Sent for ACC Approval:
ACC Approved: (date)
To Faculty Senate: (date)

Official Minutes
Academic Coordinating Commission
05/06/2025

Call To Order and Approval of Minutes

Call to Order: ACC Chair Melissa D'Eloia called the meeting to order at 4:03 pm.

Approval of Minutes: A motion was made by Zach Cramer, and seconded, to approve the ACC minutes of April 22, 2025. The motion was approved unanimously.

Reports and Announcements

Melissa D'Eloia, ACC Chair

- The Chair reported that she and CUE Chair Shevell Thibou gave an update on PEJ Task Force recommendations to the Senate on May 5. She will attend the next CUE meeting, which will discuss drafting a charge for a new CUE Task Force which will review all GURs as well as the PEJ recommendations. The goal is to approve the charge this quarter so that members can be recruited in the Spring Quarter, with work to begin early in the Fall Quarter.
- The Senate is considering a draft Handbook policy on elimination or merger of a school, college, academic department, or program. It will be voted on at the May 19 Senate meeting.
- She reported on other Senate action items of May 5.
- There are AY 2025-26 ACC vacancies for CFPA, CHSS-SBS, and CENV. ACC members are encouraged to reach out to colleagues.

Shelli Soto, Associate Vice Provost for Enrollment Management

- There was no report.

Moose Abou-Harb, ASWWU President

- ASWWU Senate passed a resolution in support of Libraries funding (meeting packet).
- ASWWU elections are occurring now. Voting closes on Friday, May 9.

Review of Curriculum Minutes and Proposals

	Committee	Date	Actions
128	CSE Curriculum Committee	4/28/25	Approved
129	Fairhaven Curriculum Council	4/30/25	Approved
130	Committee on Undergraduate Education	5/1/25	Approved.

Information Item

Jamie Lawson, Catalog and Curriculum Management Analyst, reported that the 2025-2026 University Catalog was published on May 1. He provided an overview of updates and highlights, including University reorganization and a new GUR section.

Discussion Items

- **Major and Minor Overlap:** Commissioners discussed overlap between majors and majors. In some departments, there may be course overlap which could result in students' earning enough credits for a minor within a major in the same department. This issue comes up for the degree evaluation team. There is a 50% rule for major-major and minor-minor, but there is no comparable rule for major-minor.

  There were comments from Commissioners about obtaining additional data, the impact of a minor on a transcript for post-undergraduate opportunities, and the effect of adding additional course requirements on both students and university funding.

  Shelli Soto, Associate Vice Provost for Enrollment Management raised the following two questions for Commissioners:

  - Does ACC want to look at consistency/equitability across departments?
  - Does ACC want to look at how to deal with students who may be completing a minor but are not aware of it/not applying for it?

  The Chair raised concerns about a curricular path that allows the major/minor overlap to occur. Commissioners discussed student agency in obtaining a minor,

in terms of whether the student is making the decision or whether WWU is making the decision. A question was raised about what other institutions are doing.

The Chair asked whether this is an issue ACC wants to take up and, if so, what is the path forward for considering it into next year? She summarized the issues as follows:

- Whether to create a threshold and, if so, what that threshold should be; and,
- What communication needs to occur between departments and students, including factoring in equity across departments.

The next step would be data collection, which does raise workload capacity issues for staff.

The Chair recommended that the issue be discussed again before deciding whether to move forward with this issue because several ACC members were not in attendance. The Associate Vice Provost will also seek additional feedback and information.

- **Syllabus Requirements and Guidance:** Commissioners reviewed the current Syllabus Requirements and Guidance and discussed proposed draft revisions. Additional changes were suggested during the discussion. A final draft will come to ACC for a vote at its May 20, 2025 meeting.

- **Guidance Regular and Substantive Interaction (RSI):** Commissioners reviewed the current RSI policy and discussed proposed draft revisions. The only proposed change is that instructor time engaging in indirect grading is not RSI. Decision to draft additional language clarifying faculty RSI in different modalities. A final draft will come to ACC for a vote at its May 20, 2025 meeting.

Items from the Floor

There were no items from the floor.

Adjournment

Commission members adjourned at 5:28 pm.

ACC Attendance
05/06/2025

Voting Members			Non-Voting Members		
Melissa D'Eloia	At-Large (Chair)	x	Jack Herring	Provost	x
Tara Perry	CHSS	--	Shelli Soto	Registrar	x
Elizabeth Raymond	CSE	x	Jamie Lawson	Catalog and Curriculum	x
Midori Takagi	Fairhaven	--			
Anca Sirbu	CBE	x	**Recorder**		
Rebekah Paci-Green	CENV	--	Becky Johnston	Faculty Senate	x
Tim Bruce	WCE	x			
Angie Kasper	CFPA	--	**Guests**		
Elizabeth Stephan	Libraries	x	Mark Geisler	CHSS	x
Vacant	Graduate School	na			
Vacant	Faculty Senate	na			
Vacant	Faculty Senate	na			
Vacant	CHSS	na			
Zach Cramer	AS Student Senator	x			
Matthew Loewen	AS Student Senator	x			
Moose Abou-Harb	AS Senate President	x			

Voting Attendees	8
Non-Voting Attendees	5
Total Attendees	13