

**Academic Policy & Curriculum Committee**

February 27, GWP 320, 12:30-1:20pm

**Meeting Minutes**

**Present:** Abraham, Evans-Agnew, Laux-Bachand, Vanderpool, Oswal, Cohen, Shankus, Sierschynski, Heller (on sabbatical), Pow **Excused**: Dinnel, Purdy, Falit-Baiamonte

**Consent Agenda and Recording**

Consent given to the agenda and for recording minutes.

1. **Minutes**

The 2-13-19 meeting minutes were approved with the following changes: Use of the word “activating” instead of “un-retiring”. Correct the spelling of LeAnn’s last name.

*7 approved, 0 no, 1 abstention*

1. **Announcements**

APCC Chair, Menaka Abraham’s term will come to an end after Spring 2019. She is planning to ask her unit to vote a new member or herself for the next term of 3 years.

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: Vanderpool gave an update for division of hours for 5 credits regarding the Carnegie Hour system.

Decision: Committee members agreed to not move to the 4 Lecture hours, 11 Non-instructional hours model. Faculty are free to designate their credit hours as long as they meet the required 15 hours.

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

Unit representatives from APCC will take the lead on beginning designation processes within their units. The Teaching and Learning Center is offering to help with “W” designations.

Action: Committee member, Jeff Cohen, will draft an email to announce TLC assistance to campus units.

**Academic Planning Policy from the EC**

Committee reviewed the Academic Planning Policy and Process approved by the UW Tacoma Executive Council on January 28, 2019.

Abraham discussed a proposed November 1 deadline for all new proposals occurring outside of the traditional academic plan cycle.

*PNOI Review Process*

Committee reviewed the PNOI Review Process draft created by Abraham in response to APCC members being tasked with the PNOI review process in the next academic plan cycle.

Action: Committee members will contribute to this draft and discuss the rubric at the upcoming APCC policy meeting in April.

**Meeting dates and times for March**

Committee members agreed no policy meeting will take place in March.

1. **Adjournment**

* The meeting adjourned at 1:31 p.m.
* The next meeting of APCC will be held Wednesday, March 13, 2019 from 12:30-1:20 p.m.in GWP 320.