

**Academic Policy & Curriculum Committee**

December 12, 2018, GWP 320, 12:30-2:00pm

**Meeting 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, [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" \t "_blank), Christie Peralta, [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, [Ruth Vanderpool](http://directory.tacoma.uw.edu/employee/rvanderp) **Excused**: Robin Evans-Agnew **Guests**: Bonnie Becker

1. **Consent Agenda and Recording**

Consent given to the agenda and for recording minutes.

1. **Minutes**

The 11/28/18 meeting minutes were approved on a motion from Jutta Heller, seconded by Jeff Cohen with the following changes:

* Change “kuala” to “kuali.”
* An additional statement: “There is a need to be concerned that we not complicate matters by having review committees every year and that we should work to simplify and streamline the process.”
* Meeting ended at 2:05 p.m. instead of 2:00 p.m.

*8 approved, 0 no, 0 abstention*

1. **Policy Issues & Other Business**

* **Service & Research (S&R) Policy**

Associate Vice Chancellor for Student Success, worked with APCC members, Jeff Cohen and Robin Evans-Agnew to structure the S & R Policy to align with the W policy that has already been developed. They did not work on assessment criteria but focused on policy and course designation.

There was a discussion on whether a less prescriptive, more generic criteria would better serve most disciplines. The W designation is required; S&R are not required or listed on transcripts, therefore a unit could choose to opt out of S & R designations if it was felt to be too prescriptive.

No wording for reviews was included in the draft which reads: Units should work with existing faculty curriculum bodies to identify courses that meet the R designations and submit an initial list to the APCC in the 2018-19 academic year for approval. This list should be submitted with any additional unit specific rubrics or criteria after this initial list, new or existing courses can receive an R designation with the regular course approval or change process. The draft also states that units will maintain the list.

It is preferable that APCC sends the prompt, allowing units to review their own courses for these designations and report back to APCC.

A cover letter that encourages units to review courses for these categorizations would be beneficial. Support should be available to units to promote regular assessment of these designations.

The W policy includes institutional expectations on these designations and support, S and R policies should also incorporate these.

The Writing Center is also discussing what training and support can be developed to be offered to faculty, to identify and implement these designations.

The draft states: “submit an initial list to APCC for approval.” This wording should be changed to “review,” or “coordination” rather than “approval” and should be consistent with the messaging of the cover letter.

A motion was made by Jeff Cohen, seconded by Jutta Heller to move R and S policies simultaneously to units with the changes stipulated at the meeting and draft a detailed cover letter, combining them with the W, that will describe the spirit and intent of the mission. Evy Shankus offered to review the cover letter that goes out to units.

*7 approve, 0 no, 0 abstention*An online vote was administered on 12/13/18 to remove the following wording from the S Policy document.“Individual students in the course might not attain the “S” designation, based on participation. “  
*8 approve, 1 no, 0 abstention*

* **Academic Planning**

The APCC Chair updated members on the 12/10/18 Executive Council meeting where a draft of the Academic Planning and Process document was reviewed. The Steering Committee responsible for the draft consists of Executive Council Chair and Vice Chair, the Executive Vice Chancellor for Academic Affairs and Dean of the School of Engineering and Technology. The document will be on the APCC agenda at the first meeting in January 2019.

Executive Vice Chancellor for Academic Affairsthanked APCC members for their work on the first review of this document, calling them a “highly functioning committee that does great work.”

The APCC Chair noted that a process for PNOI review needs to be developed to aid future APCC members. APCC will begin this work in January 2019.

* **Chair Election Plan for 2019**

Although the bylaws state spring is when elections occur, APCC members previously agreed that “job training” for the chair position is necessary and that elections will occur during the winter quarter.

Elections will take place at the first APCC meeting in January of 2019. The incoming Chair will shadow current APCC Chair during the winter and spring quarters.

Only current APCC members can be elected to the position of Chair.

The APCC Chair receives a 1-course release or $5000 stipend; a summer policy and stipend is also in place. The Chair must also attends Curriculum Management Oversight Committee (CMOC) meeting- once or twice a quarter.

APCC may look at advocating a 2-course release for the Chair.

The Chair will craft a job description and circulate to the members. Members must email the chair if they are interested in the position.

* **APCC Meeting Dates/Times**

APCC discussed moving the day for meetings or extending to two meetings a month, one for course proposals and changes and the other for policy discussion.

Members agreed to a trial 2 meetings a month on Wednesdays; using the 1st monthly meeting for course work and the second for policy work in January. Both meetings will run from 12:30-1:20.p.m.

* **Sign up for Winter Quarter Meetings**

The APCC Chair reminded members to sign-up for attendance at Seattle Curriculum Committee, which meets monthly on third Tuesdays.

Currently, the 12/18/18 meeting will be attended by Robin Evans-Agnew and the 4/16/19 meeting may be attended remotely by Jutta Heller.

1. **Program Change Proposals**

* [**TFIN 490 – Special Topics in Finance**](https://uw.kuali.co/cm/#/courses/view/5bc74f873930372e00cd3fd9)

Resubmission from last meeting.

Grades and timeline as written could cause this to be rejected by Seattle.

* [**TEE 225 – Engineering Ethics**](https://uw.kuali.co/cm/#/courses/view/5ada6efde171c92e001c73ef)  
  Resubmission from last meeting.

Concerns remain over meeting VLPA designation in this course.

A motion made to approve both TFIN 490 and TEE 225 (removing VLPA) was made by LeAnne Laux-Bachand, seconded by Ruth Vanderpool.

*8 approved, 0 no, 0 abstention*

* [**TMKTG 448 - Sales Management**](https://uw.kuali.co/cm/#/courses/view/5bd3719151e4a72e00f09172)

Change “influence” to “informed.”

Change SLO wording to” explain” or “use” instead of “understand.”

“Random calling” wording may be rejected by Seattle.

* [**TEE 461 – Image Processing**](https://uw.kuali.co/cm/#/courses/view/5bfc469537b1ba2e009985fc)

Should be listed as an elective, input “TEE” in box.

Should be tied to major.

* [**TINFO 457 – Unix/Linux Systems Administration**](https://uw.kuali.co/cm/#/courses/view/5bf5cd9eb8d78a2e0076c0c0)

[**TINFO 458 – Advanced Unix/Linux Systems Administration**](https://uw.kuali.co/cm/#/courses/view/5bf5e3eda894a62e008f5e0f)

Needs an elective listing in Kuali.

Operating system generally not mentioned, should use term “systems administration” and “advanced systems administration,” could cause curricular and title challenges.

As listed, this course is redundant and should be rejected, or should change existing course title to be more specific.

* [**TBGEN 250 – Personal Finance**](https://uw.kuali.co/cm/#/courses/view/5beef3bc8830f72e00078d87)

Grading is heavy on exams.

Syllabus goes through week 4, schedule needs to be finished.

[**TPSYCH 424 - Autism: History and Treatment**](https://uw.kuali.co/cm/#/courses/view/5a7e173d764c6f2e001ddcc6)

Some resistance from faculty to course being taught by someone outside the unit.

Incorrect wording in Kuali on course description.

Use wording like “articulate” not “recognize” in SLO.

Harsh language for course behavior.

Exam policy inconsistent with university policies.

* [**T PHIL 315- Chinese Philosophy and Religions Today**](https://uw.kuali.co/cm/#/courses/view/5bdcc421c59e8c2e00f98c5e)

Syllabus title is different from UWCM title.

Course should tie the field objectives to learning goals.

Motion to approve courses with changes made by LeAnne Laux-Bachand, seconded by Evy Shankus

*9 approved, 0 no, 0 abstention*

### Course Change Proposals

* [**TEST 495 – Environmental Sustainability Experience**](https://uw.kuali.co/cm/#/courses/view/5be5c64891ce102e00df9f0e)Course title change.  
  Concern over wording on participation concerns- 33% may be too high.

Faculty needs feedback that due to the wording, this may not be approved by Seattle.

LeAnne Laux-Bachand made a motion for approval with the suggestions to faculty; seconded by Jutta Heller.

*9 approved, 0 no, 0 abstention*

1. **Adjournment**

* The meeting adjourned at 2:05 p.m.
* The next meeting of APCC will be held Wednesday, January 9, 2019 from 12:30-2:00p.m.in GWP 320.