

Revised Fall 2018

Handbook of the ACADEMIC COORDINATING COMMISSION of Western Washington University

Chapter 1: THE ACADEMIC COORDINATING COMMISSION

About the Academic Coordinating Commission

The American Association of University Professors' "Statement on Government of Colleges and Universities" notes, "The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process." Responsible and effective faculty stewardship of curriculum and academic programs is the acknowledged locus of authority from which faculty influence emanates at most effectively governed institutions of higher education, thus the Academic Coordinating Commission is charged with what is, in many respects, one of the most important jobs in any faculty governance organization.

The Academic Coordinating Commission is charged by, and acts under, the authority of the Faculty Senate of Western Washington University and shall operate at all times in accordance with the bylaws, provisions, and purposes set forth in the Constitution of the Faculty of Western Washington University.

When in question, final interpretation of the ACC's purpose and responsibilities shall be by the Faculty Senate.

[\[Link to Faculty Constitution and ACC Bylaw\]](#)

The ACC follows rules of order that are established in the Senate Bylaws.

ACC operating procedures and policies not set out or superseded by the Faculty Constitution shall be determined or revised by a **two-thirds** majority vote of the voting membership of the Commission and shall be communicated both in meeting minutes and in this Handbook. Substantive revision of the ACC Handbook requires the action and approval of the ACC. All actions of the ACC, including revision of ACC policies and operating procedures, are subject to Senate approval and do not become effective until reviewed and adopted by the Faculty Senate.

Authorization of Summer Action by the Executive Committee

The Executive Committee may act on behalf of the Commission during the Summer Quarter or at other times when decisions are required between regularly scheduled meetings of the Commission. In such instances, all Executive Committee actions are subject to review by the ACC at its next regularly scheduled meeting. The Executive Committee is not to make determinations on matters of policy on ACC's behalf. All Executive Committee actions taken on behalf of the ACC will be stated in writing and submitted to the ACC for ratification at its next regularly scheduled meeting.

Agenda Setting

Any item for consideration by the ACC must be submitted in writing to the Executive Committee at least one week before the regularly scheduled ACC meeting at which it is proposed that the item be discussed. Each agenda will also include a time allotment for "Items from the Chair" and "Items from the Commission members," during which topics may be raised for immediate consideration or for referral to the Executive Committee.

ACC Abstract

Following each meeting, the recorder for the ACC or the chair or designee will publish an electronic abstract of actions taken by the Commission on the ACC website and e-mail it to the President of the Faculty Senate, ACC members, College Deans and assistants, committee chairs and recorders, and to appropriate vice presidents, vice provosts, academic departments, and administrative offices.

Chapter 2: ACC STANDING and CURRICULUM COMMITTEES

Standing and Ad Hoc Committees of the ACC

In its charge to the Academic Coordination Commission, the Faculty Senate empowers the ACC to create any subordinate bodies that it deems necessary for the effective completion of its work. Much as the ACC is charged for the purpose of extending the capacity of the Faculty Senate, standing and ad hoc committees of the ACC are charged for the purpose of extending the capacity and facilitating the work of the ACC. Through their service, committee members share in the work and responsibilities of both the ACC and the Faculty Senate.

Unless otherwise stated, the **term of appointment** to all ACC standing committees shall be for two consecutive years. Committee members may stand for reappointment for two additional two-year terms. After reaching term limits a member must remain off a standing committee for one year before becoming eligible for reappointment.

The Chair of ACC, or the Chair's representative, shall be a non-voting advisory member of all ACC Standing Committees.

Openings for appointments to ACC committees shall be published by email and via Senate Abstract. In the case of student appointments, the Vice President for Academic Affairs of the Associated Students of Western Washington University shall be notified of openings.

Committee and council members may resign their position by written notice to the respective committee chair or to the ACC Chair, following which a new member shall be appointed for the remaining of the resigning member's two-year term. A resigning member may recommend a replacement.

College and Graduate School Curriculum Committees

The voting-eligible faculty of each College and the Graduate School are responsible for charging and maintaining curriculum committees that communicate with, report to, and submit curriculum proposals and minutes for approval to the ACC. Such bodies are typically charged by their respective college's primary faculty governance body, or in the case of the Graduate School, by the Graduate Council. Voting-eligible faculty members must chair all such curriculum committees. Each college is obliged to make the charge and membership of its curriculum committee available to the public, and the ACC website and handbook will hyperlink to the current charges and memberships of curriculum committees not directly overseen by the ACC. Colleges are responsible for communicating changes in curriculum committee charges to the ACC and for ensuring that publicly available charges and membership rosters remain current.

University-Wide Program Curriculum Committees

The **Council on University Programs (CUP)** was created by the ACC in May 2010 as a Standing Committee for the purpose of providing curricular oversight to academic programs that do not reside in a college. The CUP effectively serves as an alternative to a college-level curriculum body for such programs.

All university-wide programs are responsible for charging and maintaining a faculty curriculum committee that drafts, reviews, and proposes curricula and communicates with and submits curriculum proposals and minutes for approval to the CUP. The curriculum committee of each such University-Wide Program:

- Shall be composed of at least 5 members, 3/5ths or more of whom are tenure-line faculty. The faculty on the committee must represent at least three different departments and at least two colleges. The committee elects a chair at the start of each academic year.
- Shall have an approved and published charge and membership and shall identify and publish expected course, program and degree learning outcomes.

Teacher Curricula and Certification Council

The faculty of Woodring College of Education is responsible for charging and maintaining the Teacher Curricula and Certification Council (TCCC) for the purpose of overseeing teacher education curricula, teacher certification programs, and professional preparation programs proposed by certification consortia in which the university participates. The TCCC must provide a means of interaction among the units of WWU engaged in teacher preparation and take action to improve relations with agencies outside WWU that relate to teacher preparation and certification. The membership of the TCCC must include faculty representation from each college or unit engaged in teacher preparation.

Committee Minutes and Reportage

Committees and Councils meet at least once a quarter and report to the ACC.

Committees reporting to ACC shall forward electronic copies (.docx format) of approved minutes of each meeting to the Office of the Faculty Senate for review within twenty-one working days of the meeting.

The minutes shall clearly show date of the meeting, date the minutes were approved, the recorder, a quorum listing those present and absent, including guests, and actions taken. Curriculum committee minutes shall provide an accurate and operational Curriculog link for actions regarding courses or programs.

Actions taken by committees reporting to ACC must be communicated in minutes and, unless rejected or postponed by majority vote of the Commission, shall have the implied consent of ACC once minutes are accepted by the ACC. Actions not approved by the ACC and returned to reporting committees may be amended, appealed to the ACC, or appealed directly to the Faculty Senate.

Electronic Meetings

In order to ensure minutes are forwarded to ACC in a timely manner, a quorum of a Curriculum Committee's members may opt to approve meeting minutes via email. While it is acceptable to review and approve meeting minutes as soon as possible online, conducting meetings via email is unacceptable, as it is not possible to adhere to parliamentary procedure. In extenuating circumstances, it is acceptable to conduct meetings via videoconferencing platforms such as Skype, provided that contemporaneous communication is possible, parliamentary procedure is observed, and a quorum is present.

COMMITTEE ON UNDERGRADUATE EDUCATION (CUE)

Membership

The membership of the Committee on Undergraduate Education (CUE) shall be as follows:

Voting members (14):

One faculty representative of and from each of the following colleges/areas:

- College of Business and Economics,
- Fairhaven College of Interdisciplinary Studies,
- College of Fine and Performing Arts,
- College of the Environment,
- College of Humanities and Social Sciences—Social Sciences,
- College of Humanities and Social Sciences—Humanities,
- College of Science and Engineering,
- Woodring College of Education,
- the Libraries;

One at-large faculty chair, elected annually;

An ACC member or designated representative, appointed by ACC for a one-year term;

Two students who have taken GURs at Western, appointed by the Associated Students Board of Directors for one-year terms;

Vice Provost for Undergraduate Education, *ex officio*;

Advisory members (3):

- Director of Advising or designee;
- A representative of the Registrar's Office;
- Director of Writing Instruction Support.

Terms of membership shall be staggered.

Chair. The chairperson of the Committee shall be elected by and from its membership at the first meeting of Fall Quarter. The chairperson must be a faculty member who has experience teaching GUR courses, and after the chair has been elected, they serve at large. As necessary, a faculty representative of the chair's college or area shall be appointed to fill the representative seat that a newly elected chair has vacated.

Reportage: The Committee on Undergraduate Education meets five times a quarter or more often as required, usually on Thursdays at 4 pm. An electronic copy of the approved minutes of each meeting shall be forwarded to ACC via the Office of the Faculty Senate within twenty-one days of the meeting.

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), first-year academic programs and all courses bearing the SMNR prefix, and oversight of the Writing Proficiency (WP) requirement.
- Promote the goals of a liberal education in general, and writing and general education goals in particular, within the academic community.
- 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.
- Work in cooperation with and with support from the offices of the Vice Provost for Undergraduate Education; and the University Writing Program.
- Report to the ACC.

COUNCIL ON UNIVERSITY PROGRAMS (CUP)

Membership

Members. The Council on University Programs consists of nine (9) faculty members, including one faculty member appointed by each of the following Interdisciplinary programs: **Honors Program, International Studies, Leadership Studies, Energy Studies, Canadian-American Studies, Sustainability, and Entrepreneurship (7);**

One at-large tenure-track faculty member with no formal affiliation to any university-wide program (1); and

The Vice Chair of ACC, who shall not be elected chair of the Council (1).

Chair. The chairperson of the Council on University Programs shall be elected by and from its membership at the first meeting of Fall Quarter.

Reportage: The Council meets as required, no less than once a quarter.

An electronic copy of the approved minutes of each meeting shall be forwarded to ACC via the Office of the Faculty Senate within twenty-one days of the meeting.

Charge

The Council on University Programs reviews and approves curricular proposals from an interdisciplinary perspective, including seminars.

The Council oversees effective ways of ensuring the quality of interdisciplinary and University-wide programs.

The Council functions as a college curriculum committee for programs not affiliated with a college, and as such is a standing committee of the ACC.

Curricular authority over University-wide programs not affiliated with a college is vested entirely in the Council on University Programs. However, implications regarding repeatability, prerequisites and equivalency or other implications for majors must be referred to the relevant department.

Recommendations that result from such consultations must be captured in the Council's minutes to the ACC.

Chapter 3: RIGHTS AND RESPONSIBILITIES

Rights and Responsibilities are standards regarded as being particularly fundamental to the needs of constituents interacting with the curriculum and curriculum approval processes of Western Washington University. As such, the Academic Coordinating Commission will make particularly strong efforts to ensure that procedures and rights outlined in this section are upheld.

THE CATALOG

The Western Washington University General Catalog (herein referred to as the "Catalog") is intended as a reliable guide for students and potential students. The Catalog represents a contract between the students and the University therefore permanent courses may not be scheduled and listed in Classfinder/Timetable until they appear in the Catalog. The E-Catalog is published once a year and specific deadlines for submission of courses for approval can be found on the website of the Registrar as well as the ACC.

In order to ensure that the Catalog is a reliable guide for students and potential students, the ACC requires that curricular changes conflicting with the Catalog current at the time the changes are proposed shall not become effective until they are approved by the ACC and published in a subsequent version of the Catalog. This permits, for example, the addition of new courses, but prevents a change in credit hours for a course or program, a change in course prerequisites, or any major change in a program, including of program requirements.

NEW AND REVISED COURSES

New courses and modifications to/cancellations of existing courses, and new/revised/canceled majors, minors or masters programs must be formally approved by the Academic Coordinating Commission (herein referred to as the "ACC") and such actions recorded in ACC minutes. The Faculty Senate is the final approving agent for ACC action prior to appearance in the Catalog.

COLLEGIAL COMMUNICATION

Councils, commissions, colleges, departments, and programs considering actions which will impinge upon courses or programs offered by another unit of Western Washington University, **must give written notification to the unit involved two weeks in advance of the action. Failure to do so may delay or void the action.** The purpose of this regulation is to allow an opportunity for input by the affected unit.

PROGRAM COMPLETION PLAN REQUIREMENT FOR SIGNIFICANTLY CHANGED PROGRAMS

Departments making significant changes to programs or their requirements, including program eliminations or moratoria, must establish a plan that allows students in such programs to complete, within three years of the program revisions, the requirements applicable to students at the time they entered the program.

RECOMMENDATION OF THE 3/2/1 MODEL

- ❖ In order to protect students and facilitate their timely progress toward graduation, the Academic Coordinating Commission **recommends** adoption of the 3/2/1 model as a guiding principle in review of curricular proposals and reformation of the general university requirements. (*December 5, 2000 – See Quality Education Report, Office of Vice Provost for Undergraduate Education*)
- ❖ According to the 3/2/1 model, the desirable ratio of major, general education, and elective credits in an undergraduate degree program is **90 for the major, 60 for the GURs, and 30 elective credits respectively**. The ACC has committed itself to closely examine any change in a major that increases the credit hour requirement beyond 90.
- ❖ The ACC acknowledges that different criteria may need to be applied to some majors for reasons such as certification or accreditation requirements.
- ❖ The ACC recommends a cap on the number of credits allowed within a department. Such a change, along with continued scrutiny of course credit increases may effectively free up elective opportunities for students, as well as decrease the credit load on transfer students.

RESPONSIBILITIES OF FACULTY, DEPARTMENTS AND COLLEGES

ACC-approved course/program (major, minor, master, certificate, endorsement) curriculum proposal forms, authored by the person or persons wishing to introduce course/program changes, will be submitted to the unit head of the affected department or program. Unit heads follow unit operating procedures for curricular approval in their department or program, securing approval as instructed. Unit heads of departments or programs then submit Curriculog proposal forms for proposed curriculum to the chair of the college

curriculum committee (or CUP in the case of Honors Board, International Studies, Leadership Studies, or the Institute for Energy Studies) in which the affected department or program is housed.

RESPONSIBILITIES OF UNIVERSITY-WIDE PROGRAMS

Curriculum changes from University-wide programs not affiliated with a College require approval of the Council on University Programs, a standing committee of the ACC.

Chapter 4: POLICIES AND STANDARDS

ACC POLICY ON CREDIT HOURS (revised May 2022)

The Academic Coordinating Commission (ACC) of Western Washington University is responsible for ensuring that every approved course at Western is assigned an appropriate number of credit hours.

Western's definition of a credit hour is in full accordance with the definition provided in the *Washington Administrative Code (WAC)*, as well as the "Credit Hour Policy" of the Northwest Commission on Colleges and Universities. For the WAC definition, see [WAC 250-61-050](#) (19).

Total student work per credit (unit of student work). Western Washington University defines an academic credit hour as a unit of student work.

- A single credit hour at Western equals approximately three hours of work each week over the course of a 10-week quarter, thus equaling a total of approximately 30 hours of work for any given credit hour in any given course, whatever the actual calendar length of the course.
- All courses must demonstrate that the expectations for student time meet this standard. How this time is allocated should be reviewed in the course syllabus and in any course proposals that require credit hour review.

Regular and substantive interaction. All Western courses must include regular and substantive interaction between the instructor and the student.

Contact hours are a measure and means of demonstrating the amount of regular and substantive interaction between the instructor and the students. Activities that contribute to contact hours must be required of all students in the class and involve substantive interaction between the students and the instructor.

The standard calculation of a credit hour. At Western, a credit hour is typically based on the calculation of

- (a) one hour of contact time (as, for example, in a lecture, seminar, or discussion) and two hours of additional work per week,
- (b) two hours of contact time (as, for example, in laboratory, studio, rehearsal, or field work) and one hour of additional work per week, or
- (c) an intermediate format between (a) and (b) (as, for example lecture/lab courses) depending on specific class activities and the amount of additional out-of-class work.

In current practice, an hour of contact time at Western equals approximately 50 minutes. Within the parameters outlined here, the specific schedule of class meeting times is at the discretion of individual faculty members and their respective departments, programs, and colleges as long as the total unit of work per single credit hour equals approximately 30 hours per course.

Variations on the standard calculation of a credit hour. Western also approves variations on the typical calculation of a credit hour, as long as the total unit of work requirements are met. There are several categories of courses approved for academic credit at Western in which variation can be approved or for which special considerations apply:

Practicum/Internship Courses: In the case of practicum or internship courses, up to 40 hours of work per credit may be appropriate.

Intensive Courses: One credit per week is typical for an intensive course, and generally no more than about 9 hours of student work should be scheduled per day.

Other exceptions to contact hour expectation: Less than 10 hours of contact time per credit hour per course may be allowed in correspondence courses, research seminars, independent study courses, thesis-writing courses, internships, and courses without set meeting times that effectively demonstrate regular and substantive interaction proportionate to student work requirements.

Demonstrating regular and substantive interaction:

- a) **Contact-Hour Based:** Any course can demonstrate compliance with the credit hour policy by supplying an accounting of contact hours appropriate for the number of credits as described in the standard calculation of a standard credit hour, and an account of student work and assessment, similar to what is found in a standard course syllabus.
- b) **Non-Contact-Hour Based:** As a complement to contact-hour based accountings of student work, courses may provide an account of the nature and frequency of interaction paired with an estimated tally of student hours spent in required

activities appropriate to the number of credits (3 hours per week per credit). In such instances, it is necessary to demonstrate that:

1. interaction occurs regularly, at least on a weekly basis, and opportunities for interaction are predictably scheduled,
2. instructors are actively monitoring the engagement of students in the class and substantively engaging with them on the basis of that monitoring, and
3. students are spending an appropriate amount of time in course activities.

Review of Credit Hour Requirement: The ACC will review all new courses and course revisions including a change in credit hours, a significant change in course content, a change to study abroad (except for X97 courses), or a change in modality, to ensure they meet the student unit of work expectation and the regular and substantive interaction requirement through either the contact-hour or non-contact-hour based models described above.

A syllabus, with credits, course meeting times and a weekly schedule of required work provides a sufficiently detailed account. If course meeting times do not include about 50 minutes per week per credit, additional activities that contribute to contact hours and/or regular and substantive interaction should be clearly documented in the syllabus.

SYLLABUS REQUIREMENT FOR CURRICULAR REVIEW (revised January 2021)

A syllabus is required with:

- New course requests
- Temporary course requests
- Any proposal for a course including or requesting a GUR attribute
- Course revisions when one or more of the following is present:
 - Change in credits
 - Change in modality
 - Significant change in content

For ACC review, the syllabus must include:

- Course number, course title, and number of credits
- Number and length of weekly meetings (may not apply for online modality)
- Course description
- Course goals/learning objectives
- A weekly agenda with important due dates, assignments, and field trips. (may be subject to change, but should be of a similar level of detail to the final version)
- An account of work consistent with the credit hour definition of 3 hours total of work and class time per week per credit. (Particular attention to this is needed for online courses that do not have set meeting times.)
- A copy of the previous syllabus in the case of a course revision.

For review of GUR courses by the CUE, the syllabus should include a brief explanation for students of how the course speaks to the selected knowledge and practice literacies rosette graphic.

Instructors are required to provide a link to the "Syllabus policies for students" webpage in the syllabus provided to students. (<https://syllabi.wvu.edu/>). This provides information about legal obligations and university policy. Instructors may also provide summaries of important policies for students on the syllabus. Sample language is provided at the end of this document.

The following elements are not required for ACC review but are recommended in the final version provided to students. ACC may comment on recommended elements, but their absence will not cause a proposal to be rejected. This and other syllabus guidance is also provided in the [Teaching Handbook](#).

- Current year and quarter
- Instructor name, office location, office hours
- Instructor contact information
- Title and author(s) of textbook(s), other required materials
- Departmental goals/learning objectives
- Grading standards, including a definition of S/U, P/NP grading options
- Description of other required activities (e.g. field trips, research projects)
- Flexibility Statement such as "This syllabus is subject to change. Changes, if any, will be announced in class or online. Students will be held responsible for all changes."

Sample Language for Syllabi: Important policies for students regarding Academic Honesty, Accommodations, Ethical Conduct with WWU Network and Computing Resources, Finals, Medical Excuse Policy, and Student Conduct Code are available at <https://syllabi.wvu.edu/>.

CURRICULUM COMMITTEE CONSIDERATION OF COURSE CREDIT HOURS

The ACC is charged with the responsibility of reviewing courses to determine whether they are legitimate offerings, including consideration of the number of credit hours awarded based on the content and pedagogy of the course. All Curriculum Committees are expected to subject courses and their pedagogy to a rigorous review to ensure appropriate and consistent granting of credit hours prior to forwarding course proposals to the ACC.

Other standing committees of the ACC, who review courses for their appropriateness in fulfilling certain requirements, (e.g., GUR courses), should consider whether the course as a whole contains content sufficient to meet the demands of a particular requirement. These committees are expected to advise whether the course as a whole is to be accepted. Partial acceptance of a course, i.e., acceptance of only 3 of 5 credit hours toward a requirement of n total hours, would cause unnecessary confusion and is therefore not permitted.

COURSE MODALITIES/INSTRUCTIONAL METHODS (added April 2022)

Modality is the instructional method or delivery method of a course. It describes how the course is being delivered to students. Traditionally, face-to-face has been the most common modality for courses at Western. Modalities are assigned to courses during the university academic approval process and are part of the approval process. **Strategies for managing student attendance, such as providing a remote option for a student who is ill, are not considered changes to modality and are at the discretion of the instructor and/or department.**

During both the process for new course creation and the process for revision of existing courses, Western courses are vetted for modality approval. Through the curricular review process, each course is established with a preferred (or default) modality, but alternate modalities may be approved at the time the course is created or later through the course revision process.

The following options will be available for course modality approval through ACC. Departments and colleges may use any of the scheduling options listed within each modality for each offering of a course.

- a. Face-to-Face: Instruction is accomplished through regularly scheduled in person class meetings. The expected instructional time should be accomplished through regularly scheduled face-to-face meetings. Alternative instruction may be employed on a limited basis to meet varying pedagogical needs. In this case, an account of alternative instructional time should be documented in the syllabus.
- b. Online: Instructional occurs online. Scheduling options for online courses include:
 - i. Synchronous – instruction occurs during regularly scheduled class meeting times
 - ii. Asynchronous – instructional time does not include scheduled meetings
 - iii. Mixed synchronous & asynchronous
- c. Online Summer Only: Instruction occurs online, but the course is approved for online offerings only in the summer quarter.
- d. Hybrid: Instructional time is divided between face-to-face and online (in-person meetings are required, but less face-to-face time is included in the regular course schedule, replaced by alternative instruction methods including online instruction). At least 25 percent of instructional time should be scheduled face-to-face. Courses with classroom-based instruction linked to classrooms in multiple locations (the ITV model) are considered hybrid.

MODALITY CHANGES (revised May 2022)

Permanent changes in course modality must be submitted through the curricular review process for consideration under level college policies (and department/program policies where applicable). Permanent modality requests will be reviewed by the ACC to ensure that the college level process has been documented and that the proposal meets the requirements of the syllabus and credit hour policies. Courses may be scheduled in the newly approved modality as long as all approval steps are complete before registration begins for the quarter. See the ACC Policy on Credit Hours for details regarding course modality and credit hour documentation.

TEMPORARY MODALITY CHANGES (added May 2022)

Temporary modality changes are intended to provide greater flexibility to schedule courses in an alternate modality to (a) to respond to emergent needs; or (b) to test and refine the course prior to petitioning for permanent course status.

The following procedures govern the use of temporary modality approvals:

- Each temporary modality approval request will be approved for up to four quarters, including summer term.
- Temporary modality requests will be evaluated by the college level process for modality review. If the college has not specified a distinct process for temporary modality review, the process and criteria of the permanent review will be used.
- Temporary modality requests can be included as informational items in curriculum minutes, similar to the temporary course process, allowing expedited approval if necessary.
- Temporary modality requests will be reviewed by the ACC to ensure that the college level process has been documented and that the proposal meets the requirements of the syllabus and credit hour policies.
- Temporary modality requests are not subject to catalog deadlines, but all approval steps must be completed prior to the date on which registration for the course is scheduled to begin.
- 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 modality changes.
- In the case of an emergency that necessitates a rapid change of modality, a one quarter modality change can be granted outside the college/Curriculum process upon approval by the department chair, dean and the chair of the ACC through use of an emergency modality approval e-form.

COLLEGIAL COMMUNICATION

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 substantially similar to an existing course or program in another department.

COURSE TITLES

A proposed new course, whether temporary or permanent, cannot have a title identical in its entirety, or substantially identical in its entirety, to that of a course already published (or already approved for publication) in the WWU Catalog. If the proposed new course is part of a sequential course series in the same Department or Program proposing the course, then the new course can have a title identical to the other course or courses in the series, as long as courses in the series are distinguished in some way (normally, by numerical sequence) in the title.

Example:

Existing course: "Political Revolution" Proposed courses: Examples of unacceptable titles: "Political Revolution" or "Political Revolutions" or "A Political Revolution" Examples of acceptable titles: "Political Revolution in Southern Africa" or "Theories of Political Revolution" or "Political Revolutions: The European Experience" or "Anthropology of Political Revolutions"

REPEATABILITY (added February 2020)

For the purposes of protecting student federal financial aid eligibility and ensuring equitable course access to students who require federal financial aid, the ACC requires that all repeatable courses specify limitations upon repeatability and that course descriptions for repeatable classes include standardized language articulating these limits.

Fixed-credit repeatable courses should specify limits in terms of the maximum number of credits. Variable-credit repeatable courses should specify limits in terms of the maximum number of credits and the maximum number of times a course can be repeated. Required language for specifying the repeatability of fixed-credit courses in course descriptions is as follows: "Repeatable to a maximum of [x] credits, including original course." Required language for specifying the repeatability of variable-credit courses in course descriptions is as follows: "Repeatable to a maximum of [x] credits and [y] times, including original course."

Repeatable special topics courses must also specify in course descriptions that the course is repeatable only with different topics. Required language for specifying the repeatability of fixed-credit topics courses in course descriptions is as follows: "Repeatable with different topics to a maximum of [x] credits, including original course." Required language for specifying the repeatability of variable-credit topics courses in course descriptions is as follows: "Repeatable with different topics to a maximum of [x] credits and [y] times, including original course."

All repeatable courses with GUR attributes must additionally specify in courses descriptions that they may be taken only once for GUR credit.

All courses must specify maximum repeatability. Proposals for unlimited repeatability are not acceptable. Most courses, including special topics courses, should not be repeated more than three times, including original course. Proposals including requests for repeatability in

excess of this recommendation must include a rationale for the request. Examples of courses that might be considered include applied skills courses and speaker series.

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 assigned an 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.

TCCC, REVISED MAJORS, MINORS, AND PROFESSIONAL EDUCATION

The chair of the appropriate curriculum committee is responsible for examining all requests for new-~~or~~ /revised/canceled courses of new/revised/canceled majors or minors to determine if requests pertain to professional education. Such proposals are forwarded for approval to the Teacher Curricula and Certification Council (TCCC) for simultaneous review/action. Examples of courses which should be sent to the TCCC include those which address educational psychology, teaching methodology, teaching philosophy, requirements of certification, and majors or minors for education degrees.

FIRST-YEAR EXPERIENCE (FYE) COURSES

Current courses may be designated as part of the FYE program if approved as such by the Committee on Undergraduate Education.

OUTREACH AND CONTINUING EDUCATION (OCE)

Courses offered through Outreach and Continuing Education must go through the standard curriculum review process.

CROSS-LISTED COURSES

Cross-listing of courses typically occurs in the following circumstances:

- Courses which are team taught across departmental/college boundaries, and/or
- Split appointments involving departments and/or colleges.

Cross-listing of courses is permitted when the intended effect is to improve the clarity of course offerings. Examples include, but are not limited to

- Courses team-taught by members of two departments;
- Courses that apply the techniques of one discipline to the domain of another;
- Courses whose subject matter is integral to two or more disciplines.

COURSE NUMBERING GUIDELINES

TEMPORARY COURSES

X97 numbering is reserved for temporary courses. The course number must indicate the appropriate level of the course; a letter suffix will be assigned to differentiate similarly numbered temporary courses.

FIRST-YEAR EXPERIENCE (FYE) COURSES

The number 117 is reserved for First-Year Experience courses.

RUBRICS; CHANGING RUBRICS. Please see *APPENDIX 3* for complete requirements.

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.

STUDY ABROAD COURSE NUMBERING

(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.

REUSE OF COURSE NUMBERS

The ACC, in conjunction with the offices of the Registrar and the Catalog Coordinator, mandates 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.

GUIDELINES FOR STUDENT FACULTY DESIGNED MAJORS AND CONCENTRATION TITLES

These guidelines are intended to ensure better communication to the ACC regarding the review processes of student-faculty designed majors and interdisciplinary concentrations.

1. Avoid title overlap with established majors.
2. For all student-faculty designed majors, including interdisciplinary concentrations, list the faculty advisors responsible for the design of curriculum on the student's advisory committee. It is recommended that at least two faculty members oversee a student-faculty self-designed major/concentration.
3. All student-faculty designed majors, including Fairhaven interdisciplinary concentrations, must be reported in curriculum minutes. Minutes that reflect approval of student-faculty designed majors must be received by ACC prior to student graduation, generally by Spring Quarter. Finalized titles must be reported in the minutes as soon as possible following completion.

Chapter 5: NUTS AND BOLTS

CURRICULOG [October 2017]

The initiation and implementation of new courses and proposed changes to/cancellation of existing courses, majors, minors, master programs, and certificates is governed through curriculum management software [Curriculog](#).

Curriculog forms include instructions for creating, revising or canceling a course/program.

INITIATING OR REVISING CURRICULUM AND PROGRAMS

Who initiates changes to courses and programs?

The following procedures govern the initiation and implementation of new courses and programs and proposed changes to or cancellation of existing courses and programs:

Proposals for new courses or programs of study or revision or cancellation of existing courses or programs originate in academic departments or university-wide programs curriculum committee.

Course descriptions should resemble final Catalog copy and should not be overly lengthy or complicated. Concise course descriptions are helpful in informing student understanding of the course intent.

Initial proposals should include number of credit hours, rationale, repeatability, and course prerequisites.

COURSE AND PROGRAM APPROVAL PROCESS CHECKLIST

1. Originator forwards **Curriculog Form** (*with appropriate attachments*) to unit head or designated representative. Unit head forwards **Curriculog Form** to Chair of Curricular Committee who then reviews the **Curriculog Form** with the Curriculum Committee (not required for 500+ courses and/programs). *The Forms and supporting material are then forwarded to one of the following committees for approval:*
 - CUE** committee reviews GUR and FYE courses.
 - Graduate Council** reviews 500+ level courses and programs.
 - TCCC** reviews teacher certification courses and programs.
2. After final edits are made in tandem with final approval by ACC, with referrals, questions, and returns to the originators for revising as necessary, the Curriculog form is then forwarded to the Catalog Coordinator
3. A **brief description** of the course should require little or no editing for the final Catalog copy, and include *credit hours, rationale, (equivalency if relevant), repeatability, and credit prerequisites*. (See sample minutes on the ACC website and as an APPENDIX 4 to this guide). **Concise course descriptions** are helpful in informing student understanding of the course intent. Requests for GUR approvals are forwarded to CUE and must include a copy of the syllabus and must list how the course will achieve the required competencies as checked.
4. If credits are added to majors or minors, a rationale must be included, to adhere to the **90/60/30** recommendations. Certificated programs do not fall under this restriction. Cross-listing references must be noted.
5. **Electronic copies (.docx format)** of minutes are forwarded to **ACC (c/o Faculty Senate Office)**. *Please see Appendix 4 for guidelines. Curricular Minutes are due in the Senate office by Tuesday at 2 pm ONE WEEK BEFORE THE SCHEDULED ACC MEETING.*

ACC may postpone approval of a new course or course change until a later meeting if there are questions. Curriculum committees or department representatives are invited to attend the ACC to clarify proposals at any time.

Online courses follow ACC guidelines for approval.

CROSS-LISTED COURSES

Requests to cross list courses should clearly state the reason for cross listing.

Requests to cross list courses must be approved by the affected *department/All-university program curriculum committee* or Library curriculum committee(s) under which the courses would be offered.

Said approval is recorded in the minutes of the committee and subject to **final approval by the ACC**.

COORDINATION OF CURRICULAR CHANGES ACROSS COLLEGES

Whenever the Academic Coordinating Commission becomes aware of an apparent or potential curricular conflict or redundancy, arising without due notification, between any colleges and/or departments and/or programs of the university that falls under its jurisdiction the Commission will ask the Provost, or the Provost's designee: 1) to call the appropriate administrators together; 2) to ask the parties to resolve the difficulty, and 3) to submit to the Commission a recommendation acceptable to all parties.

1. ACC-approved course/program (major, minor, master, certificate, endorsement) curriculum proposal forms, authored by the person or persons wishing to introduce course/program changes, will be submitted to the unit head of the affected department or program. Unit heads follow unit operating procedures for curricular approval in their department or program, securing approval as instructed. Unit heads of departments or programs then submit Curriculog proposal forms for proposed curriculum to the chair of the college curriculum committee (or CUP in the case of university-wide programs) in which the affected department or program is housed.
2. The chair of the curriculum committee/designated representative will forward all submitted proposal forms for **courses numbered less than 500 and undergrad programs** to the college curriculum committee (or CUP) for action that is recorded in curricular minutes. The chair of the curricular committee/ designated representative will forward all submitted proposal forms for **courses numbered 500 and higher and master programs** to the Graduate Council for action. College curriculum committees are not required by ACC to review 500-level courses. However, if review of these courses and/or programs takes place in the college curriculum committees, these actions should be recorded and listed in curriculum minutes.
3. After proposals are approved, the information will be recorded in the College Curriculum Committee, CUP, or Graduate Council Minutes. Links to Curriculog proposals should be listed in the minutes in such a way as to be available to be viewed online. These minutes are emailed to the Senate office following approval, at least one week prior to the ACC meeting for incorporation into the ACC Agenda and in preparation for ACC review (see Appendix 4 for the Minutes Template and directions for submission). The University Catalog and Curriculum Coordinator receives all final ACC approved Curriculog forms and may work with the Senate Office and departments during the process to ensure accuracy and efficiency.
4. **The ACC reviews the minutes and may accept the actions as submitted, accept a certain portion of the actions, or send the entire set of minutes back.** Occasionally Commissioners propose minor editorial changes. Typos and minor editorial changes are forwarded as informational items back to the originators but seldom cause delay in approvals. The Registrar may oversee minor typos and editorial changes and may provide a short list of the same to the ACC in order to efficiently facilitate approval. Entire sets of curriculum minutes or specific curricular items may be returned to the forwarding committee for clarification or concerns. The ACC holds open meetings, and faculty or curricular chairs or deans who have additional information of use to the commissioners are strongly encouraged to attend in order to facilitate immediate approval of their requests.
5. **Course/program proposals may require approval by other committees PRIOR to formal ACC approval.** Committees that function as curriculum committees include (1) CUE, which approves GUR courses and FYE seminars; (2) Graduate Council, which approves courses numbered above 500 and master programs; (3) TCCC, which approves courses/programs that are appropriate for teaching certification; (4) CUP, which approves courses offered through university-wide programs.

LARGE-SCALE/MULTIPLE IMPACT CHANGES (added February 2021)**Criteria for launch and approval of a large-scale change**

- A revision must impact a minimum total of 10 courses or 10 programs of study.
- Revisions must be identical across all courses and/or programs included in the large-scale change process. For instance, replacing a canceled course with a single replacement course in a set of programs would qualify, while replacing it with different replacements in each program would not. In a set of course revisions, making an identical change in course prerequisites across a set of courses would be a common application of this process, while additional changes to the prerequisites would not.
- The department or program will provide a memorandum to chair of ACC including clear summary of the proposed large-scale changes and how they meet the criteria for launch, the courses or programs they apply to, and a collegial communication plan based on a Curriculog impact report (see example *here*). ACC exec must approve the launch of the large-scale change proposal made by the department before Curriculog maintenance and collegial communication takes place.

Workflow for a large-scale change

The department or program requesting the changes initiates each of these steps.

- Draft a memorandum including a detailed list of the changes that would come into effect by course, and program or department, and how they meet the criteria for launch of 10 courses or 10 programs affected by a set of identical changes.
- Generate impact reports (guidance found *here*) and use them to guide development of a collegial communication plan. Add this plan to the memorandum.
- Provide the memorandum to the chair of ACC. [*Example document here*]
- ACC Exec reviews the memorandum, and the chair of ACC notifies the department or program and the catalog coordinator of the result of initial review.
- If approved to proceed, create Curriculog proposal(s) for each primary course/program change. For instance, if prerequisites must be changed in many courses, a primary course revision form for one course would be created, as a base for documenting the addition or substitution of prerequisites. If program changes are also necessary, then a primary program revision form would also be created.
- If additional changes are needed that differ between courses or programs, these cannot be included in the large-scale change memorandum. Create individual Curriculog forms for those courses and programs, including both the particulars of the large-scale change and the additional revisions in those forms.
- Carry out and document collegial communication with all impacted departments and programs.
- Once communication and agreement has been established with all departments impacted by the change, update the summary memorandum as needed to include any changes in the proposed revisions and the documentation of communication.
- Attach the memorandum to the primary Curriculog proposal(s) before they reach the college-level review step.

The proposals follow normal curricular procedures after this point. All review of the primary proposals will include consideration of the documentation of changes to multiple programs and courses and collegial communication relating to these changes. After ACC approval, necessary maintenance will be made in Banner, Degree Works and the University Catalog.

REQUESTING DEGREE PROGRAM MORATORIUM (revised February 2020)

A moratorium is a temporary suspension of student admissions to an academic degree program.

A moratorium may be requested for a variety of reasons, including low demand for the program, lack of faculty availability to teach core courses, or significant planned program changes related to academic program review. Programs that are being considered for permanent cancellation must be placed into moratorium before they are discontinued.

Placing a program in moratorium alerts students and the Registrar's Office that the program is not currently accepting applications from new students and allows academic units time to consider the future of the program and complete any necessary transitional planning.

A moratorium may be requested for a period of one year or longer and requests should always include a proposed beginning and ending quarter date. At the end of the period in question, the department must submit a request to lift or extend the moratorium or submit a request for program cancellation.

Placing a program in moratorium does not absolve the department of its responsibility to allow students already admitted to the program to finish within a reasonable timeframe, generally accepted to be a period of three years. It is the responsibility of each academic unit to appropriately notify all affected students, including those who have expressed intent to apply for admission via pre-major processes. If cancellation is being considered, it is important for the department to ensure that all necessary courses in the degree program are offered in a timely manner to ensure that current students can complete their degree requirements.

Procedures for Requesting a Moratorium

1. Submit the ACC **Curriculog form: Request for Moratorium in an Academic Program**.
2. Department chair must approve **Curriculog form** and route to the appropriate Curriculum Committee(s), including TCCC, the Graduate Council, and other departments and colleges for combined or joint offerings, where applicable. Department and curriculum committees should seek to ensure that all appropriate collegial communication has occurred and is documented in Curriculog.
3. Curriculum Committee approves **Curriculog form** and routes to the ACC and to the Registrar's Office
4. The ACC makes determination regarding approval or disapproval.
5. Upon receipt of notification of approval or disapproval from the ACC, the Faculty Senate office will send an email notification of the approval or disapproval to the college and department responsible for administration of the program. If approved, a copy of the Request for Moratorium in an Academic Program form and approval will be forwarded to the Office of Admissions and to University Communications. The Catalog Coordinator updates the E-catalog accordingly for the effective academic year.

It is recommended that:

- Information be made available to transfer students and for spring registration.
- Departments post Moratorium programs on their website in addition to the catalog language.
- Advisors be notified to inform students.

ACC CURRICULUM MINUTES TEMPLATE: PREPARATION NOTES for RECORDERS OF MINUTES

Minutes submitted to ACC should reflect all actions taken within the Curriculum Committee. The recorder should include his/her name and attach a roster recording attendance, including any guests. Minutes must include the date, location, and time of the meeting and the date on which the committee reviewed and approved its minutes.