

**Academic Policy & Curriculum Committee Minutes**

November 13, GWP 320 12:30-2:00 pm

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

***Non-voting members:*** *Andrea Coker-Anderson (Registrar), Laurel Hicks (ASUWT), Patrick Pow (Information Technology), Jill Purdy (EVCAA), Lorraine Dinnel (Associate Director, Undergraduate Affairs),**Serin Anderson (UWT Library), Tammy Jez (Chancellor’s Office)*

***Joined through Zoom:*** *No members joined through Zoom.*

***Excused:*** *Eric Madfis****.***

***Guests:*** *Katti (Dean - School of Engineering & Technology), Da (ASUWT Present), Smith (Associate Vice Chancellor for Enrollment and Director of Admissions)*

***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: Raj Katti- Dean, School of Engineering & Technology

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

 Vincent Da (ASUWT President)

1. **Approval of Minutes**​ from October 9, 2019 - ​*Found in APCC Canvas –11.13.19 Module*
* Edit(s) in minutes
	1. Under section VI, remove question mark and add period in number 2.
	2. Comment was removed previous
	3. Fixed Language under Section XI: The graduation petition has been widely discussed and approved by the committee.
	4. Action Item: Evans-Agnew or Seibert will do their absolute best to notify the committee once a full proposal comes in so members can bring this to their units.
* Motion to approve the minutes with the edit listed above made by Chair Robin Evans-Agnew. Moved by Leannne Laux-Bachand, seconded by Ruth Vanderpool.
	1. ***Vote:*** *7 yes, 0 no, 0 abstentions*
1. **Announcements**
* **ASUWT Updates**
	1. Graduate Student Senator has been created for ASUWT
		+ This position is to be voted on the upcoming election
		+ Graduate Student would potentially be a part of APCC if bylaws could be rewritten
		+ ASUWT are interested in investigating the possibility of voting privileges for the student Representative(s) on the committee
		+ Commencement Ceremony will be composed into one ceremony instead of two
* **Diversity designation three-year review: Updates (See DRAFT** [**Document**](https://drive.google.com/open?id=1d-crpc3_kKlam5dmRa__eDzgq-4ShHDv) **on Google Drive)**
	1. Highlights and suggestions of document
		+ Evans-Agnew and Falit-Baiamonte discussed their proposal with the committee:
			- They had reached out to McShay (VC of Equity and Inclusion) for suggestions and identified a joint need for input from faculty recognized by their units as experienced in teaching DIV courses
			- The proposal would include a forum that would include students nominated by above faculty and a discussion to elicit responses to the following questions:
				1. How well are the DIV objectives/concepts working in the current policy?
				2. What should APCC be looking for in reviewing proposed DIV courses?
				3. How does the syllabus guide the student on how the course objectives/concepts/readings meet the DIV requirements?
				4. What are best practices for teaching DIV courses?
				5. Are the number of credits for DIV requirements sufficient for student learning?”
			- Evans-Agnew requested APCC members share the intent of this proposal with their units and report back for discussion and decision on how to move forward with this required review at the December 11 APCC meeting. The draft process change will be submitted to the minutes to distribute to each unit.
			- Date selected: April APCC meeting (April 8th, 2020)
				1. TLB 307 was suggested by Coker-Anderson.
				2. Action Item: Seibert will check with the Library to verify if this date is available before the next meeting.
* **UWCC Updates**
	1. New Course Proposals
		+ It was reported that matching in-class instructional hours between Kuali and the syllabi is less of a concern for UWCC
1. **Planning Notice of Intent(s)**
* [PNOI: Masters of Science in Environmental Science](https://drive.google.com/open?id=1vooDaWu-D6Nm4c3wG0rupahObGTiaTub)
	+ Concerns from the Committee
		1. Lack of space
		2. Authors connect with other units on campus to see if there is other graduate courses that fit with the courses being proposed.
		3. Concern on the number of students in the first year (8 students the first year, then 15 the second year), as the number seems low.
			- Is this program projected to be a smaller program?
				* Link to Andrea Coker Anderson to see if the number is low
		4. Increase conversation with UW Seattle and its connection to UW Tacoma’s program.
			- Is there an intercampus partnership?
			- If there is, how are these partnerships with UW Seattle moving forward
		5. Quotes from former students
			- The endorsements may not be needed in the full proposal
		6. Library resources has been updated to what APCC has asked in November of last year
	+ Positive comments from Committee
		1. Advising is in the budget
		2. Alternative pathways (Research, coursework)
	+ APCC would like more information on this proposal with the concerns listed above
1. **Policy Issues & Other Business**

**Succession planning**

Menaka Abraham has been nominated for the 2020-2021 APCC. The vote for the next committee chair will be in January 2020

**APCC Biannual course retirement review**

A matrix will be sent out of the retired courses linked to specific units. APCC committee members will ask their units to decide whether on not to retire any courses and communicate this to the registrar..

1. **New Program Proposals**

[Graduate Certificate in Software Development Engineering](https://drive.google.com/open?id=1gaIK6z5MONukynSVslBgXKxV1OvW_Xj5)

(Courses for the certificate have already been approved by APCC)

* Concerns from Committee
1. Fee based program
2. Full proposal will need to go to graduate school
	* Concern on start date, marketing
	* Ka Yee Yeung has shifted the program to fall, but will start when it is able to.
3. Budget will need to be broken down by campus
4. Bar for certificate is high (Page 11)
5. Concerns on not offering into course in certificate
	* These intro courses are offered not only at UW Tacoma, but other Technical Colleges and Community Colleges in Washington State.
6. Motion to move the Graduate Certificate in Software Development Engineering forward after discussion made by Chair Evans-Agnew. Moved by Evy Shankus, seconded Meneka Abraham.
	* ***Vote****: 5 yes, 0 no, 2 abstentions*
7. [Full Application - BS in Mechanical engineering](https://drive.google.com/drive/folders/1BhXOLyoiEqWNvkK2VXuPgcOvQXuU2dSE)
	* Concerns from Committee
		1. Missing MOU from SIAS Dean Anne Bartlett and Jill Purdy
		2. Missing projects, is the projects in the Homework?
			+ Projects are said to be in the Senior year
				- Suggestion of mini-projects to develop skills before the 400 level courses
				- Projects should be in the Student Learning Outcome
		3. Promote Collaboration
		4. Robotics Course
			+ Is there a difference between the new course from the TCSS course.
				- Possibility to double dip courses
		5. Concerned that some proposals have not been with other parties yet
			+ Example: Physics III is listed in Autumn Quarter, but is not offered in the quarter listed
				- A year between Calculus III and Calculus IV
			+ Connect matrix with people across campus
		6. concern of GPA requirement being 2.5 instead of 2.0
			+ 2.5 GPA is showing up as a requirement.
				- School level requirement, and degree requirements are different.
				- Is this proposal trying to match the Seattle campus
		7. Student demand section
			+ Listed in this section is that Colleges and Universities support engineering for students before calculus.
				- Is there a specific pathway for these students
		8. Unclear which courses are listed as specific discipline writing (W Courses)
		9. Diversity
			+ Diversity is shown in the recruitment process, however it is unclear about diversity in the curriculum
				- Example given by committee member: the idea of “ will reframe conversations about engineering with prospective students in order to increase the appeal ” would need to happen in the lower division courses to connect with prospective students with the way the curriculum is set up. But these courses are not controlled by SET faculty. Nor are the classes (precalculus) even listed on the suggested schedule matrix.
			+ Provide more details about the first year research program that was mentioned in Diversity section.
			+ P. 16 “We will actively recruit…” Who is considered “We?”
			+ Include specifics of retention of faculty of color and women
			+ P.16 2nd para: In Message about Engineering Section
				- Coming after the last sentence in the first section, the two paragraphs in this section read like the authors are implying that these priorities and concerns – such as being creative, caring for others, and balancing work and family – are specific to women. Do these messages reflect a reality that BSME students will access in the program, or is this utilized in the NAE marketing strategies?
		10. Time table for SIAS instructor buy in concerns
		11. Space concerns
		12. Typo in 1503, on page 3 of the HVAC course: TME 435 instead of 434
			+ Ensure all of the courses have corresponding syllabi
8. **Program Change Proposals**

No Program Change Proposals this meeting

1. **New Course Proposals**

**Note: All courses will be returned (except TBIOL 414) to add the religious syllabi language. This was a new addition made this year which has been implemented by UW Seattle. Please see here for required text:** [**https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/**](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/)

* [T BIOL 401: Microbial Physiology](https://uw.kuali.co/cm/#/courses/view/5da0cab2783602240012c5cf)
	+ Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>)
	+ Add Plagiarism syllabi
	+ Inconsistency in wording (Page 3 of syllabus)
	+ Course description in syllabus does not match what is in UWCM
* [T BIOL 414: Immunology](https://uw.kuali.co/cm/#/courses/view/5cd31d84c87b2624005b7f6e) (Returned to APCC)
	+ This has been moved forward based on the previous meeting minutes. See [minutes](https://drive.google.com/open?id=13QddBgqHuNDcF1B5OFTGRepPR3vWC0tvrV3FjF7rT38) from October 9th meeting
* [TPSYCH 347 Attitudes and Persuasion](https://uw.kuali.co/cm/#/courses/view/5d88e1c3723ded24009dd5cb)
	+ Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>)
	+ Remove “and so on…”
	+ Make extra credit accessible to all students and not on an individual basis
* [TPSYCH 402: Friends, Enemies, and Intimates](https://uw.kuali.co/cm/#/courses/view/5d8539d2d5834c2400595922)
	+ Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>)
	+ Make extra credit accessible to all students and not on an individual basis
	+ Final Sentence needs to be edited in Kuali Justification: Reword
		- Argument does not serve its purpose
			* Should this be a 400 level?
	+ Expand course description to say how it is interdisciplinary
* [TWRT 364 Food Writing for Cultural Exploration](https://uw.kuali.co/cm/#/courses/view/5d8537e7d5834c24005958e7)
	+ Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>)
	+ Kuali Course description needs a grammar fix, all in one sentence
	+ notify seattle for equivalencies
	+ need an extra measurable SLO focused on aesthetics of food for this to be a VLPA
	+ Every box in diversity was checked
* [T LAX 360: Latinx Performance Histories](https://uw.kuali.co/cm/#/courses/view/5da7549095484c240043675c)
	+ Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>)
	+ Kuali course description needs to be changed:grammar, while (replace second *while* with *and*)
	+ Learning objectives don't match
	+ notify seattle for equivalencies
	+ need an extra measurable SLO focused on aesthetics
* [TSOCWF 436: Contemporary Social Work in Criminal Justice Settings](https://uw.kuali.co/cm/#/courses/view/5d8bb0a1c3c5b72400059644)
	+ Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>)
	+ Justification- delete “Relatively speaking”
		- Inconsistencies in Justification
		- Grammar: referring to BASW, CJ, and other majors: what students are they referring to?
* [TEE 417: Power Electronics](https://uw.kuali.co/cm/#/courses/view/5db3088dd2757424004db3be)
	+ Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>)
	+ Expand acronyms, cannot leave in course description.
	+ Wording in exams is harsh
	+ Justification in Kuali : use Students “Who” not “That”
* [T UDE 310: Social Production of Space](https://uw.kuali.co/cm/#/courses/view/5db7626210a8de24006c8a7a)
	+ Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>)
	+ SLO’s are not consistent and measurable.
	+ Course description is different on syllabus and Kuali
	+ Diversity Designation is possible
		- Consider Diversity Designation

### Course Change Proposals

### Note: All courses will be returned to add the religious syllabi language. This was a new addition made this year which has been implemented by UW Seattle.

* [TMATH 105: Mathematics through Puzzles and Games](https://uw.kuali.co/cm/#/courses/view/5da0c9ddb3933724004f7bad)
	+ Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>)
	+ Test Prep is not an SLO
	+ Grammar and punctuation issues in Kuali Justification
	+ Projects in presentation
	+ Typo on proposal [fix “20%”]
* [TMATH 424: Introduction to Real Analysis I](https://uw.kuali.co/cm/#/courses/view/5d85047a801d1724004b33e6)
	+ Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>)
	+ Justification: Change TMATH 425 to TMATH 424 in justification
	+ Fix SLO’s in Kuali to match syllabus
* [T LAX 340: Religions in Las Americas](https://uw.kuali.co/cm/#/courses/view/5d85371d447e6d2400931ba0)
	+ Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>)
* [TPSYCH 319: Community Engaged Child Development](https://uw.kuali.co/cm/#/courses/view/5d85060df478e02400db91c4)
	+ Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>)
	+ Justification may be confusing to Seattle
		- UW Tacoma S Policy discussion will be confusing to UWCCM. Suggest limiting discussion of this to improving SLO’s r/t “community engaged learning”
* [T SOCW 540: Professional Practice in Public Child Welfare](https://uw.kuali.co/cm/#/courses/view/5d8c02dd63ff462400c20c3d)
	+ Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>)
	+ Justification on why I&S has been removed and it is Graduate students only
* **Mechanical Engineering (if time permits)**
	+ **Note: Due to time constraints, APCC did not have enough time to go over the Mechanical Engineering courses. All TME Courses will be discussed in the December meeting.**
	+ **It was noted that all these proposals would be sent back in the intermin between meetings to have the religious exemption language included**

Mechanical Engineering courses- The following are part of the PNOI in BS Mechanical Engineering (All supporting Documents [here](https://drive.google.com/open?id=1BhXOLyoiEqWNvkK2VXuPgcOvQXuU2dSE))

[TME 221: Statics](https://uw.kuali.co/cm/#/courses/view/5dc0468469b34e2400ac308f)

[TME 222: Mechanics of Materials](https://uw.kuali.co/cm/#/courses/view/5dc04e1e69b34e2400ac3160)

[TME 223:Dynamics](https://uw.kuali.co/cm/#/courses/view/5dc067d23605ca24007f97c7)

[TME 310: Computational Physical Modeling I](https://uw.kuali.co/cm/#/courses/view/5dc06e8f3605ca24007f983c)

[TME 311: Computational Physical Modeling II](https://uw.kuali.co/cm/#/courses/view/5dc074fa69b34e2400ac347f)

[TME 315: Introduction to 3D Modeling, Design, and Analysis](https://uw.kuali.co/cm/#/courses/view/5dc0708595639c24006cf7b9)

[TME 320: Fundamentals of Material Science](https://uw.kuali.co/cm/#/courses/view/5dc06ba93605ca24007f981f)

[TME 331: Thermodynamics](https://uw.kuali.co/cm/#/courses/view/5dc076e7a451b12400857669)

[TME 332: Fluid Mechanics](https://uw.kuali.co/cm/#/courses/view/5dc07c253605ca24007f98a3)

[TME 341: Mechanical Design I](https://uw.kuali.co/cm/#/courses/view/5dc07e0895639c24006cf816)

[TME 342: Mechanical Design II](https://uw.kuali.co/cm/#/courses/view/5dc08be769b34e2400ac361b)

[TME 345: Machining Fundamentals](https://uw.kuali.co/cm/#/courses/view/5dc08e0195639c24006cfa24)

[TME 390: Undergraduate Seminar in ME](https://uw.kuali.co/cm/#/courses/view/5dc0903d95639c24006cfa69)

[TME 433: Heat Transfer](https://uw.kuali.co/cm/#/courses/view/5dc0919da451b12400857903)

[TME 435: Heating, Ventilation, and Air Conditioning](https://uw.kuali.co/cm/#/courses/view/5dc0948669b34e2400ac383e)

[TME 441: Embedded Systems for Engineers](https://uw.kuali.co/cm/#/courses/view/5dc0969d95639c24006cfbfe)

[TME 443: Control Systems](https://uw.kuali.co/cm/#/courses/view/5dc0a4d53605ca24007f9de0)

[TME 444: Mechanical Vibrations](https://uw.kuali.co/cm/#/courses/view/5dc0a63f3605ca24007f9dec)

[TME 445: Manufacturing Processes](https://uw.kuali.co/cm/#/courses/view/5dc0a7833605ca24007f9df3)

[TME 447: Mechatronics](https://uw.kuali.co/cm/#/courses/view/5dc0a8cba451b12400857c4f)

[TME 449: Robotics](https://uw.kuali.co/cm/#/courses/view/5dc0aafca451b12400857c6d)

[TME 482: Senior Project III](https://uw.kuali.co/cm/#/courses/view/5dc0b0bc95639c24006cfe40)

[TME 490: Topics in Mechanical Engineering](https://uw.kuali.co/cm/#/courses/view/5dc0b289a451b12400857d29)

[TME 497: Internship in Mechanical Engineering](https://uw.kuali.co/cm/#/courses/view/5dc0b9499593952400e48a7d)

[TME 498: Directed Readings in Mechanical Engineering](https://uw.kuali.co/cm/#/courses/view/5dc0baa795639c24006cfef0)

[TME 499: Undergraduate Research in Mechanical Engineering](https://uw.kuali.co/cm/#/courses/view/5dc0bc45a451b1240086d5ff)

1. **Graduation Petition**

No Graduation Petitions were scheduled during this meeting

1. **Adjournment**
* Meeting was adjourned at 2:05PM
	+ Next meeting: December 11th, 2019 12:30-2:00PM
		- Dawn Lucien Boardroom