

**Academic Policy & Curriculum Committee Minutes**

November 18th 2020, Zoom 12:30-2:00 pm

***Members Present:*** *Chair Menaka Abraham, Robin Evans-Agnew, Sonia De La Cruz, Evy Shankus, Julie Masura, Tanya Velasquez, Laura Feuerborn*

***Non-voting members:*** *Patrick Pow (Information Technology),.**Tammy Jez (Academic Affairs), Jill Purdy (EVCAA), Lorraine Dinnel (University Academic Advising), Andrea Coker-Anderson (Registrar), Serin Anderson (UWT Library)*

***Excused:*** *Anthony Falit-Baiamonte*

***Absent:*** *Gillian Marshall, Dennis Adjetey (ASUWT),*

***Guests:***  *Massimillano Laddomada (School of Engineering and Technology, Heather Dillon (School of Engineering & Technology), Sergio Davalos (Milgard School of Business)*

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

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## **Consent Agenda & Recording Permission**

## Agenda was given consent and recording permissions were granted by the committee

1. **Welcome and Introductions**
2. **Approval of Minutes**​ from October 14th, 2020 - ​*Found in APCC Canvas –11.18.2020 Module*

* The Committee reviewed the minutes and did not have concerns regarding the minutes.
* Motion to approve the minutes as written was made by Julie Masura and seconded by Robin Evans-Agnew.

***Votes:*** *7 yes, 0 no, 0 abstentions*

1. **Announcements**

* **ASUWT Updates**

ASUWT Representative was absent

* **Updates from UW Seattle**
  + October UWCC Meeting
    - Program proposals will be moved to the UWCM Software starting this Autumn. Paper Proposals can still be submitted until Spring 2021 which is when to expect a full transitionto the UWCM Software. Training is expected to be offered via Zoom starting Spring of next year.
    - Notice of Proposal (NOP) is no longer required for a Program Change Proposal, unless it is a significant change. The NOP is still required for all New Program Proposals.
  + November UWCC Meeting
    - There was emphasis that they were administrators and not instructors, therefore there is no real curriculum committee at UW CC
    - Multiple Designations may be closely reviewed by UW Seattle (Example; Claiming VLPA and NW at the same time)
    - TCE 305: Using CAD- The VLPA Designation was struck down by UW Seattle as it does not follow the specific language of the VLPA.
      * [VLPA Language:](https://www.tacoma.uw.edu/undergraduate-education/general-education-requirements) Courses in this area focus on the history, interpretation, criticism and practice of the arts. The requirement is meant to help you develop a personal appreciation of the creative process. Some of the courses that fall in this area address the arts, communication, film, foreign languages, history, literature, philosophy and writing.
    - Several items were on the UW Seattle agenda to give temporary course names due to many special topics designations on a course.

1. **Policy Issues & Other Business**

* [Sign up for UWCC December meeting](https://docs.google.com/spreadsheets/d/1p6wrsFzxSp-9UyRIRjI4m_UyaXp62qFVPjjOySqzU5I/edit?usp=sharing)
  + Chair Menaka Abraham has reminded the committee to please sign up for UWCC representation.
* [Policy Changes for grading (S/NS) and withdrawal - Andrea](https://www.tacoma.uw.edu/office-registrar/extraordinary-circumstances-late-grading-option-change-request#gsc.tab=0)
  + The Satisfactory/Not-Satisfactory Grade policy has been updated
    - Extraordinary Circumstances quarters (Spring 2020, Summer 2020, Autumn 2020, and Winter 2021) have been put in place to give students the option to change their grading option beyond the deadline that exists (Week 7). It would change grading and have satisfactory courses count towards their degree requirements. While this does count towards the students degree requirements, it does not harm the students’ grade point average. This is a big benefit to students relying on their financial aid.
  + Current Quarter Drop
    - Replacing annual Drop, the current Quarter Drop allows the student to drop one course per quarter instead of the one course drop a year. Students can seek further drops each quarter leading up to a withdrawal. This new policy is adopted moving forward.
  + [Former Quarter Drop](https://www.tacoma.uw.edu/office-registrar/withdrawal-policies)
    - Replacing Hardship Withdrawals. See Former Quarter Drop link.
  + Questions for Andrea Coker-Anderson
    - Have students received information about the changes?
      * Students received a message 2 weeks ago from tri-campus.
    - How is the tri-campus conversation coordinated with financial aid?
      * Because we are in extraordinary circumstances, there is leniency when it comes to Financial Aid. S/NS does not calculate in their grade point average.

1. **New Program Proposals**

* Full Proposal: MS Electrical and Computer Engineering
  + This is a graduate full proposal. The process for Graduate full proposals is different from undergraduate proposals. This has been seen by APCC in the Planning Notice of Intent (PNOI) stage. External Feedback from the graduate proposal has been added.
    - The PNOI for this proposal was first seen by APCC in 2018 and then received feedback from APCC members at that time. Once the feedback was given, the PNOI was seen again by the committee inSeptember 2019. Graduate requirements are made by the graduate school in UW Seattle. The goal for the School of Engineering & Technology is to start the program with the current resources they have on site, then to build up from there. The goal for the program start date is in the 2021-2022 academic year. This degree is to allow students who are interested in both Electrical and Computer Engineering to combine into one offered degree.
    - Committee comments and concerns
      * There is a concern of the Criterion on Campus-wide balance (Page 5)
        + Massimillano Laddomada had said this section was approved by the APCC in 2018. EVCAA Jill Purdy has said these criteria were in the Academic Plan, which was prior to the PNOI phase. This is however not a component of the curriculum review. Instead, this is an earlier concern.
      * Concern for resources on campus: The APCC Representative had said that while this may not hinder the final approval stages, it is important to bring up.
        + An Example given was resources to develop a math course (Utilizing SIAS), Library, etc.
      * Student Learning Outcomes (Number 5): Is the thesis a collaborative project?
        + Massimillano Laddomada stated that it is similar to a capstone course to work in teams.
        + The recommendation from the APCC representative was to not link collaboration to the thesis.
      * Community Engaged Research (Page 8): The APCC member wanted clarity on this one sentence and wanted to know about professional development opportunities for faculty.
        + Community Engagement: The program works closely with major companies in the area such as Boeing, Microsoft, etc. These companies provide projects for the students to work with the community.

The APCC Representative has suggested to elaborate and add these companies into the sentence, “Students in the MSECE program will focus on community engaged research in the Sound region, closely interacting with local tech companies and organizations.” Another suggestion is to use industry sponsored research instead of community engaged research.

* + - * + Diversity integration: The committee representative suggested to gather more knowledge about diversity in terms of student population, such as gender.

SET has created a Diversity, equity and inclusion committee which will help advise on this

* + - * + Additional thoughts from APCC representative Tanya Velasquez:

I want to note a suggestion for expanding the narrative on diversity practices and professional development: Address a number of different social group identities; specifically gender and neurodiverse student learners, and so on.

* + - * Action Item: Provided there is time at the next meeting, Chair Menaka Abraham has asked EVCAA Jill Purdy and Tammy Jez to present an update for the programs that were under the Academic Plan and seen by APCC.
    - A motion was made to move forward the MSECE proposal. Moved by Robin Evans-Agnew, seconded by Evy Shankus
      * ***Votes:*** *6 yes, 0 no, 0 abstentions*

1. **Program Change Proposals**

* BA in Computer Science Program
  + Committee had no comments on this change
* BA in Communications
  + Will be effective Fall 2021
* BS in Mechanical Engineering
  + Concern for the course,TME 315 with VLPA designation and UW Seattle not approving the designation
  + Catalog Copy format needs to be corrected
* Minor in Innovation and Design
  + Committee had no comments on this change
* BA in Law and Policy
  + Catalog Copy format needs to be corrected
  + Add wording - "Please see the program website for the list of electives" for future use.
* A motion was made to move all program change proposals pending suggestions from APCC. Moved by Robin Evans-Agnew, seconded by Laura Feuerborn
  + ***Votes:*** *5 yes, 0 no, 0 abstentions*

1. **New Course Proposals**

Civil Engineering Courses

1. [~~TIAS 376- Recreating Wakanda: Media, Science, and Identity~~](https://uw.kuali.co/cm/#/courses/view/5f85dfc0c540c70027614631) ~~(Withdrawn)~~
   * This course was withdrawn from the Agenda and will appear in a future APCC Meeting
2. [TWRT 201- Creative Writing in the Global Context](https://uw.kuali.co/cm/#/courses/view/5f872e09eaa6a4002632e5ff)
   * Collaborative Online International Learning (COIL) aspect may be difficult to maintain
   * Explore W Designation
3. [TWRT 353- UX Writing](https://uw.kuali.co/cm/#/courses/view/5f872e3eeaa6a4002632e607)
   * Chair Menaka Abraham has asked them to spell out the acronym, User Experience
   * Reword course description
   * English Composition requirement as prerequisite
4. [TUNIV 190- Equity and Action for Access in STEM](https://uw.kuali.co/cm/#/courses/view/5f872e88eaa6a4002632e615)
   * Perhaps, title should be Seminar for Success in STEM
   * Add workshop expectations that are not applied here
   * Program is restricted
   * How many times can it be repeated
   * Match syllabus with UWCM
   * APCC would like to see this course again

### Course Change Proposals

1. [TPSYCH 450- Meditation, Mindfulness, and Health](https://uw.kuali.co/cm/#/courses/view/5f872df3ebd06a0027343d0d)
   * No comments from the committee
2. [TWRT 320- Rhetoric, Public Life, and Civic Engagement](https://uw.kuali.co/cm/#/courses/view/5f872eb7fb74ff0026f56d9f)
   * Missing Religious Accommodation Statement
   * Acknowledgement of Responsibility needed
   * Consider adding a prerequisite that is appropriate for the course
3. [TESC 490- Special Topics in Environmental Science](https://uw.kuali.co/cm/#/courses/view/5f886f85ad2c4500262ba3bc)
   * No comments from the committee
4. [~~TSOC 333- American Mama: Sociology of Childbirth & Motherhood~~](https://uw.kuali.co/cm/#/courses/view/5f6a136a4addb40028a26681) ~~(Withdrawn)~~
   * This course was withdrawn from the Agenda and will appear in a future APCC Meeting
5. [TME 315: Introduction to 3D Modeling, Design, and Analysis](https://uw.kuali.co/cm/#/courses/view/5fa2f40dce611e0026472796)
   * VLPA may not be possible

* A motion was made to approve New Course Proposals (Except TUNIV 190) and Course Change Proposals pending suggestions and changes from the committee by Robin Evans-Agnew and seconded by Julie Masura.
  + ***Votes:*** *5 yes, 0 no, 0 abstention*

1. **Adjournment**

* Meeting was adjourned at 1:59PM
  + Next meeting will be on December 9, 2020 12:30-2:00 PM