

**UWT Academic Policy Council
Meeting Minutes
December 15, 2005**

The meeting was called to order by Chair Rachel May at 10:30 am.

Members present: Kathy Beaudoin, Jerry Finn, June Lowenberg, Rachel May, Bobbe Miller-Murray, Janet Luft Mobus

I. Before beginning deliberations on the Education proposal brought to the Council for review, the Council discussed our understanding of the suspended status of the April 20, 2005 Faculty Assembly revisions to UWT's By-Laws. It is on the authority of these revisions that this Council is constituted, and their suspension raises questions as to the authority of the Council to deliberate. Based on the understanding of members present that the suspension results from the Chancellor not yet having formally approved the revision rather than with any objection to the revisions, the Council proceeded with deliberations "as if" the By-Law revisions were in force.

II. The purpose of the meeting was to discuss the December 12, 2005 Draft Memo from the UWT Education Program Director to the Associate Dean for Academic Programs, The Graduate School. The memo regards converting the Teacher Certification Program (TCP) from post-baccalaureate status to graduate status.

We understand that a deadline exists next Monday (Dec. 19) for the program changes to move forward in the approval process in a way that allows for implementation next academic year. Regrettably, the short lead time and lack of a formal proposal to evaluate preclude meaningful deliberation at this point.

After reviewing and discussing the Draft Memo, Council members felt that due deliberation of the proposed program changes can proceed with the following information provided, and that the following information request will be forwarded to the Chair of the Faculty Assembly Executive Committee:

- (1.) We would like to consider a final, rather than a draft proposal which includes: (a.) a rationale for converting the existing certificate program to an M.Ed. program, (b.) an analysis of how this new program will impact other units on campus, particularly IAS, (c.) indication of full consideration of how the program will impact current and future UWT students, (d.) a market analysis or other evidence of demand for the graduate program, and (e.) consideration of requirements for admission and graduation.
- (2.) That the education program submit documentation (minutes of faculty meetings) of a faculty vote(s) of approval for the proposal, and that there be some documented faculty vote on the same revised proposal that we review.

- (3.) That, because of the unusual circumstances surrounding the conversion of a large number of undergraduate courses to graduate-level courses, we would like to consider a proposal which includes an endorsement by the curriculum committee for the proposed conversions in order to insure that the courses meet University of Washington graduate level standards.
- (4.) The members of the committee also request that they have a copy of the proposal 2 weeks before the next scheduled meeting in order to have adequate time to read and study the document.

There being no other business, the meeting was adjourned by the Chair at 11:20.

Respectfully submitted:

Janet Luft Mobus

UWT Faculty Assembly By-Laws

(Last amended by Faculty Assembly: April 20, 2005)

7. Standing Councils and Committees of the Faculty Assembly:

a. *Terms, Nominations, and Elections*

1. Except for members who are appointed ex-officio, standing committee/council members shall be elected by the Faculty Assembly. Every other year, or as vacancies occur, academic unit* faculty shall nominate members to all standing committees/councils. Elections shall then be conducted according to section 6.b above.
2. Standing committee/council members shall serve two-year terms, beginning the first day of the academic year following election, with the exception of those elected to fill vacancies as substitutes. In this case the substituting committee/council member shall begin service immediately following election, and shall serve out the remainder of the resigning member's term.
3. Each spring quarter, the standing committees/councils (with the exception of the UWT Faculty Executive Council) shall elect chairs, who shall serve a term of one academic year. Chairs may be re-elected to serve additional terms. New committee/council members shall meet with the outgoing council/committee during the spring quarter prior to their start of service to assure continuity.

d. *UWT Academic Policy Council*

1. Charge – The UWT Academic Policy Council shall consider and, where appropriate, propose legislation to the Faculty Assembly regarding scholastic and educational policy, including requirements for admission, graduation, and honors, and policy for the regulation of student conduct and activities. It shall also provide guidance, consistent with the broadly defined will of the faculty, to the Assistant Chancellor for Student Affairs, the UWT Registrar, and other appropriate individuals regarding the interpretation and administration of the academic regulations of UWT. The Council shall also review procedures pertaining to the acceptance of credits in respect to admission and graduation. The Council shall also evaluate the merits of proposed undergraduate and graduate programs and degrees, majors, minors, concentrations, and certificates relative to the academic standards of the institution. Such evaluation shall take into consideration the requirements for admission and graduation, intellectual rigor, academic integrity, pedagogical coherence, and adequacy of resources. Upon approval, the Council shall forward its recommendation to the UWT Faculty Executive Council who then sends their decision to the UWT Vice Chancellor for Academic Affairs.

2. Membership – The voting membership of the UWT Academic Policy Council shall consist of one representative from each of the academic units of UWT. The Vice Chancellor for Academic Affairs or his/her designee and the Assistant Chancellor for Student Affairs shall serve as non-voting, ex-officio members of the Council. When reviewing proposed programs, representatives of UWT Libraries and Information Technology shall serve as non-voting, ex-officio members of the Council.

e. *Curriculum Committee*

1. Charge – The Curriculum Committee shall evaluate the merits of proposed courses relative to the academic standards of the institution. Such evaluation shall take into consideration the intellectual rigor, academic integrity, and pedagogical coherence of the proposed course. The Committee shall also consider whether a course merits the proposed number of credits, whether the mode of student evaluation is appropriate for the course content, and whether resources are adequate. Upon course approval, the UWT Curriculum Committee shall forward its recommendations to the UWT Vice Chancellor for Academic Affairs. Where warranted this committee shall formulate specific policy proposals and may draft legislation for consideration by the Faculty Assembly.
2. Membership – The voting membership of the Curriculum Committee shall consist of one representative from each of the academic units of UWT. The Vice Chancellor for Academic Affairs or his/her designee, the registrar or his/her designee, and representatives of UWT Libraries and Information Technology shall serve as non-voting, ex-officio members of the Committee.