APCC
Minutes
December 6, 2012

Present: Linda Ishem; Diane Kinder; Janice Laakso; George Mobus; Doug Wills, Alexis Wilson; Nita McKinley, Chair; Andrea Coker-Anderson, ex-officio (Registrar); Jennifer Sundheim, ex-officio (Library).

1. The Consent Agenda, including minutes for 11/8/2012 and the course proposals below were approved unanimously.

New Courses	*Course Changes*
TSPAN 420 Advanced Spanish Grammar	T CRIM372 Adult Corrections (Distance
TSPAN 461 Mexican Film	Learning added)
TSPAN 464 Mexican Literature & Culture	TBECON 220 Introduction to
TSPAN 471 The Hispanic Caribbean	Macroeconomic Theory (Distance Learning
TSPAN_430 Translation Techniques and Practices	added)
THISP 267 Introduction to Chicano/a Literature	TWRT 200 Introduction to Creative Writing
THISP 355 Migration and the Transnational Family in	(Distance Learning Added)
Latino Literature and Film	
TIAS 485: Study Abroad in the Social Sciences	
TPOL S 485: Study Abroad in Politics, Philosophy, and	
Economics	
TPOL S 300 Mass Media & US Politics	
TNPRFT 557 Nonprofit Capstone	
TWRT 440 Cross Cultural Design	
T HIST 364 20th Century Russia	
TGEOG 321 Urban Geography	

2. Announcements:
   a. Nita McKinley requested APCC members look at the 1503 for a change in the Museum Studies Minor in IAS and vote on Catalyst either approve, disapprove, abstain, or needs more discussion.

      There was some discussion about DL supplements and whether these could be expedited more. Expediting could be difficult given University policy on course approval and also the need for review to ensure the DL version is indeed the same as the face-to-face version. Nita McKinley said that the new faculty fellows group looking at online learning may address issues such as these.

   b. Nita McKinley shared the information sent to all Program Administrators on how course proposals will now be handled (see attached).
   c. Nita McKinley reported that the Chancellor's office is hiring a new administrator to develop new programs. It's unclear the exact job description of this position is. Committee members were concerned about the process for developing those programs and how they fit in with faculty responsibility for academic issues. APCC members would like more information from the Chancellor on this.
3. Curriculum Approval Process
   APCC discussed our role in the curriculum approval process. The APCC currently has as their role 1) informing the faculty of course proposals, 2) ensuring that the review process has taken place within the

programs (see attached processes submitted by programs), and 3) pay attention to what issues may emerge across proposals. At this point what those emerging issues might be are not known.

Alexis Wilson suggested we need to pay attentions to the implications of the collapsed committees. One metric for measuring that might be how many proposals are returned from Seattle with problems.

4. Faculty Assembly Faculty Fellows
   Nita McKinley told the APCC that there are three faculty fellow groups this year who are looking at issues in Writing across the Curriculum, Math across the Curriculum, and Online Learning. We may be consulting with these committees to find out what recommendations they might have for our committee.

5. APCC Priorities for the year
   APCC brainstormed some priorities that we might address for the year. Priorities mentioned were
   ● Undergraduate education and by what process faculty are involved in guiding the curriculum.
   ● Finding out more from the VCAA about the New Program Administrator Position.
   ● How are we evaluating course at UWT? What are we trying to get at and how are we using this to improve pedagogy?
   ● How are programs assessed in general? What do we mean by excellence and how do we do this?
   ● How is VLPN designation for courses determined and does anyone check to ensure these are accurate?

   After some discussion, no consensus was reached and the topic was postponed until the next meeting.

Submitted,
Nita McKinley
Chair

APCC 2012-2013 Meeting Schedule with Proposal Due Dates
Meetings for Spring 2013 Term will be in CP 206

Meeting Date	Time	New program proposals, program changes, and curriculum must be received by	Deadline for Seattle Curriculum Committee	Seattle Curriculum Meeting Date	Quarter for Course Changes without memo of responsibility
1/17/2013	12:30-2pm	1/3/2013	2/1/2013	2/15/2013	Summer 2013
2/14/2013	12:30-2pm	1/31/2013	3/1/2013	3/20/2013	Autumn 2013
3/14/2013	12:30-2pm	2/28/2013	4/1/2013	4/17/2013	
4/11/2013	12:30-2pm	4/28/2013	5/1/2013	5/15/2013	
5/9/2013	12:30-2pm	4/25/2013	6/3/2013	6/19/2013	
6/6/2013	12:30-2pm	5/23/2013	7/1/2013	8/21/2013	
Summer TBD					

DOCUMENT SENT TO ALL PROGRAM ADMINISTRATORS

APCC Program and Course Proposal Guidelines

The Faculty Assembly Academic Policy Committee and Curriculum Committee have now been combined to form a single committee: The Academic Policy & Curriculum Committee (APCC). This document details the current procedures for submitting proposals to the committee and the calendar of deadlines for remainder of the 2012-2013 academic year. We are in the process of revising the APCC website.

Please direct any questions or comments on this to Nita McKinley, chair, nmmckin@uw.edu.

Curriculum Proposals
The responsibility for reviewing and editing proposals for new courses or course changes now resides with individual programs. Each program should have a documented procedure for faculty review of the academic quality of course proposals, as well as ensuring proposals meet format required by the Seattle Curriculum Committee.

The APCC will send out to the uwtfac listserv a notification of proposals being considered by the APCC so that faculty may raise any concerns at the UWT level, such a course overlap. The APCC will review proposals for any emerging campus-wide issues, but not for individual course academic integrity.

Submit new course and course change proposal documents on the Curriculum GoPost space as in the past. The program administrator uploading the documents must certify that the proposals have been appropriately reviewed at the program level.

New Program and Program Change Proposals
These proposals should also be submitted to the Curriculum GoPost space and have the same due date as course proposals.

All proposals for new programs require a full committee review. Programs may want to send a spokesperson to the APCC meeting where the proposal will be reviewed to answer any questions the committee may have.

MInimal program change proposals may be decided with an online vote to speed these approvals.

Internal Process Within Units for Curricular Changes/Additions
Leading to Submissions to the Curriculum Committee

Fall 2011

Business

1. Authoring faculty member discusses new course proposal with other members of the pertinent concentration.

2. If supported by members of the concentration, authoring faculty member submits application materials (see "Guidelines" below) to Julia Smith via e-mail. She and Kent Nelson (campus curriculum committee rep.) review and suggest/make necessary changes.

3. Julia Smith posts application materials on Blackboard and notifies all faculty members. Faculty are given the opportunity to review and comment. Faculty should direct any feedback via email to the authoring faculty member, Julia Smith and Kent Nelson.

4. Once the application materials are finalized, they will be sent to the undergraduate or graduate committee (i.e., the respective committee) for review.

5. If approved, final application materials are submitted to UWT campus curriculum committee.

Education

1. Faculty are encouraged to use guidelines as set by the [UW Curriculum Office](#).

2. Faculty are encouraged to develop/change courses in collaboration with others within in the same specialty.

3. Faculty are encouraged to seek assistance, as needed, from program representative to UWT Curriculum committee.

4. Completed course applications are sent to the Program Administrator for a course number.

5. The application is usually placed on the agenda of program meeting. If the timeline for submission to UWT curriculum committee is tight the Program Administrator posts an electronic copy of the application for faculty review for a set period of time.

6. Once the application materials are complete it is submitted for faculty vote.

7. If approved, the Program Administrator posts the application and syllabus to the UW Tacoma Curriculum Committee Catalyst page by the published deadline.

Global Honors

1. If the course pertains to study abroad, the proposal and syllabus may be submitted to the Director of International Programs who will initiate review as appropriate.

2. Intent to propose a new course is discussed with the Director
3. New course proposals and syllabi are submitted to the Director who follows the steps below to ensure peer review:
a. Circulate proposal and syllabus to Program faculty for review and feedback.
b. Circulate proposal and syllabus to Global Honors Advisory Board for review and feedback.
c. Revise and resubmit to groups above for final review.
d. Obtain vote of approval either in respective meetings, via email, or catalyst survey.
e. Submit proposal and syllabus to Curriculum Committee.

IAS

1. Talk with your colleagues, friends, the advisors, and Asst/Assoc. Directors about your new course idea(s). Once you are convinced there is a need, proceed.

2. Work with the Assistant Director overseeing your curricular area or Jim Gawel if your area is not clear. You will need to obtain peer reviews of proposal/change/syllabus; and make changes based on feedback. Peer reviews should include appropriate IAS faculty and a member of the advising staff.

We have the opportunity include the proposed course on elective lists for different majors. Think about where the new course should be added. Consult with affected faculty and Assistant Directors. Having this mapped out first can help strengthen the justification.

3. Send your fully vetted proposal to your Assistant Director or Jim Gawel, including a list of peers that have given feedback on your proposal. (S)He will post the proposal/change application and syllabus to the "IAS Curriculum Proposals" GoPost in Catalyst. You can visit the site to see what has been posted historically and the current status of your proposal.

4. Assistant Directors will discuss all proposals after the monthly deadline has passed. They will either recommend approval to the IAS Faculty Council or return to the proposer for further modification.

5. Faculty Council will vote on the recommendations from the Assistant Directors. A positive vote moves the proposal forward to the UWT Curriculum Committee. After completing the UWT process and all signatures are obtained, proposal is sent to Seattle for final stages of approval.

NOTE: General Education courses follow the same process within IAS.

Nursing

Nursing and Healthcare Leadership curriculum process is as follows:
1. The program has BSN, MN and HCL (healthcare leadership) faculty curriculum committees which are smaller

"subsets" of the entire program faculty. They each meet 4-6 times a quarter. This committee reviews, edits, modifies and approves the course change or new course being proposed and recommends to the full faculty at a regular faculty meeting.

2. The full faculty discusses, votes and approves.

3. The course application and syllabus are finalized and the Director signs.

4. The Administrator uploads to the UWT curriculum catalyst site.

5. For BSN & MN courses, the School of Nursing BSN or MN curriculum committee also signs off on both major course changes and new courses. This process usually, depending on timing, takes place immediately following the course being reviewed by the UWT curriculum. This approval goes with the UWT approval to the UWS curriculum committee. For Health or Healthcare Leadership courses there is NOT this step.

Social Work

1. The instructor develops a course description and goals/objectives that are electronically presented to the Program Curriculum Committee as a whole for comment. The appropriate Chair of the Program Curriculum Committee will then notify the instructor regarding further course development.

2. If recommended for further development, the instructor fully develops the syllabus, which, per the Campus Curriculum Committee standards, must contain (at a minimum) the following items:

1) Instructor & contact info
2) Learning objectives
3) Overview (what we call Course Description)
4) Required reading and materials
5) Course schedule (with readings and due dates)
6) Evaluation methods (assignments and their weight in final grade)
7) Grading template

3. After any revisions, the instructor presents the full syllabus to the Program Curriculum Committee where it will either be forwarded on to the full faculty for a vote or returned to the faculty developer for further revisions. If the course is forwarded for a vote the faculty must approve or disapprove the course by majority vote (of the voting faculty) as a part of the Social Work or Criminal Justice curriculum respectively. Voting will occur in monthly program meetings.

4. In cooperation with the Program Administrator, the instructor completes the New Course Application form. At a minimum, the instructor is solely responsible for the Course Justification, the Catalog Description, and the means by which students will be evaluated (section 4c). If the instructor is a part-time lecturer, then the appropriate Chair of the Program Curriculum Committee will complete these three sections.

5. The instructor submits the completed New Course Application Form and Syllabus to the Program Administrator for review and who in turn, has the UWT Campus Curriculum Committee representative from the Social Work Program review the materials for any changes that need to be made prior to the submission to UWT Campus Curriculum Committee.

6. Once the course is ready to submit, the Program Administrator will prepare any necessary paperwork and submit electronically to the UWT Campus Curriculum Committee by the appropriate deadline.

Technology Institute

Starting this quarter three committees have been created, one for each program. They are expected to work together on changes to courses, new courses, etc. Then, they bring the proposal to the whole faculty for approval.Our faculty complete the new course applications, an administrator submits them to catalyst,

Urban Studies

Program Coordinator notifies (via e-mail) the faculty member who is responsible for submitting the New Course Application, Course Change Application, and/or other documentation, and includes a link to the appropriate form on the curriculum website: http://depts.washington.edu/registra/curriculum/.

Faculty member completes the form and returns it (electronically) to the Program Coordinator, at which time it is checked over for accuracy and consistency and saved on the Urban Studies S:drive. New Course Applications are circulated among faculty who "vote" either electronically or in a faculty meeting. Program Coordinator posts (submits) the application and documentation onto Catalyst for approval by the UWT Curriculum Committee. The committee Chair notifies the Program Coordinator if any changes need to be made to the application. Once corrected, PC re-submits the application/documentation.

Addendum:

Business included the following on what information it provides people filling out the forms. Why don't we develop some such general guidelines that we provide each unit?

Business Guidelines:
In terms of the *application form*, please conform to the following guidelines:

• Under "JUSTIFICATION," include two concise paragraphs. The first paragraph should provide a clear and coherent summary *description* of the course, including the specific areas of subject matter it will cover (i.e., WHAT the course content involves). The second paragraph should go above and beyond the course description to explain the *rationale and justification* for this course (i.e, WHY it is being proposed). This justification paragraph is most important. It should clearly identify the need for the course and its value within the curriculum. In other words, relative to the existing curriculum, what are the benefits of this course? What deficits in the existing curriculum warrant the addition of this

course? How and why will the overall program and/or concentration be enhanced by the addition of this course? NOTE: A course description alone (without adequate justification) is not sufficient for course approval.

• Under "CATALOG DATA/COURSE DESCRIPTION" do not include more than 50 words. Begin each sentence with words such as "Examines," or "Investigates," or "Explores" or "Emphasizes" or "Provides." Be sure to include any prerequisites. Be sure to include an "abbreviated title" that clearly identifies the name of the course and that is no more than 19 characters.

• Under "How students will be evaluated for credits or grades" include all components of the grading system exactly as they appear on the syllabus, with percentage weights that add up to 100% (e.g., exams, papers, projects, presentations, participation).