

**Academic Policy & Curriculum Committee**

January 23, SCI 109, 12:30-1:20pm

**Meeting Minutes**

**Present:** Abraham, Evans-Agnew, Peralta, Coker-Anderson, Purdy, Laux-Bachard, Vanderpool, Falit-Baiamonte, Oswal, & Cohen **Excused**: Sierschynski, Shankus

**Consent Agenda and Recording**

Consent given to the agenda and for recording minutes.

1. **Minutes**

The 1-9-19 meeting minutes were approved.

*7 approved, 0 no, 0 abstention*

1. **Policy Issues & Other Business**

**New courses are using the following division of hours for the 5 credits.  Lecture hours 4 Non-instructional hours 11 Should we move to this?**

Discussion: this type of determination/guidance is needed.

ACTION: Vanderpool agreed to help pull options for 1 to 5 credits together

**Meeting dates and times for February**

Members discussed the process for these two meetings. Members were supportive of dividing the work into two meetings. Members suggested that the APCC meet again twice and ongoing with an option to cancel these meetings if needed.

ACTION: schedule next policy meeting for APCC on feb 27th

**W, S, & R Designations update**

Abraham gave an update: Jeff has polled his writing committee, looking for interest in figuring out what support units need in defining their W courses. Deadlines are ambitious right now.

**Academic Planning Policy from the EC**

Purdy reviewed APCC responsibilities for the planning process: APCC will be tasked with reviewing and categorizing PNOIs during the active planning year. We discussed the need for improved internal unit analysis of their own PNOIs. A suggestion was made for units to dedicate more time to planning for this in (for example) their retreats.

PNOI Review Process Discussion

Members discussed their experiences with the first PNOI meeting in November 2018. Purdy shared expectations for what APCC can expect from future PNOIs: consistency and budgets reviewed using the same criteria.

Members suggested that the last PNOI process in November 2018 was robust and that feedback was given through the process, and that these comments were captured in APCC minutes. Members recommended extending the APCC meeting length for each PNOI discussion.

Members discussed other aspects of the PNOI process: 1) How to address budgeting at the unit level; 2) how to use the planning process to develop programs (in specific units) that might meet a need; 3) the need for APCC members to continue to discuss planning criteria 2 (see below) regarding “campus-wide balance” in order to decrease silos and encourage interdisciplinary collaboration; and 4) that no specific rubric could cover all of the planning criteria, but that units needed feedback in order to improve their PNOI’s.

Note: Planning Criteria include:

1. Alignment with Strategic Plan
2. Campus-wide balance of academic disciplines and programs (currently proposals are not asked to address this criteria)
3. Community/student/market demand & Impact
4. Resource Impact
5. **Adjournment**

* The meeting adjourned at 1:25 p.m.
* The next meeting of APCC will be held Wednesday, February 13, 2019 from 12:30-1:20p.m.in GWP 320.