



For ACC approval: 10/24/2023
To Faculty Senate: 10/30/2023

**ACADEMIC COORDINATING COMMISSION
Meeting Minutes of 10 October 2023**

CALL TO ORDER: *ACC Chair* Kristi Tyran called the meeting to order at 4:00 pm.

REPORTS AND ANNOUNCEMENTS

Kristi Tyran, *ACC Chair* reported that:

- The Faculty Senate is currently running without a Governance Operations Manager. Until this position is filled, Jamie Lawson, Catalogue and Curriculum Specialist, has taken on a significant portion of this role. This includes his work to create the new [Faculty Senate Website](#). The new site will allow for clarity and efficiency in ACC communications.
- Additional supports to ACC and the Faculty Senate include Abby Peterson, Graduate Records and Communications Assistant, who will be assisting the ACC with minutes this year, and Elissa Hicks, Government Relations Policy and Affairs Coordinator from the Office of Government Relations, who will be assisting with various Senate duties until the Legislative session begins in January.
- A search committee has been convened to conduct interviews for the hiring of a Faculty Senate Specialist, a new role in the Faculty Senate Office that will report to the Governance Operations Manager. Interviews for the Faculty Senate Specialist began last week and will continue for the next two weeks.
- Brandon Dupont, Senate President, is working to get some Senate subcommittees running again.

Jack Herring, *Vice Provost for Undergraduate Education* reported that:

- The Provost's Office has reviewed College Modality Policies and provided feedback regarding minor technical corrections. It is unlikely that all College Modality Policies will have rubrics. The ACC can expect to have the finalized policies communicated in the form of curriculum committee minutes. The ACC will not be expected to provide approval for these policies, rather to acknowledge and archive them.

Shelli Soto, *Associate Vice President for Enrollment Management* reported that:

- Census day occurred on October 9th. The University has posted a [Press Release](#) of important numbers related to enrollment.

Dacey Durbin, *CBE Senator on Behalf of AS Senate President* reported that:

- The Associated Students Senate had their first meeting on October 9th.
- The AS Senate is working to fill the at large student seat on the ACC.

2023-24 ACADEMIC YEAR ACC AGENDA ITEMS

Kristi Tyran, ACC Chair, provided a list of proposed [ACC Agenda Items](#) for the 2023-24 academic year. One of the items planned to be proposed at an upcoming ACC meeting is a revision to the Power, Equity, and Justice (PEJ) task force charge. The original charge was made for the purpose of evaluating, revising, and further developing proposed revisions to the General Education Requirements (GUR) recommended by CUE in 2021. The recommendations relate to increasing literacy of PEJ for students. Although the charge was made in 2021, the deadline for the project was not met. For this reason, the ACC plans to revise the charge to include an updated deadline of April 1st, 2025.

Commissioners expressed concern regarding whether the University will be able to provide funding to support the recommendations made by the task force.

Following the required updates to College Modality Policies, the ACC plans to propose that each Department review all online and hybrid courses that were permanently approved prior to the pandemic to be consistent with new policies.

The ACC can expect to vote on the above proposals at a future meeting. Commissioners are encouraged to share the proposed agenda items with colleagues and provide recommendations regarding the timing of agenda items to Kristi Tyran. Senators expressed a desire for the item regarding clarification around degree terminology to be discussed this quarter. Tyran stated the proposed agenda items will be reviewed at the next ACC meeting on October 24th to finalize the order and timing of each agenda item.

DISCUSSION ITEMS

Ideas for new PEJ Taskforce Charge: The proposed revisions to the [PEJ Task Force Charge](#) will move the deadline of the project to April of 2025 and requires a chair be appointed to guide the task force as well as convene the group. Membership will include subject matter experts who can bring perspective as to how to make the project manageable for implementation. Senators questioned whether the task force’s recommendations would require a faculty wide vote. Kristi Tyran, ACC Chair, suggested this would need to be raised in the Senate. Commissioners expressed the need for a preliminary check-in to assess the work of the task force mid-way through the project. It was suggested this would allow for the assessment of early goals and aid in the understanding of the feasibility of the task force’s initial recommendations. Commissioners recommended a member of the Provost’s Office sit in on the task force as a non-voting member to provide input on budget implications. Tyran stated she would revise the charge to reflect this recommendation. The ACC plans to revisit the proposed charge at its next meeting on October 24th.

Curriculum Updates for ACC: Jamie Lawson, Catalogue and Curriculum Specialist, reported that a new Ethnic Studies Department will be proposed in CSHS. American Cultural Studies will be phased out over the next several years.

CurricuLog is being updated to include an approval process for new certificates. This will be separate from program processes and will require additional peer review. Work with the Financial Aid office will be finalized before this change goes into effect.

For new courses in CurricuLog, an item has been added requesting the selection of a primary schedule type and includes a field to list additional schedule types, if applicable. Senators requested that the document outlining schedule types be linked in the question for reference.

For new programs in CurricuLog, a question has been added to specify on what campus the program will be available. This allows for the collection of data on location in the catalogue software. Senators requested wording be changed from “main campus” to “Bellingham campus.”

All approved modalities are now associated with courses in Banner. This allows academic units to have access to run Banner reports related to course modality and approvals.

REVIEW OF CURRICULUM MINUTES

Committee	Date	Actions	Prepared by
Fairhaven Curriculum Committee ¹	5/2/2023	ACCEPTED	E. Marris
Fairhaven Curriculum Committee ²	4/27/2023	ACCEPTED	E. Marris

¹ Review of concentration titles, no proposals.

² AMST course discussion, no proposals.

ACC ORIENTATION

Commissioners serving for the first time are encouraged to schedule a meeting with Kristi Tyran to pose any questions related to the ACC and its functions. Information related to CurricuLog can be found by attending a training session with Jamie Lawson offered during Fall Quarter. Registration links and training dates can be found on the [Curriculum Management Page](#) on the Registrar's Website.

Meeting adjourned at 5:30 pm.