

**Academic Policy & Curriculum Committee Minutes**

February 12th 2020, GWP 320 12:30-2:00 pm

***Members Present:*** *Chair Robin Evans-Agnew, LeAnne Laux-Bachand, Evy Shankus (arrival after minutes approval), Jutta Heller, Ruth Vanderpool, Laura Feuerborn, Anthony Falit-Baiamonte (arrival after minutes approval), Menaka Abraham*

***Non-voting members:*** *Laurel Hicks (ASUWT), Patrick Pow (Information Technology),.**Tammy Jez (Academic Affairs), Jill Purdy (EVCAA), Lorraine Dinnel (University Academic Advising, arrived after 1PM)*

***Joined through Zoom:*** *None*

***Excused:*** *Andrea Coker-Anderson (Registrar), Serin Anderson (UWT Library),*

***Guests:***  *Bartlett, Anne (Dean of SIAS), De Veritch Woodside, Vanessa (CAC Division Co-Chair and Associate Professor, SIAS), Kula, Michael (CAC Division Co-Chair and Associate Professor, SIAS), Smith, Karl (Associate Vice Chancellor for Enrollment Services and Director of Admissions), Yeung, Ka Yee (School of Engineering & Technology)*

***Administrative Support:*** *Andrew Seibert*

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## **Consent Agenda & Recording Permission**

## Agenda verified and recording permissions were granted by the committee

1. **Welcome and Introductions**

Guests: Anne Bartlett (Dean- SIAS)

Vanessa De Veritch Woodside (CAC Co-Chair and Associate Professor, SIAS)

Michael Kula (CAC Co-Chair and Associate Professor, SIAS)

Karl Smith (Associate Vice Chancellor for Enrollment Services, Director of Admissions)

Ka Yee Yeung (Professor, School of Engineering & Technology)

1. **Approval of Minutes**​ from January 8th, 2020 - ​*Found in APCC Canvas –02.12.2020 Module*

* Edit(s) in minutes
  1. Corrected Title of Tammy Jez from Chancellor’s Office to Academic Affairs
  2. Under Section IV, revised wording
  3. Under Section X: TCES 310: removed the friendly amendment statement as it was not needed for that statement.
  4. Minor grammatical changes throughout
* Motion to approve the minutes with the edits listed above made by Chair Robin Evans-Agnew. Moved by LeAnne Laux-Bachand , seconded by Menaka Abraham.
  1. ***Vote:*** *5 yes, 0 no, 0 abstentions*

1. **Announcements**

* **ASUWT Updates**
  1. Follow up on the Capital meeting on January 31st: It was a successful event that was a tri-campus effort.
  2. Services and Activities Fee Committee
     + There were a handful of proposals, one being made by our ASUWT Representative that serves on APCC.
  3. ASUWT is meeting with the City of Tacoma regarding the crosswalk on 21st. The City and ASUWT are looking into ways of making this intersection a safer intersection for the UW Tacoma Community
* **UWCC Updates**
  1. There were a few courses that were orientation courses that went through UWCC. If you are looking to create orientation courses, it looks like Seattle has been approving them since there is no policy against creating them.

1. **Policy Issues & Other Business**

**Diversity Designation three year review: Update and Discussion**

* Chair Evans-Agnew has met with Dr. Marian Harris, Faculty Assembly Chair and Dr. James McShay, Assistant Chancellor for Equity and Inclusion on separate occasions, and there has been progress made, and it will be discussed with the Committee at the next meeting in March.

**~~Future Proposal Review for Academic Plan Rubric (Previously PNOI Rubric on Agenda)~~**

* This item has been tabled until more discussion from the committee forms on the Canvas Discussion Board

**~~Course Retiring Yearly Process Update~~**

* This item has been tabled.

**EVCAA Report on guaranteeing that resources are available for cross-unit collaborations**

* UW as a whole has shifted it’s academic plan and approval process ([see charts](https://drive.google.com/open?id=1bQnKC8enIRrZQfHdZOnmllIueVRqd_SY))
  + Questions on Chart(s)
    - Academic Planning Process
      * Outcome is to prioritize, what would be the ultimate purpose to prioritize?
        + The outcome will be to decide up or down then prioritize. There may be programs that the campus says are similar to what is offered or may not be needed. Ranking does not prevent anything from going forward, but is an indication of what should be the highest priority.
    - New Program Approval Process for Undergraduate programs
      * Under UWT Campus Review, is it in any specific order?
        + APCC would be preferred to be the last step to benefit from the comments in the review process.

Although the Executive Budget Committee reviews budget processes, the annual budget process is what reviews the budget for Academic budgetary decisions.

**~~CEL Designation update~~**

* This item has been tabled.

1. **Planning Notice of Intent(s)**

* [Bachelor of Arts in Arts](https://drive.google.com/open?id=1l64NFkYksA9VwotC5XxjnokvY2UtElvE)
  1. First page displays 61 credits instead of 90 credits.
  2. It is great that there are two options. Is there a commonality between the two options differentiating the courses offered?
  3. Appendix on Student Demand is missing
  4. Prediction of Student numbers should balance out Faculty
     + How will this work in the upcoming years?
  5. Ideas from Ruth Vanderpool:
     + There could be other courses from other units that could show up in other options to help support the major
     + Writing works well in discipline specific context, recommends to add writing courses
  6. Work on Infrastructures such as partnerships with other units and other cross-collaborations
  7. ADA Accessibility funding: How will this be funded
  8. Chair Evans-Agnew said to expect the full curriculum to be forthcoming in full proposal

* Responses from Michael Kula- Representing PNOI BA Arts in Arts
  1. The faculty that developed this are aware of the structural concerns at this time
  2. The Arts faculty is dedicated to a multitrack Major that is community minded
  3. Faculty in SIAS are realistic of growth for the program
     + Creative Writing track is used as a model which launched and has 3 full time faculty
  4. There was an update provided to APCC to address missing Student Demand information
* Motion to move the PNOI review forward made by Chair Robin Evans-Agnew. So moved by LeAnne Laux-Bachand, seconded by Evy Shankus.
  1. ***Vote:*** *7 yes, 0 no, 0 abstention*s

1. **New Program Proposals**

* [Graduate Certificate in Software Engineering](https://drive.google.com/open?id=1j4Jyy2L5zKbuq2oqxJPMczmImi1MpjDR)
  1. Page 5: Educational outreach
     + How will the Campus attract students to this program?
       - Ka Yee Yeung had said the SET would be looking into students that have a Bachelor’s degree in a non-computer science program, recruiting graduates from UW Tacoma. They would also recruit students who were not selected for admission into MSCSS.
       - Another recruitment process is to reach students who are going to graduate.
       - Recruitment would also be for potential students who want to change their career path.
  2. Regarding fees:
     + EVCAA Jill Purdy addressed the following information on this concern.
       - The educational outreach unit on campus will be providing support systems to track all of the budgets implications for fee based programs. As a credit-bearing Graduate Certificate program, there is an overhead fee that gets paid to campus which covers general costs, facilities, safety, insurance (25% overhead fee, 5% administrative overhead which goes to educational outreach). There are 2 designated fees (not a student technology fee)which are per student on a quarterly basis that would go to Information Technology. 1 additional Fee on a student basis that will go to the Office of the Registrar.
  3. Regarding TCSS 503: Can students skip TCSS 501 and 502?
     + On page 13 section 12, students from UW Bothell *may* be able to transfer their credits to UW Tacoma. It is considered on a case-by-case basis.
* Motion to move the Final Graduate Certificate Proposal forward made by Chair Robin Evans Agnew. So moved by Laura Feuerborn, seconded by Evy Shankus
  1. ***Vote:*** *5 yes, 0 no, 0 abstentions*

1. **Program Change Proposals**

* [BS Mathematics](https://drive.google.com/open?id=16j9OuIzIFjJdWD1TZABqSjWhrWykF2ht)
  + Comment: A Committee member said it was hard to track all of the changes requested and this might also be confusing for students.
  + Committee decided to send back the proposal to request a clearer picture of all the program changes listed.
    - Provide the breadth of electives only on the website
    - Extended core credits needed which may be confusing to a student.
    - In changes it shows a “Minimum of three credits in at least one course”
      * The target goal is to make it easier for the Students taking this program, therefore an explanation of the 3 credit requirement is recommended, especially because most courses at UW Tacoma are 5 credits
  + A Notice of Proposal is required as these are substantial changes
  + APCC will send back the BS in Mathematics Program Change Proposal asking for more clarification on the details above and that a NOP be created as there are substantial changes.
* [BS Environmental Science](https://drive.google.com/open?id=1EXCddc2Ci9Ch7y9HvkjqDrngiM7VheAp)
  + A Notice of Proposal is required as these are substantial changes
  + APCC will move this Program Change Proposal forward through the process provided an NOP is created.
* [BA Environmental Sustainability](https://drive.google.com/open?id=1Pr4wSbN0kh3cdc-oMhgqMY3JeuULBb1V)
  + A Notice of Proposal is required as these are substantial changes
  + How will the requirement to co-register be facilitated?
    - There may need to be more discussion with the registrar's office on this
  + Format for 1503 is incorrect, and is recommended to get corrected before moving up to UWCC in UW Seattle
    - Catalog copy is backwards and would need to be cut and pasted.
  + APCC will move this Program Change Proposal forward provided an NOP is created, the formatting is fixed, and the concern on co-registering is addressed.

1. **New Course Proposals**

* [T LAW 200 Pre-Law Seminar](https://uw.kuali.co/cm/#/courses/view/5e18bc7a728282260045d49b)
  + Committee Comments:
    - Syllabus is 2 paragraphs and does not form syllabi standards
      * No texts
      * Missing Religious Accommodation
      * Include school of law as a potentially affected school
      * 20% Participation
  + APCC will send back this New Course Proposal to have them fix the additional changes above and have it return to the Committee to address the concerns.
* [T LAX 380: Latinx Sexualities](https://uw.kuali.co/cm/#/courses/view/5dc1ac5e35a7d724002d168a)
  + Committee Comments:
    - Inform other potential affected schools affected by course
  + APCC will approve this New Course Proposal once they inform other schools of the affected course.
* [T PHIL 300: Philosophy, Human Rights, and Race in Brazil](https://uw.kuali.co/cm/#/courses/view/5df2b1ea5aa584250071aa8a)
  + Committee Concerns:
    - Acknowledgement of Responsibility is needed as they are looking to have this start in Summer 2020
    - Look into possible adding to Ethnic, Gender, and Labor Studies Major
  + APCC will send back this New Course Proposal and the chair will approve once corrected.
* [TCHIN 210: Conversational Chinese Study Abroad](https://uw.kuali.co/cm/#/courses/view/5dcf16031e44bd24007c5bfa)
  + Committee Comments
    - No makeup quizzes, no late submissions may not be allowed
      * This may get in the way
    - SLO’s not measurable
    - Course Description in UWCM does not match the syllabus.
    - Acknowledgement of Responsibility needed
    - Disability Accommodation statement is out of date
    - Could this fulfill asian studies minor?
    - From a registration standpoint this does not count towards the required World Language.
      * There should be a way to let students know that this does not currently count towards a World Language course requirement on campus.
  + APCC will send this New Course Proposal back and it will come back to the Committee for approval
* [TMATH 351 Mathematics Seminar](https://uw.kuali.co/cm/#/courses/view/5df2bbe484135f2500b38ccf)
  + Committee Comments:
    - Replace skype with “video conferencing” as skype is gone after 2021
    - consider variable credits
    - UWCM course description does not match Syllabus
  + APCC will send this New Course Proposal back to correct changes and it will not come back to the Committee
* [TMATH 495: Collaborative Mathematics Research Experience](https://uw.kuali.co/cm/#/courses/view/5e18d14bf2bf1225004f7646)
  + Committee Comments:
    - Remove “Do not amend” on Religious Accommodations statement
    - Change abbreviation: COLL might suggest to students that you mean College.
  + APCC will send back this New Course Proposal and chair will approve once corrected
* [TPSYCH 417: Ethical & Legal Issues in Psychology](https://uw.kuali.co/cm/#/courses/view/5dcf106e1e44bd24007c5bae)
  + Committee Comments:
    - Page 2 in syllabus:
      * Missed classes and make up exams sections will need to be revised.
    - Extra credit cannot be used in a syllabus
    - Missing religious accommodation language
  + APCC will send this New Course Proposal back to correct changes and it will come back to the Committee for approval
* [TBIOMD 492: Critical Reading in Biomedical Sciences Literature](https://uw.kuali.co/cm/#/courses/view/5e18ceb4656ac82500f26c22)
  + Committee Comments:
    - Inform other potential affected schools affected by course
    - Course Description:
      * First sentence would need to be reworded
    - 20% Participation is high
    - Remote participation would be available upon the instructor's discretion
      * Suggestion: Reword statement
    - Religious Statement needed
  + APCC will send this New Course Proposal back and it will come back to chair for approval

### Course Change Proposals

* [\*TMATH 105: Mathematics through Puzzles and Games](https://uw.kuali.co/cm/#/courses/view/5da0c9ddb3933724004f7bad)

Returned November 2019. Return Reason: Add religious exemption language in full, Test Prep is not an SLO, Grammar and punctuation issues in Kuali Justification, Projects in presentation, Typo on proposal [fix “20%”]

* + Committee Comments:
    - Delete Statement in syllabus: “You must pass the final presentation with 75% to pass the class”
  + APCC will send this Course Change Proposal back and it will come back to chair for approval
* [\*TMATH 424: Introduction to Real Analysis I](https://uw.kuali.co/cm/#/courses/view/5d85047a801d1724004b33e6)

Returned November 2019. Return Reasons: Add religious exemption language in full, Justification: Change TMATH 425 to TMATH 424 in justification, Fix SLO’s in Kuali to match syllabus.

* + Committee Comments:
    - Religious Accommodation Statement needed
    - TMATH 424 & 425
  + APCC will send this Course Change Proposal back and it will come back to chair for approval
* [\*TPSYCH 319: Community Engaged Child Development](https://uw.kuali.co/cm/#/courses/view/5d85060df478e02400db91c4)

Returned December 2019. Return reason: please delete the S justification from this course. Seattle does not need to see this.

* + Committee Comments:
    - No committee comments
  + APCC will move this Course Change Proposal forward
* [TMATH 350: Foundations of Mathematical Research](https://uw.kuali.co/cm/#/courses/view/5df2b91884135f2500b38ca0)
  + Committee Comments:
    - Syllabus missing Religious Accommodation Statement
    - Confusion On UWCM: Change to only for Math Majors
      * Also shows open to non-majors
    - Co-enrollment isn't possible
    - Remove Natural World
  + APCC will send this Course Change Proposal back and it will come back to the Committee for approval
* [TESC 200 Environmental Seminar](https://uw.kuali.co/cm/#/courses/view/5e18d82f5fe7982500addd48)
  + Committee Comments:
    - No major committee concerns
  + APCC will move this Course Change Proposal forward
* [T CRIM 435: Terrorism and Criminal Justice Systems](https://uw.kuali.co/cm/#/courses/view/5e0bf5523504e02500bb7246)
  + Committee Comments:
    - No committee concerns
  + APCC will move this Course Change Proposal forward
* [TMATH 450: Mathematics Capstone](https://uw.kuali.co/cm/#/courses/view/5df2ba2584135f2500b38cbd)
  + Committee Comments:
    - Change effective date to update the quarter (ie it cannot be Winter 2020)
    - Minimum requirements should be defined for the student as far as Instructor permission
    - Missing Religious Accommodation Statement
    - Remove Natural world
  + APCC will send this Course Change Proposal back and it will come back to the Committee for approval
* [TPOL S 260: American Political Theory](https://uw.kuali.co/cm/#/courses/view/5dcf140869f3bd2400c84bed)
  + Committee Comments:
    - Grading Policy in Syllabus needs to be reworded.
      * Examples:
      * A grades are awarded for outstanding work that exceeds standards, B grades for above average work, C grades for average work, D grades for below average work (does not meet requirements). Late papers will be penalized two thirds of a grade per day. In other words, an A paper submitted one day late would be an B+, two days late a B- and so on.
        + Suggestion to add rubric
      * Delete “appropriate documentation”
    - Description match in UWCM
    - Missing Required Religious Accommodation Statement
  + APCC will send this Course Change Proposal back and it will come back to chair for approval

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1. **Student Petition**

APCC did not have any Student Petitions during this meeting

1. **Adjournment**

* Meeting was adjourned at 1:50PM
  + Next meeting: March 11, 2020 12:30-2:00PM
    - Dawn Lucien Boardroom