25.14 // 5.05.14 // 5.15.14

Some of the highlights were the following:

- Kacey Morrow, Dept. of Design was elected as **IPAC Chair** during the first meeting.
- IPAC recommended approval for several (approximately 10) faculty-led global learning programs including **new courses** and **continuing programs with revisions**.
- IPAC was also provided with numerous informational items about **continuing programs with no revisions**.
- Revisions were made to the **IPAC Global Learning Program Policy and Procedure**, amendments were suggested by the Provost's Council, ACC, and IPAC to add clarity and detail in the language. It has been approved by IPAC with these revisions and has been returned to the Provost's Council.
- There was discussion on future policy for accompanying family members on Global Learning Programs. Liz Partolan-Fray and Paul Mueller provided historical occurrences and an explanation for the need for a more comprehensive policy. Current University policy for Children on Campus and sample guidelines from other institutions were reviewed.
 - Liz Partolan-Fray, Paul Mueller, and Marko Madunic developed the wording for Section 5 "**Only Authorized Faculty, Staff, Volunteers and Students May Participate in University Authorized Field Trips and Study Abroad Activities**" under the University Policy POL-U5950.11 Bringing Children to Campus. This section listed the exceptions, expenses, and rules of supervision.
 - IPAC will need to address bringing a partner or spouse on such programs.
- IPAC awarded **WWU Study Abroad Scholarships** for the 2014-15 Academic Year. There were 12 scholarship applications considered. The committee selected 6 scholarship recipients on a scale to divide/share the total amount from the 3 scholarships. The scholarships and their amounts were the following: Helen Hostetter International Study Endowment for \$1,315, William H. Bryant Memorial Scholarship for \$1,019, and James Joseph Ryan Scholarship for International Studies for \$2,520.
- IPAC met with the **American Council on Education (ACE) Leadership Council** to discuss questions posed, share input, and suggest change. ACE Leadership Council is reviewing all things international on WWU campus as a follow-up to the 2010 White Paper on Internationalization. They are working on the education abroad review, which includes study abroad programs, Global Learning Faculty-led Programs, international internships, exchanges and service learning abroad. The goal is to implement changes to better integrate international education at WWU. ACE committee is gathering information, determining venues to communicate such data, receive feedback on the data, and create an action plan for next year.
- IPAC was informed of the new position for **Global Learning Program Director**. It will be a 50% position and will commence in the Fall. The position will work with faculty travel leaders, IPAC, IPE, and EE staff on the planning and organization of the Global Learning Programs. A search committee is being organized and will conduct the internal search and hire by mid-June.



RECRUITMENT ADMISSIONS SUPPORT (RASC) YEAR-END COMMITTEE HIGHLIGHTS FOR ACC

To ACC: 5/21/14

Prepared by **Diana Gruman, RASC Chair, Psychology**

RASC MEMBERSHIP		
Name	Status	2013-14
Yen, Kevin, AS (Had to step down end of Fall Quarter)	Student v	
Smith, Matt, AS	Student v	
Capron, Clara, Assistant VP Enrollment & Student Services	Ex Officio nv	
Gaffney, Jeanne, Associate Director Admissions	Ex Officio nv	
Brunnemer, David, Registrar	Ex Officio nv	
Gruman, Diana, Psychology	Faculty, Chair	
Prody, Geraldine A., Chemistry	Faculty	
Li, Ying, PEHR, Community Health	Faculty	
Krieg, John, Economics	Faculty	
Sandvig, Chris, Decision Sciences	Faculty	
Smith, Kent, Design Department	Faculty	
Read, Thomas, Mathematics	Faculty	

2013-14 Summary:

Meetings: We met three times in the fall, twice in the winter, and once in the spring quarter as a full committee (with voting members, Ex Officio and Visitors) and once in the winter and twice in the spring in a Caucus (with voting members only). We produced three documents in response to requests from UPRC/Eileen Coughlin, Brian Burton/Six Questions Committee, and Faculty Senate/Johann Neem (see Appendix A, B, and C). We also provided a summary of our activities at the May 5th Senate meeting.

Attendance: The RASC has been a bit more successful in reaching a quorum at meetings compared to last year but in some quarters members could not find a common time to meet. We suggest that for the coming year RASC schedule a set meeting so potential new members can decide if they can participate fully in meetings.

Leadership: Diana Gruman is completing her second year as Chair. It has been difficult to find a current member to volunteer to be the chair for next year. Diana Gruman has agreed to serve one more year (in 2014-15) but will be recruiting a "co-chair" who will be able to take on the leadership role for 2015-16 when she leaves the RASC.

Charge: This is the second year of the RASC under the new ACC charge. We continue to be concerned regarding the scope of the duties assigned under the charge. Members of the RASC feel that, while all of the duties are vitally important to the university, a committee like RASC with limited power will not be able to influence change. We would like to have the Faculty Senate determine how some of the duties in the charge may be addressed through higher levels of faculty governance. As in 2013-14, we focused on the following elements of the charge:

- Review University enrollment goals and Admissions Office policies and practices
- Discuss and advise on current issues facing the Admissions Office
- Share updates of the number of students who have applied for admission, been admitted, and actually enrolled
- Improve communication and collaboration between Western's Admissions Office and faculty members
- Collaborate on proposals to improve recruitment efforts via the Admissions Office.

Meetings and Highlighted Topics:

October 24th—Clara Capron provided details regarding the incoming class of 2014 and introduced new admissions office staff. Members asked questions about the decline in quality. Capron responded with information about lack of scholarship and competition from UW

system. Members also wondered about the increase in overall students—who sets targets and plans enrollment strategy? Is there faculty involvement?

November 21st— Harold Baker, the new Assistant Director of Multicultural Recruitment is working with the College Success Foundation to get 400-500 high school students, who are fairly high to high achieving, here on campus for the ACE (Achievers College Experience) event this summer. Jess Savage is the new Associate Director of Admissions. RASC invited Eileen Coughlin to the next meeting to answer questions on enrollment planning as there were items that Clara Capron could not answer.

December 12th--Eileen Coughlin attended the meeting and brought the latest version of the Five Year Strategic Plan which was approved by the Enrollment Planning Group last February (2013). RASC members asked questions regarding strategy for awarding scholarships. Colin Waltrip provided details regarding high-achieving student recruitment efforts. RASC discussed ways that faculty might be involved more with these efforts.

January 17th—John Krieg, Office of Institutional Research and RASC member, reported on key findings in the “Non Returning Student Report.” Admissions Office reports: The transfer application deadline moved to March 1st so that students can get a decision from WWU by mid-April. Capron shared about numerous yield events along the I-5 corridor as well as out of state to get the admitted students to confirm with Western.

OTHER: February 10th UPRC sent a request for committees to comment on upcoming decision packages (e.g. Coughlin's tuition waiver proposal—see 2/21 meeting.)

OTHER: February 18th Brian Burton of the Six Questions committee asked that RASC members respond collectively and/or individually to the first of the three of President Sheppard's "Six Questions."

February 21st—Eileen Coughlin gave a pitch for increasing funding for the Tuition Waiver program. RASC members were generally supportive of the proposal to increase scholarship dollars but had not seen the proposal prior to the meeting so asked for more time to review the proposal and respond. Eileen asked RASC to respond to her proposal for the next UPRC meeting. Diana Gruman expressed concern about the high rate of freshman failures (data coming out of the CUE) as this will put more pressure on the Admissions Office to bring in a larger freshman class next fall. Lori gave a demonstration of the “Net Price Calculator” which is a financial aid calculator for parents/families interested in WWU.

OTHER: March 5th—RASC completed the written response to the Tuition Waiver proposal (see Appendix A). UPRC met this week but unfortunately RASC was not invited to attend the meeting so we were not able answer questions about the proposal.

March 14th and April 18th---The RASC met in a “caucus” setting with voting members only to give us time to draft and edit our response to the “Six Questions” document and prepare for the Faculty Senate meeting.

OTHER: May 2nd —RASC submits a ten-page document to the Senate in advance of the May 5th meeting to provide key data and recommendations (see Appendix B).

OTHER: May 5th—Diana Gruman speaks to Faculty Senate about RASC activities and recommendations.

OTHER: March 9th—RASC submits a 20-page document to the Six Questions committee (see Appendix C).

May 16th—Final RASC meeting of the year. Clara Capron provides preliminary data regarding the admissions season. The current enrollment pattern looks similar to last year with a slightly larger number of transfer students. The Office was pleased with the new yield events they added to the schedule. One concern is that Clara has heard that the UW will likely admit a group of students from their waitlist which may lead to a “melt” in WWU's enrollment figures. This would lead WWU to admit additional students from our waiting list. RASC members invited members of the admissions team to share successes and challenges. The whole group brainstormed additional ways to involve faculty, open up courses to campus visitors etc...

ELECTIONS AND APPOINTMENTS TO ACC STANDING COMMITTEES

Does not include continuing committee members previously appointed to two-year terms through 2015

To Committee on Undergraduate Education (CUE):

At-Large Faculty Member teaching GURs: Amber Sudduth Bone, *Music*

Area B, CHSS: Todd Haskell, *Psychology*

Area C, CHSS: Robert Stoops, *Liberal Studies*

Area E, CBE: Brandon Dupont, *Economics*

Area F, Fairhaven: Marie Eaton, *Fairhaven*

Working to fill current vacancies in Area A (CSE – Marion Brodhagen has volunteered but will not be confirmed until Fall) and Area H (Woodring)

To Graduate Council:

At-Large Graduate Faculty: Kristi Lemm, *Psychology*

At-Large Graduate Faculty: Robert Mitchell, *Geology*

At-Large Graduate Faculty: Yudong Liu, *Computer Science*

Graduate Faculty from CSE: Geraldine Prody, *Chemistry*

Graduate Faculty from CHSS: Brenda Miller, *English*

Graduate Faculty from CFPA: Bertil Van Boer, *Music*

Graduate Faculty from Huxley: Ruth Sofield, *Environmental Sciences*

Graduate Faculty from Woodring: Elizabeth Boland, *Human Services and Rehabilitation*

Working to fill current vacancy for Graduate Faculty from CBE

To Honors Board:

Area A, CSE: David Hartenstine, *Mathematics* elected by ACC

Area D, CFPA: Bertil Van Boer, *Music*

Area E, CBE: Dan Warner, *Accounting*

To International Programs Advisory Committee (IPAC):

CHSS: Christina Keppie, *Modern and Classical Languages*

Huxley: David Rossiter, *Environmental Studies*

To International Studies Curriculum Committee (ISCC):

Area B/C, CHSS: Bidisha Biswas, *Political Science* elected by ACC

At-Large: John Feodorov, *Fairhaven*

At-Large: Marsha Riddle Buly, *Elementary Education*

CONTINUING MEMBERS ARE TO BE APPOINTED FOR 1-YEAR TERMS AND CONFIRMED IN THE FALL

To Recruitment, Admissions, and Support Committee (RASC):

Area A, CSE: Kristen Larson, *Physics/Astronomy*

Area B/C, CHSS: Michelle Mielke, *PEHR*

CONTINUING MEMBERS TO BE APPOINTED FOR 1-YEAR TERMS:

Area A, CSE: Geraldine Prody, *Chemistry*

Area B/C, CHSS: Diana Gruman, *Psychology*

Area E, CBE: Chris Sandvig, *Decision Sciences*

Working to fill current vacancy for an at-large faculty members (cannot be from CSE or CHSS)

We are working to fill vacancies on the Council on University Programs (CUP), and appointees will be confirmed in the fall.

CATALOG & CURRICULUM TIMELINE

Curricular Approval Deadlines for 2015-16 Catalog

September 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30				

October 2014						
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November 2014						
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December 2014						
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January 2015						
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February 2015						
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March 2015						
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April 2015						
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May 2015						
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24	25	26	27	28	29	30
31						

ACC Meeting Dates
 First Day of Class
 Holidays
 Breaks

Curricular Approval Deadlines for 2015-16 Catalog

<p style="text-align: center;">Call For Catalog Copy 2015-16</p> <p style="text-align: center;"><i>Copy is available electronically for academic and administrative units to begin making edits to their catalog copy as approved by ACC</i></p>	September, 2014
Committee on Undergraduate Education - Curriculum Submission	January 12, 2015
Teacher Curriculum and Certificate Council - Curriculum Submission	January 21, 2015
Graduate Council - Curriculum Submission	January 27, 2015
Final ACC and Catalog Curriculum Approval	February 17, 2015
<p style="text-align: center;">Catalog Copy Due to Curriculum Office</p> <p style="text-align: center;"><i>Final catalog copy sent electronically to the Catalog Coordinator with all the edits and changes listed as approved by all curricula committees and ACC.</i></p>	March 2, 2015