

Academic Policy & Curriculum Committee

September 27, 2018, GWP 320, 12:30-2:00pm

**Minutes**

**Present:** [Menaka Abraham](http://directory.tacoma.uw.edu/employee/mmuppa), [Serin Anderson](http://directory.tacoma.uw.edu/employee/serin)[,](http://directory.tacoma.uw.edu/employee/jwadland)  [Jeff Cohen](http://directory.tacoma.uw.edu/employee/jwcohen2), , [Andrea Coker-Anderson](http://directory.tacoma.uw.edu/employee/cokera), [Lorraine Dinnel](http://directory.tacoma.uw.edu/employee/ldinnel), [Robin Evans-Agnew](http://directory.tacoma.uw.edu/node/8), [Anthony Falit-Baiamonte](http://directory.tacoma.uw.edu/employee/afb), [Jutta Heller](http://directory.tacoma.uw.edu/employee/jheller3)*,*  [LeAnne Laux-Bachand](http://directory.tacoma.uw.edu/employee/leannelb), [Patrick Pow](http://directory.tacoma.uw.edu/employee/ppow), [Jill Purdy](http://directory.tacoma.uw.edu/employee/jpurdy), [Evelyn Shankus](http://directory.tacoma.uw.edu/employee/ezent), [Jarek Sierschynski](http://directory.tacoma.uw.edu/employee/jareks), [Ruth Vanderpool](http://directory.tacoma.uw.edu/employee/rvanderp) **Guest**: Christie Peralta

1. **Consent Agenda and Recording**

Consent given for recording minutes

**II. Minutes**

The 6/6/18 meeting minutes were approved

**III. Open Public Meeting**

Members signed compliance with the OPMA after watching training video prior to meeting. Any members still needing training, please view link (also on Canvas) and sign at next meeting.

<https://www.youtube.com/watch?v=9yTtVGToW1A>

**IV. APCC Orientation**

Executive Vice Chancellor for Academic Affairs and APCC ex-officio member Jill Purdy outlined importance and power of APCC on Tacoma campus and thanked members for serving on APCC. APCC members develop policies, understanding and knowledge of UWT curriculum.

Outgoing member Lauren Montgomery noted that APCC is the gatekeeper to growth on the Tacoma campus.

Chair Menaka Abraham reviewed an overview of APCC; available on Google drive

[https://docs.google.com/presentation/d/14OtpynhlQcqvHQJaBEUM5\_Wbjs\_tV882as25anNjBQ/edit#slide=id.p2]( https://docs.google.com/presentation/d/14OtpynhlQcqvHQJaBEUM5_Wbjs_tV882as25anNjBQ/edit#slide=id.p2)

* + Key points
* As per By-Laws, APCC comprised of faculty reps from each unit (1 rep for every 50 full time faculty members) and ex-officio members from the different administrative units on campus – registrar, IT, libraries, advising, ASUWT, EVCAA.
* Term is 3 years (renewable once).
* Members are unit representatives, not advocate
* The ex-officio membership key to the successful design of policies and program/course reviews.
* Member Tasks
* Review of new programs or changes to programs (1503) approvals submitted using Canvas’ discussions
* New courses or changes to courses (using UWCM) approvals
* Graduation petition approvals (5-10 a year on average)
* Policy discussions or committee formations to come up with policies
* Review committees for Diversity designated courses every three years
* Some sample committees below:
  + Planning Notice of Intent (PNOI) Committee
  + Writing Advisory Council (WAC)
  + Formal Double options (last year)
  + Diversity Designation review committee
  + Academic Plan
  1. **Academic Plan**

**Discussion:** Academic Plan review and approval- important charge this year; wanted all PNOI by November for APCC but not enough time; will still have some in March to review.

In future years, all proposals will come in November

These are not ranked, but review for alignment with Strategic Plan and to achieve campus balance.

Easier to do this when looking at it all at one time.

Campus Coggle one will be updated every year

Only going to see proposals that we agreed to look at in June meeting.

APCC is charged with assessment of which programs are most important to move forward, want faculty to invest time and effort in developing and sense of sequencing in terms of being on board. Ideally academic plan would have a sense of order in which programs might be considered.

Accordion approach: expand and contract, this round of planning ends in 5 years – won’t get all 12 programs, most will move to next Academic Plan cycle.

Also take into consideration: staffing resource information, which will be provided. EX: 5 programs but only 4 new hires projected- you must pick

Academic cycle, 1st is 4 years, then 5 years with planning for next cycle beginning during last two years.

As member leaving APCC after six years, Lauren Montgomery noted that APCC developed as curriculum approval body but actual progression of programs was determined by resources, but now with that information this is back in APCC hands. Lauren also urged members to consider protection of idea of broad education, trend is to in-house everything, might need campus wide policy.

**VI. Program Change Proposals**

[**CSS Honors**](https://canvas.uw.edu/files/50557758/download?download_frd=1&verifier=X36x4gArbdfWC7l255MmUOeX6AgGVosEnSRWurxM)

* Still listed as IT, needs department name update
* Writing: cautious of what constitutes “well written”; encourage a redo of the statement to conform with their own department understanding of what constitutes well written. “Should be written according to set standards of writing as defined by the unit”
* Mention of working with single faculty. Benefit of multiple mentors on research project versus single faculty member. At odds with best practices indicating more than one faculty although not policy yet
* Who decides whether student gets into honors? Lacks clarity from student perspective, contingent on finding faculty member who will work with you - how will faculty manage criteria? Clarity will protect both sides.

Menaka will take feedback to department, no vote at this time pending their response. Suggested: invite faculty member to APCC for discussion.

**VII.** **Course Change Proposals**

**[TCRIM 261- Mental Health, Substance Use and the Criminal Justice System](https://uw.kuali.co/cm/" \l "/courses/view/5b88815cddbbc72e0084356e)**

Title and course description, objectives changing, legacy of development by social work faculty, using mental health, cleaning up the course, make it fit.

* Regarding wording of “Present and engaged;” make sure students know not required to be in class for passing grade.
* Articulate attendance requirements on pages 5 and 6 or remove wording regarding attendance requirements

[**T URB 403 – Professional Development for Urban Careers (formerly T URB 495)**](https://uw.kuali.co/cm/#/courses/view/5b21497a536c252e00a8f780)

* Prerequisite confusion
* Data in wrong place in Kuali
* Should be 120 minutes, not 125

Motion was made to approve courses with suggested changes: 7 in favor, opposed 0

**VIII. High Impact Practices (HIPS) Report**

From members: Rebecca Disrud, Associate Director, Writing Center , Joe Lawless, Assistant Chancellor for Strategy & Assessment, D.C. Grant, School of Engineering & Technology, Chair HIPS committee, Leighann Chaffee SIAS, Co-Chair of HIPS committee, Erica Cline, Associate Dean for Student Support and Success, Bonnie Becker, Associate Vice Chancellor for Student Success

<https://drive.google.com/drive/folders/15U8qtXK048_Uo4nEUWgVHP_4CBgctpVI>

<https://canvas.uw.edu/courses/1198614/files/50744451?module_item_id=8743100>

<https://canvas.uw.edu/courses/1198614/files/50744450?module_item_id=8743101>

* Tasked with developing HIPS policy back in May, the group focused on undergrad research and community based learning.
* HIP has always been in practice in Tacoma, but now better at formalizing this.
* Outcomes of exposure of students to these practices: all groups improve but under represented students exposed to HIP show much higher outcomes.
* S & R designations can be turned on and off.
* UWT has existing flag in our systems for R and S designations.
* Current use: Seattle: 2.5%, Bothell: 2.8%, Tacoma 0.4% (3 courses, just weren’t using it)
* Carnegie Engaged Courses- need data to assess our progress towards strategic goals in research and communities
* Core members: 9 months appointed faculty received some stipends but over 40 faculty, students and staff were involved in workshops over the summer to develop this, tasked with deliverable definitions and rubrics, crowdsourcing exercises, generated a data set and reports on best practices, developing workshops and heuristics
* HIPS workgroup will help with those workshops on campus, serving as HIPS champions for individual units

Sum up: Interpreted our mandate to support APCC in developing policy and practice for these designations

**Discussion:** Wouldn’t almost every class fit in this and be an “R”? No, encourage units to develop disciplined specific guidelines, and make more significant and sustained effort for research and scholarship (see handout)

What defines “New? Units would define and provide APCC with how they meet this, APCC would say yes this fits with what that unit defined. Keep these in place and add disciplinary specific filters on top of it. Ask units to edit this to be specific to their units- APCC could decide best way to bring to academic units.

Encourage academic units to develop these by winter 2019

Sponsoring faculty would initiate with prompting and use heuristic and comment and add to syllabus

R & S should be reflected in student learning outcomes (SLO) desirable to be taught like this, bringing in community engaged learning even if not in R designation- helpful to students

There’s some continuity quarter to get this when told good for you.

Official transcript doesn’t list R & S, but could be amended on transcript, can put on CV or resume but this would make it official.

HIPS group now turning this back to APCC but eager to continue this work and offering to sponsor faculty workshop or drop in clinic, share those lists with units as starting point and be available for consultation, discuss resources and support for these courses.

Suggestion: possible course caps - lower cap for courses where it’s clear there is a lot of focus on undergrad

research.

Are tenure track faculty getting credit for this type of high impact practice- hoping to bring to deans and

directors.

**IX. Adjournment**

The meeting adjourned at 2:04pm.

*Due to time constraints, the following agenda items were tabled till the next meeting:*

1. WAC Report
2. Summer Update
3. Double Formal Options Committee Update
4. UWCC Update and sign up for meetings- will send email- asking for availability to attend Senate meetings on Seattle campus. *(J. Heller has agreed to attend 10/16/18)*