

**Academic Policy & Curriculum Committee Minutes**

November 1st, 2023, Zoom 12:40-2:00 pm

***Members Present:*** *Chair Julie Masura, Joan Bleecker, Ingrid Horakova, Lisa Hoffman, Claudia Sellmaier, Susan Johnson (Proxy), Raghavi Sakpal, Laura Feuerborn, Shahrokh Saudagaran, Tanya Velasquez*

***Non-voting members:*** *Lorraine Dinnel (University Academic Advising), Andrea Coker-Anderson (Registrar), Annie Downey (Library), Tammy Jez (Academic Affairs), Patrick Pow (Information Technology)*

***Not Present:*** *ASUWT Rep,*

***Guests:***  *Bonnie Becker (AVC Student Success), Erik Tou (SIAS)*

***Administrative Support:*** *Andrew J. Seibert*

## **Land Acknowledgement –** read by FA (Faculty Assembly) Administrator. The meeting was recorded for minutes purposes only

## **Approval of Minutes**​ - No concerns, minutes approved.

## **Announcements**

* **Tri-Campus Curriculum Updates** – looking for another faculty member to serve on the ‘W’ UCGE. Please send names to Julie Masura, APCC Chair.
* **ASUWT Updates -** Student representative position is vacant. The Chair discussed with EVCAA (Executive Vice Chancellor for Academic Affairs) the opportunity for a small stipend. In the past, the ASUWT Director for University Affairs attended these meetings. The Chair will investigate inviting this ASUWT representative for future meetings
* **Other Updates –** Clarification on elective lists for program proposals. This is a directive from the Tri-Campus Registrar’s office and not the UW Tacoma Academic Policy & Curriculum Committee. Elective lists are lists that contain a breadth of courses that includes course prefixes other than the program course prefix, although some may be included on this list. Course lists that have the same course prefix as the program are not considered elective lists and need faculty review via a program change to be changed. These lists will be printed in the catalog. Elective lists may be indicated in program proposals as See Website. These lists can be changed without curricular review. It is strongly encouraged that the changes are documented by each school’s curriculum coordinator. This will be revised in the best practices document.

## **Policy Issues & Other Business**

* Academic Planning
  + Chair Julie Masura shared the same information that she shared (along with Anne Taufen, FA Vice Chair and Urban Studies Faculty) with Deans and Vice Chancellors. An email will be sent out on the steps of how to fill out that survey. The questionnaires in [Appendix A of the Academic Planning Policy](https://www.tacoma.uw.edu/sites/default/files/2023-05/Academic%20Planning%20Policy.pdf) will be due by December 15. Each program is strongly recommended to complete this. If the survey is not filled out, schools will not be able to make major changes or make new programs.
    - NOTE: Major program changes are defined as those that will require a change in resources such as budgeting or infrastructure change.
  + The academic planning website and resources around creating proposals are under construction and should be populating new documents soon! If you have any questions, feel free to contact Julie Masura, APCC Chair.

## **New Course Proposals (2) - See Audit Logs for Requested Updates**

* [T CRIM 276: Mass Shootings in the United States](https://uw.kuali.co/cm/#/courses/view/64767e64b06d367ecb3ea664)
  + Title IX suggested syllabus statement needed
  + Learning Objectives
* [T CRIM 376: Harm Reduction](https://uw.kuali.co/cm/#/courses/view/653311996f2c3ced0010b6c8)
  + Title IX suggested syllabus statement needed
* A motion was made regarding the New Course Proposal pending suggestions from the committee. Moved by Lisa Hoffman and seconded by Joan Bleecker
  + Votes: 10 yes, 0 no, 0 abstention

## **Course Change Proposals (2) - See Audit Logs for Requested Updates**

* [TMATH 316: Financial Mathematics](https://uw.kuali.co/cm/#/courses/view/6439e603fc94805cb18e2795)
  + Religious accommodations in syllabus, provide all links
  + Include Title IX statement in syllabus.
* [TMATH 420: History of Mathematics](https://uw.kuali.co/cm/#/courses/view/64416539f934e30387aefa40)
  + Religious accommodations in syllabus, provide all links
  + Include Title IX statement in syllabus
  + Discuss in justification in UWCM of the added course (TMATH 208)
  + Change Leaning Objectives (In Syllabus)
* A motion was made to approve all course changes pending requests from the committee. Moved by Joan Bleecker and seconded by Laura Feuerborn.
  + Votes: 10 yes, 0 no, 0 abstention

## **Graduation Petition (Sent via separate email to voting-members of the Committee**

## **Late Proposals (to be reviewed if time permits, 0)**

## **Adjournment**

* Meeting was adjourned at 1:46PM
  + Next meeting on December 6, 2023, 12:40-2, Zoom