Motions and Recommendations passed by the
Academic Coordinating Commission 2017-18
(from Minutes)
Sean Murphy, Chair

SUBJECT	DESCRIPTION	DATE	SENATE ACTION
Elections and Appointments	A **motion to elect** Sheila Webb to the position of 2017-2018 ACC Vice Chair (forwarded by Tracy Thorndike and seconded) **passed** with a unanimous vote.	10-Oct-2017	30-Oct-2017
Elections and Appointments	A **motion to elect** Paul Chen to the position of CUE liason(forwarded by Sean Murphy and seconded) **passed** with a unanimous vote.	10-Oct-2017	30-Oct-2017

Elections and Appointments	Appointments to ACC standing committees (nominations forwarded and seconded by the Executive Committee) were approved by general consent.
	
	To Committee on Undergraduate Education (CUE):
	    Area B, CHSS: Rick Bulcroft, *Sociology*
	    At-Large: Donna Qualley, *English*
	    At-Large: Jianna Zhang, *Computer Science*
	
	To Graduate Council:
	    At-Large: Roger Anderson, *Biology*
	    At-Large: Kelli Evans, *Communication Science & Disorders*
	    At-Large: Wayne Landis, *Environmental Science*
	    CSE Grad Faculty: David Hooper, *Biology* 2017-18
	    CFPA Grad Faculty: Bertil Van Boer, *Music* 2017-18
	    CBE Grad Faculty: Mark Staton, *Finance & Marketing* 2017-18
	    Huxley Grad Faculty: Ruth Sofield, *Environ Sciences* 2017-18
	    Woodring Grad Faculty: Elizabeth Boland, *Health & Community Studies* 2017-18
	    Libraries Grad Faculty: Sarah McDaniel, *Libraries* 2017-18
	    Grad School Appointee: Clint Spiegel, *Chemistry* 2017-18
	
	To Scholastic Standing Committee (SSC):
	    At-Large: Jennifer Devenport, *Psychology*
	    At-Large: Christina Keppie, *Modern & Classical Languages*
	    At-Large: Shawn Knabb, *Economics*
	    At-Large: Joan Hoffman, *Modern & Classical Languages*
	    At-Large: Christopher Loar, *English*
	    At-Large: Brian Stephanik, *Physics & Astronomy*
	    At-Large: Neal Tognazzini, *Philosophy*
	
	To Council on University Programs (CUP):
	    At-Large: Gregory O'Neil, *Chemistry*
	    Energy Studies: Phil Thompson, *Economics*
	    Honors Program: Scott Linneman, *Geology*
	    Entrepreneurship: Art Sherwood, *Management*
	    Sustainability: Grace Wang, *Environmental Studies*
		10-Oct-2017	30-Oct-2017

	Can/Am Studies: David Rossiter, *Environmental Studies*
	
	To Honors Board:
	    At-Large: Josh Cerretti, *History*
	    At-Large: Yvonne Durham, *Economics*
	
	To International Studies Curriculum Committee (ISCC):
	    At-Large: Javier Berzal de Dios, *Art & Art History*
	    At-Large: Deb Currier, *Theatre & Dance*
	    At-Large: Lauren McClanahan, *Secondary Education*		

Recommended changes to the Academic Grievance and Appeal Policy	A **motion** to approve the revised Appendix F-Academic Grievance and Appeal Policy for the Catalog (forwarded by Sheila Webb and seconded) **passed**	10-Oct-2017	30-Oct-2017
Statement on Enforcement of Curriculum Deadline	Commissioners discussed how the submission of curriculum proposals after the curriculum deadline negatively impacts ACC's ability to conduct business. A **motion** to approve a statement on enforcement of curriculum deadlines (forwarded by Sheila Webb and seconded) **passed** unanimously. The language of the statement is as follows: The final ACC meeting at which the Academic Coordinating Commission plans to review curriculum for inclusion in the 2018-19 Catalog will take place on Tuesday, March 6, 2018. As such, all 2018-19 curriculum proposals must reach the ACC through Curriculog, having completed all prior mandatory review steps, no later than Tuesday, February 27, 2018. Course proposers and departments should observe the following deadlines to ensure that the final ACC deadline is met: Curricular proposals that require the secondary approval of a committee beyond the initial college or program curriculum committee (such as the Graduate Council, Committee on Undergraduate Education*, Council on University Programs, or Teacher Curricula Certification Council) should be launched and sent to the relevant college curriculum committee for consideration no later than January 22, 2018. Curricular proposals that do not require the secondary approval of a committee other than the initial college or program curriculum committee should be launched and sent to the relevant college curriculum committee for consideration no later than February 12, 2018. If 2018-19 curriculum proposals reach ACC later than the February 27, 2018 deadline, the ACC will consider the launch date and determine whether or not that proposal can be considered for inclusion in the 2018-19 Catalog. ** All courses that have or are seeking a GUR attribute must be sent to the Committee on Undergraduate Education for approval.*	10-Oct-2017	30-Oct-2017
Elections and Appointments	A **motion to appoint** David Hartenstine, *Mathematics*, to the Honors Board (forwarded by Phil Thompson and seconded) **passed.**	24-Oct-2017	13-Nov-2017
Curriculum Minutes Format	A **motion** (forwarded by Tracy Thorndike and seconded) to adopt a new curriculum minutes template replacing the current Appendix 4 of the ACC Handbook **passed.**	24-Oct-2017	13-Nov-2017
Elections and	A **motion to appoint** Michael Medler, *Environmental Studies*, to the	7-Nov-2017	27-Nov-2017

Appointments	Committee on Undergraduate Education as a fall and winter Quarter replecement for Aquila Flower (forwarded by Joan Hoffman and seconded) **passed**.		
Review of Curriculum Minutes	A **motion** (forwarded by Julie Helling and seconded) to return CUE minutes of 26 October 2017 for clarification of writing requirement numbering **passed** by unanimous consent. Commissioners request a clear explanation of proposed W1-5 requirements in relationship to ACC's W1, W2, and W3.	21-Nov-2017	8-Jan-2018
Global Pathway Program Proposal	A **motion** (forwarded by Tracy Thorndike and seconded) to return the Global Pathway Program proposal to the Academic Working Group with a request for additional information and clarifications **passed**.	9-Jan-2017	29-Jan-2018
Global Pathway Program Proposal	Commissioners reviewed a revised Global Pathway Program (GPP) proposal submitted by the GPP Academic Working Group (AWG). Members of the GPP AWG and GPP Admissions Work Group were present to answer questions. Commissioners discussed which documents they were being asked to accept and discussed the process for reviewing and approving the GPP proposal. Craig Dunn, Management, noted that both the MBA Program Committee and the Graduate Council had an opportunity to review the GPP proposal and suggest revisions. Mark Staton, Director of the MBA and Graduate Programs, stated that the Graduate School expects a report on the Pre-MBA GPP in one year. ACC members inquired whether the pathway created for the MBA program could be used for domestic students. A **motion** (forwarded by Brooke Love and seconded) to endorse the Academic Working Group Planning Principles and accept the proposed Undergraduate Global Pathway Program, Pre-MBA Global Pathway Program, and Guidelines for Implementation of the Global Pathway Program **passed** unanimously (see Appendix A).	23-Jan-2018	12-Feb-2018

Revision to GUR Competencies	ACC discussed results from a survey that asked Commissioners to rank four GUR Competency models by preference. The models included:
	
	1. A set of competencies based on Western's six GUR categories (Communication; Quantitative and Social Reasoning; Humanities; Social Sciences; Comparative, Gender and Multicultural Studies; Natural Sciences).
	2. A refinement of Western's existing competencies into a simpler set, possibly linked to Western's new mission statement. For example:
	   a. 5 competencies: communication and literacy; critical thinking; problem solving; global citizenship; learning and development.
	   b. 4 capacities: critical capacity; creative capacity; communicative capacity; civic capacity.
	3. A set of competencies based on the AACU's LEAP Essential Learning Outcomes.
	4. The existing set of eleven competencies.
	
	More than 90% of ACC's voting membership responded to the survey. An analysis of the data indicated strong committee support for Option 2, "A refinement of Western's existing competencies into a simpler set," with 69% of respondents ranking Option 2 as most preferred and 100% of respondents ranking Option 2 as either their first or second preference.
	
	A **motion** (forwarded by Sheila Webb and seconded) to endorse Option 2,
		23-Jan-2018	12-Feb-2018

	"A refinement of Western's existing competencies into a simpler set, possibly linked to Western's new mission statement," and to more extensively discuss options 2a and 2b **passed** unanimously. Following discussion of the perceived pros and cons of options 2a and 2b, a **motion** (forwarded by Sheila Webb and seconded) to recommend Option 2b, "4 capacities: critical capacity; creative capacity; communicative capacity; civic capacity," and to refer the recommendation to CUE for feedback **passed** with one abstention.		
Temporary Course Guidelines in ACC Handbook	A **motion** was forwarded and seconded by the ACC Executive Council to approve proposed revisions to the ACC Handbook. Lizzy Ramhorst, *Shared Governance Operations Manager*, stated that the revisions primarily seek to clarify procedures regarding use of temporary courses. Commissioners inquired whether temporary courses can have a WP designation and about course numbering for Study Abroad courses. Following discussion, Commissioners **voted in favor** of approving the ACC Handbook revisions. The revised handbook language is as follows: **Chapter 4: COURSE NUMBERING GUIDELINES** **4.1 TEMPORARY COURSES** Temporary Courses may be scheduled after the Catalog deadline for the relevant academic year has passed and are intended to give colleges greater flexibility to schedule new courses (a) to respond to emergent needs or interests; or (b) as experimental offerings that departments wish to test and refine prior to petitioning for permanent course status. The following procedures govern the use of temporary courses: • X97 numbering is reserved for temporary courses. The course number must indicate the appropriate level of the course, and a letter suffix will be assigned to differentiate similarly numbered temporary courses. • While primary approval authority for temporary courses is delegated to departments, all subsequent approval steps must be completed in Curriculog in order to facilitate the efficient operation of Catalog and registration systems. The ACC retains oversight of temporary courses for the purpose of ensuring that departments are using them in compliance with ACC policy and the purposes outlined above. As such, temporary courses must be included in curriculum committee agendas and minutes as information items, and all approval steps must be completed in Curriculog prior to the date on which registration for the temporary course is scheduled to begin. • No temporary course may be offered more than 3 times. Courses that will be retained as permanent offerings must be submitted to the ACC for approval as new courses and assignedan appropriate permanent course number. • The Committee on Undergraduate Education must review all courses for which a GUR attribute is sought, and CUE retains responsibility for determining whether or not a course is appropriate for inclusion in the GUR program. No exception to this policy is made for temporary courses. **4.2 FIRST-YEAR EXPERIENCE (FYE) COURSES** • The number "117" is reserved for First-Year Experience courses. • Current courses may be designated as part of the FYE program if	20-Feb-2018	12-Mar-2018

approved as such by the Committee on Undergraduate Education.

4.3 NARRATIVE REQUIRED FOR GUR AND FYE COURSES

Units will be required to supply the appropriate curriculum committee and the CUE with a narrative describing the individual offering and a rationale for including it in the particular GUR or FYE category in which they intend to offer it.

4.4 NO REUSE OF COURSE NUMBERS FOR SEVEN YEARS

The ACC, in conjunction with the offices of the Registrar and the Catalog Coordinator, mandate that old course numbers not be used for a new course number for at least SEVEN years after the demise of the old course in order to avoid confusion in the catalog for students.

4.5 RUBRICS: CHANGING RUBRICS. Please see *APPENDIX 3* for complete requirements.

4.6 USE OF ALPHABETICAL SUFFIXES

Alphabetical suffixes, or letters, shall be used only to distinguish different temporary course offerings (X97) or Faculty-led Global Learning Program courses (X37), or in rare cases when a unit's offerings exceed the numbers available in the traditional numbering system.

4.7. FACULTY-LED GLOBAL LEARNING COURSES

X37 numbering is reserved for Faculty-led Global Learning Program courses. For additional information please refer to Sections 3.31 and 3.4a.

Revision to ACC Handbook and prodecure	Commissioners discussed a **motion** forwarded and seconded by the ACC Executive Council regarding a syllabus requirement. A **motion** (forwarded by Julie Helling and seconded) to amend the language of ACC Executive Council's motion to indicate that the syllabus requirement does not apply to temporary courses **failed to carry** with 3 in favor, 8 opposed, and 2 abstentions. A **motion** (forwarded by Sheila Webb and seconded) to amend the language of ACC Executive Council's motion to indicate that temporary courses are required to provide ACC with a syllabus **passed** with 8 in favor, 2 opposed, and 3 abstentions. A **motion** (forward by Phil Thompson and seconded) to amend the language of ACC Executive Council's motion to add the phrase "including a statement of the number of class meeting hours per week" after the word "schedule" in the first sentence **passed** with 7 in favor, 3 opposed, and 3 abstentions. A **motion** (forwarded by Brooke Love and seconded) to amend Thompson's amendment be removing the phrase "that includes a course schedule and an account of work required" from the first sentence, revising the language to: "that includes a course schedule (including a statement of the number of class meeting hours per week) and an account of work required", and inserting the revised phrase into the third sentence of the first paragraph **passed** with 10 in favor and 3 abstentions. ACC **approved** the following ACC syllabus requirement for inclusion in the ACC Handbook:	3-Apr-2018	23-Apr-2018	

	ACC Syllabus Requirement A syllabus ~~that includes a course schedule and an account of work require~~ is the single best guide available to the ACC when considering a new, <u>temporary,</u> or significantly revised course. Among other advantages, the availability of such a syllabus facilitates the ACC's evaluation of the proposed course against the ACC Policy on Credit Hours. As such, the ACC requires a course syllabus <u>that includes a course schedule (including a statement of the number of class meeting hours per week) and an account of work required</u> be attached to all proposals for new, <u>temporary,</u> or significantly revised courses. In cases of significant revision, an old syllabus should be included with the new one for the purpose of clarifying differences between versions of the course. Significant revisions include a change in credit hours, a significant change in course content, and a change in modality, including a change from direct to online instruction, a change from online to direct instruction, or a change from campus instruction to study abroad. While the ACC acknowledges that the attached new syllabus may be a draft version that is subject to change, it is expected that the attached syllabus provide a level of detail similar to that of a final version of the syllabus. In the interest of protecting academic freedom and the syllabus writer's intellectual property rights over the syllabus, the ACC does not dictate the form or content of a course syllabus. The ACC does, however, recommend that the syllabus meet the minimal, conventional standards of the Program(s) or Department(s) for which the new or revised course is proposed. For suggested [syllabus guidelines](#), see the WWU Teaching Handbook.		
CUE Writing Proposal	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 15th 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 15th.	[1-May-2018](#)	21-May-2018
Revision to ACC Handbook: Study Abroad Course Numbering	A **motion** forwarded by the ACC Executive Council to approve the ACC Policy on Study Abroad Course Numbering **passed** by unanimous vote. The language of the approved policy is as follows: **Rationale:** The new ACC policy is designed to bring clarity and consistency to Western's system for identifying and numbering study abroad courses. The policy will aid ongoing efforts at Western Washington University to promote: (1) development and implementation of WWU study abroad courses; (2) expansion of student and faculty participation in WWU study abroad courses; (3) integration of study abroad courses into Department and	[15-May-2018](#)	4-June-2018

	Program curricula; (4) full and consistent inclusion of study abroad courses in the WWU Catalogue; (5) clarity in the reporting of study abroad courses in student records. **Policy:** (1) Every department and program will have a generic course number, "X37," available for study abroad courses. The generic course number is a permanent course number analogous to Western's existing system for identifying independent study courses. The generic course number allows departments and programs a high degree of flexibility in introducing, modifying, and otherwise experimenting with study abroad courses. In this respect, it is analogous to a "special topics" course number. For departments and programs that use the generic course number, the course will be listed in the Catalog, followed by a sub-listing of specific course titles that the department or program has offered and intends to offer repeatedly under the generic course number. (2) ACC prefers that departments and programs offer study abroad courses identified by a specific new or existing course number, instead of the generic course number. The use of a specific course number indicates a longer-term commitment to inclusion of a specific study abroad course in the department's curriculum. Such courses would include study-abroad versions of existing campus-based courses; new courses designed solely for study abroad; or new courses designed with distinct campus-based and study-abroad versions. (3) Every study abroad course, whether identified by a generic or specific course number, will be clearly indicated as a study abroad course in university records, including the WWU Catalog and student transcripts. (4) For informational purposes, the ACC will request a report at the end of each academic year from the Office of Education Abroad listing all study abroad courses that have been taught during the preceding academic year, including the specific course titles and credit totals that have been offered under generic X37 course numbers.		
CUE Writing Proposal	A **motion** to endorse the Committee on Undergraduate Education writing proposal was forwarded by Brooke Love and seconded. A proposed **amendment** (forwarded by Doug Clark and seconded) to recommend that the Faculty Senate solicit university-wide feedback on CUE's writing proposal, advocate for resources to implement it, and refer it to the University Planning & Resources Council **passed** with one abstention. The amended motion **passed** with one abstention and is as follows: The Academic Coordinating Commission endorses the Committee on Undergraduate Education's *2018 Proposal for Implementing Improvements to the GURs: Writing Priorities* and recommends that the Faculty Senate solicit university-wide feedback on CUE's proposal, advocate for resources necessary to facilitate its future realization, and refer the report to the University Planning & Resources Council (UPRC) for discussion of its resource implications, possible funding sources, and associated timelines.	15-May-2018	
Motion Recognizing and Thanking	A **motion** (forwarded by Seán Murphy and seconded) to recognize and express appreciation for the outstanding work of the 2017-18 CUE and leadership of Donna Qualley on the 2018 Writing Proposal **passed** by	15-May-2018	4-June-2018

CUE	acclamation		
Guidelines on Requireing Collegial Communication in Curriculum Proposals	A **motion** to adopt the ACC Guidelines on Collegial Communication was forwarded by Phil Thompson and seconded (see below). A **motion** (forwarded by Doug Clark and seconded) to **amend** the language of the guidelines to insert the word "substantially" into the second sentence, and to remove "(a)" and "(b)" from the first sentence **passed** with one opposed. Commissioners voted in favor of approving the amended ACC Guidelines on Collegial Communication with one opposed. The language of the guidelines is as follows: The ACC requires clear evidence of collegial communication in all instances where a new, revised, or cancelled course or program is likely to impact ~~(a)~~ the curriculum or ~~(b)~~ the enrollment of a course or program in another department. The ACC strongly recommends collegial communication in cases where a proposal is <u>substantially</u> similar to an existing course or program in another department.	[15-May-2018](#)	4-June-2018
Guidance on Course Scheduling	A **motion** forwarded by the ACC Executive Council to approve the guidance from the ACC on departmental autonomy in scheduling courses **passed** by unanimous vote. The language of the guidance is as follows: **Guidance from the ACC on departmental autonomy in scheduling courses** As a matter of general policy, the ACC does not tell Departments how to schedule their courses. Paragraph 4 of the [ACC Policy on Credit Hours](#) is intended to allow Departments autonomy to schedule courses subject to the "standard calculation" of a credit hour as they see fit, but a good-faith effort should be made to ensure that an hour of direct instruction equals "approximately 50 minutes." The ACC remains open to the possibility of occasional scheduling audits to determine whether Departments are making a good-faith effort to uphold paragraph 4 of the ACC Policy on Credit Hours. In current practice, we know that the "hour" of direct instruction ranges from 44 to 60 minutes. If a Department's courses consistently fall within that range, the ACC considers the Department to be fulfilling the letter and intention of its "approximately 50 minutes" formula. The ACC acknowledges that a Department could have good reasons—including those referred to in its [Rationale for a revised Policy on Credit Hours](#)—for having some of its courses at the lower end of the range, but if all or most of a Department's courses fall consistently at the low end, the ACC may be inclined to conclude that the Department is not making a good-faith effort to meet the requirements of paragraph 4.	[29-May-2018](#)	