



**Official Minutes  
Academic Coordinating Commission  
10/8/2024**

**Call To Order and Introductions**

**Call to Order:** ACC Chair Melissa D'Eloia called the meeting to order at 4:00 p.m.

**Reports and Announcements**

**Melissa D'Eloia, ACC Chair, reported:**

- **PEJ Task Force Update** – The PEJ Chair had to step down for personal reasons at the end of Spring Quarter. Over the summer, there was discussion with Academic Affairs and the Faculty Senate President about the PEJ charge, including the deadline for it to complete its work. A decision has been made to revisit the charge in terms of feasibility, timelines, and membership, and there was some discussion yesterday at Senate Executive Council about how to proceed. She will continue to keep ACC members updated.
- **College Curriculum Committees** – She and Jamie Lawson, Catalog and Curriculum Specialist, have started meeting with college curriculum committees to share information and increase dialogue. So far, they have met with CENV and CSE, with additional meetings this quarter.
- **Modality Request Update** – The deadline for permanent modality requests to be submitted to ACC for next summer and fall is March 4. This will create more time in spring for policy discussions and will increase efficiency.
- **ACC Vacancies** – There are ACC vacancies for CHSS-SS and Graduate School, as well as the Vice-Chair position. Commissioners interested in the Vice-Chair role can reach out to her.
- **[ACC Bylaws](#)** – The ACC bylaws in the Faculty Senate Handbook have not been updated since 2008. ACC Executive Council has started to review them, and they will go to Faculty Senate for action.

**Jack Herring, Associate Vice President for Academic Affairs, reported:**

- There will be some accreditation issues that will come to ACC. He is working with deans to find ways to streamline curriculum to reduce costs in terms of redundant pathways.

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

- Enrollment update – WWU is in a fortunate position given FAFSA challenges. The total enrollment is up a bit (14,700), transfer and graduate enrollment is almost even with last year, and new first-year student enrollment is down 5 percent (3,019). FAFSA will be delayed again this year until December 1.

**Moose Abou-Harb, ASWWU Senate President Vice-President, reported:**

- No report from ASWWU Senate.

## **2024-2025 Academic Year**

The chair introduced the [ACC agenda items for the 2024-25 academic year](#) and opened the floor for discussion and questions.

There was a question regarding student learning outcomes for course and programs policy (item #2). Associate Vice President for Academic Affairs Jack Herring said that this is an accreditation issue because learning outcomes have not been shared publicly with students. He is working with Jamie Lawson and Justina Brown, Center for Instructional Innovation and Assessment, to develop draft documents for departments. The learning outcomes may become part of the Catalog. He is asking departments to do review work now because it needs to be in place next year, before the next accreditation visit.

Related to item #3, there was a comment regarding students being required to have 50% of their credits in their major be from WWU, which is difficult for chemistry transfer students. There was a question about whether there is a process to address this issue because other schools in Washington are not using the 50% requirement level. Shelli Soto, Associate Vice President for Enrollment Management, said that this issue should be looked at in a number of ways, including whether it is specific to certain majors or an obstacle for many departments, and to determine if the policy needs to be changed globally. Additional comments were made about equity issues involved. Shelli will look into this issue further, ACC Executive will discuss at its next meeting, and Commissioners should look into this issue in their departments/colleges. There was a comment that the Faculty Senate should be engaged in this conversation.

A Commissioner requested that ACC address how older syllabi can be reviewed, either by departments or ACC.

## **Action Item**

### **ACC Handbook non-policy revisions and ACC Exec-approved policy revisions (Sept. 3, 2024) :**

Jamie Lawson gave a summary, including the three policy changes approved by ACC Executive over the summer, and reviewed the following documents:

- [Summary of ACC Handbook changes](#) for ACC review and approval
- [ACC Handbook redlined version](#)
- ACC Handbook 2024-2025
  - New [ACC Handbook webpage](#) on Faculty Senate website
  - [ACC Handbook](#) (PDF)

A motion to approve the three policy changes was made by Rebekah Paci-Green and seconded by Elizabeth Raymond. During discussion, Commissioners added clarifying language to the proposed temporary course proposal language. The new language is highlighted below:

Temporary courses may be offered for a maximum of three quarters (including Summer Session). Offerings do not have to be in consecutive terms. In order to become permanent, courses must be submitted to the ACC for approval as new courses and assigned a permanent course number.

The [proposed Handbook changes](#) were approved by a unanimous vote.

## **Discussion Items**

- **ACC 101:** ACC Chair D'Eloia and Jamie Lawson provided an ACC orientation and a review of [ACC Curricular Review Guidelines](#). It was noted that the goal is to distribute and post ACC agendas on Thursdays this year.
- **Prior Learning Credit Policy and Course Challenge Policy:** Shelli Soto reviewed the [Credit by Exam, Prior Learning and Advanced Placement](#) policy proposal and explained that, last year, there was an interpretation of this policy that did not meet the letter of the rule. She noted that WWU Advanced Placement under the policy was only being used by the LLC department. There have been conversations between her, CHSS, and the Faculty Senate President about addressing this issue through the course challenge policy. Shannon Dubenion-Smith, CHSS-LLC, provided an overview of the issue from the perspective of his department and how it impacts students who enter at a 300 level.

There was a related question about a student who requested a 400-level course challenge at CENV. Shelli Soto said that it is in the purview of the department to determine whether the student as demonstrated mastery of a particular course.

This issue will be an action item at the October 22 ACC meeting. Commissioners were asked to talk with their colleagues prior to the meeting about whether any department other than LLC has used or intended to use the WWU AP policy.

- Jamie Lawson provided an update on **Curriculum**: (formerly known as Curriculog) changes. He explained the name change and said that the software looks the same, with no significant changes to course approval processes. He highlighted the following: the revision of program/new program of study approval process changed; college dean approval was added to approval workflow between college curriculum committee and ACC; an accreditation section was added; and a moratorium begin/end dates section was added.

### **Items from the Floor**

There were no items from the floor.

### **Adjournment**

Commissioners adjourned at 5:22 p.m.

FOR APPROVAL

## ACC Attendance 10/8/2024

Voting Members			Non-Voting Members		
Melissa D'Eloia	At-Large (Chair)	x	Jack Herring, Associate Vice President for Academic Affairs	Provost	x
Tara Perry	CHSS	x	Shelli Soto, Associate Vice President for Enrollment Management	Registrar	x
Elizabeth Raymond	CSE	x	Jamie Lawson	Catalog and Curriculum Specialist	x
Midori Takagi	Fairhaven	x			
Anca Sirbu	CBE	x	<b>Recorder</b>		
Rebekah Paci-Green	CENV	x	Becky Johnston	Faculty Senate	x
Tracey Pyscher	WCE	x			
Angie Kasper	CFPA	x	<b>Guests</b>		
Elizabeth Stephan	Libraries	x	Mark Geisler, Assoc. Dean, CHSS		x
Vacant	Graduate School		Shannon Dubenion-Smith, CHSS-LLC		x
Vacant	Faculty Senate		Angela Broeker, CFPA		x
Vacant	Faculty Senate				
Vacant	CHSS				
Zach Cramer	AS Student Senator	x			
Matthew Loewen	AS Student Senator	x			
Moose Abou-Harb	ASWWU Senate President	x			

<b>Voting Attendees</b>	12
<b>Non-Voting Attendees</b>	7
<b>Total Attendees</b>	19