

**Academic Policy & Curriculum Committee Minutes**

January 8th 2020, GWP 320 12:30-2:00 pm

***Members Present:*** *Chair Robin Evans-Agnew, LeAnne Laux-Bachand, Evy Shankus, Jutta Heller, Ruth Vanderpool, Eric Madfis (Until 1:05PM), Laura Feuerborn, Anthony Falit-Baiamonte, Menaka Abraham*

***Non-voting members:****, Laurel Hicks (ASUWT), Patrick Pow (Information Technology),.**Tammy Jez (Academic Affairs)*

***Joined through Zoom:*** *None*

***Excused:*** *Andrea Coker-Anderson (Registrar), Serin Anderson (UWT Library), Jill Purdy (EVCAA)*

***Guests:*** *No Guests*

***Administrative Support:*** *Andrew Seibert*

# 

## **Consent Agenda & Recording Permission**

## Agenda verified and recording permissions were granted by the committee

1. **Welcome and Introductions**

Guests: No guests this meeting

1. **Approval of Minutes**​ from December 11th, 2019 - ​*Found in APCC Canvas –01.08.2020 Module*

* Edit(s) in minutes
  1. Under “Corporate Responsibility Minor,” changed “Collaborate” to “communicate.”
  2. Under Section VII, edited Administrative support note to reflect “Courses are TGH 320 and TGH 420.”
* Motion to approve the minutes with the edits listed above made by Chair Robin Evans-Agnew. Moved by LeAnne Laux-Bachand , seconded by Jutta Heller.
  1. ***Vote:*** *7 yes, 0 no, 1 abstentions*

1. **Announcements**

* **ASUWT Updates**
  1. Parking permits are available to Students from University Y area and above. Laurel Hicks also said that ASUWT is talking about getting a shuttle bus for students at an undisclosed location.
  2. Huskies on the Hill will be happening on January 31st. Students will also be trained on how to appropriately lobby at an event.
  3. Laurel has been working with Facilities to set design standards, which will help promote gender, equity, and inclusion.
* **UWCC Updates**
  1. Administrative Support went with APCC Chair Evans-Agnew to UWCC. Administrative Support Seiber has connected with Scott Falgren at UW Seattle and Seibert has agreed that he will attend all UWCC Meetings moving forward via Zoom as well as other designated APCC members to attend either Zoom or in person.
     + Administrative Support has asked the committee if any additional help is needed to make things easier for the committee
       - Action Item: Starting next meeting Agenda, Seibert will add the reason why a course was sent back to APCC along with the returned date and highlight a returned course.

1. **Planning Notice of Intent(s)**

No PNOIs were scheduled in this meeting.

1. **Policy Issues & Other Business**

**Diversity Designation three year review: Update and Discussion**

* Chair Evans-Agnew had a meeting with Harris, Faculty Assembly Chair. There is a current plan on this, and will be updated with more information at a later time.
* The Diversity Designation concern raises more issues than under the purview of the committee. There are also other concerns such as Faculty Workload, Faculty Responsibility, and Faculty Risk which are outside the purview of the Committee.

**Future Proposal Review for Academic Plan Rubric (Previously PNOI Rubric on Agenda)**

* Laux-Bachand and Shankus were trying to find a way to efficiently evaluate the PNOI process. The evaluation has not changed. The first criteria asking for a “Balance,” but the concern is how does one balance when there may not be a prescribed quota or ratio.
  + Balance is a way to look at all the programs together.
    - Who determines what is considered balance?
      * Balance may be more of a heuristic .
  + Ideal definition of Balance: Equal number of programs across all units.
    - This is not possible due to the program sizes in general
    - There shouldn’t necessarily be a thought of balance, but there should be a thought about what is best for UW Tacoma as a Campus.
      * This is included in other market-based factors. This may have to do with equity, to look at all programs equally
* Evy will do some drafting and work with Robin on the rubric and set up a discussion board in Canvas for members to comment on the rubric
  + Action Item: Robin will connect with EC to let them know that the status of the Flowchart.

**Course Retiring Yearly Process Update**

* Registrar Coker-Anderson was out sick and we are not able to update on any information at this time.

**Vote to approve Chair selection for 2020-2021**

* Menaka Abraham was nominated and agreed to Chair APCC in 2020-2021 Academic Year. Because the nominating committee recommended Menaka, there should be a vote from the Committee.
* Motion made to nominate Menaka Abraham for the APCC Chair 2020-2021 by Evy Shankus, seconded by Jutta Heler.
  + ***Vote:*** *7 yes, 0 no, 0 abstentions.*

1. **New Program Proposals**

APCC did not see any New Program Proposals in this meeting

1. **Program Change Proposals (Corrected to reflect Minutes)**

* [Criminal Justice Major 1503](https://drive.google.com/open?id=16Z1yPJBNlPM_5cNGgzbpKknrMUmfF9Lz) (Limiting core elective credits from TCRIM 450 to 10 credits)
  + No comments by committee
* [Criminal Justice Minor 1503](https://drive.google.com/open?id=1l0kD45xltlodpvXNofT2DCktdmQVdo22) (Limiting core elective credits from TCRIM 450 to 10 credits)
  + No Comments from the Committee
* A Motion was made to Approve both Program Change Proposals by Chair Robin Evans-Agnew. So moved byRuth Vanderpool, seconded by LeAnne Laux-Bachand
  + ***Vote:*** *8 yes, 0 no, 0 abstentions*

1. **New Course Proposals**

APCC did not see any New Course Proposals in this meeting

### Course Change Proposals

* **\***[TEE 315- Electrical Circuits II](https://uw.kuali.co/cm/#/courses/view/5dd41b1b2ecc6f2400f04e71) (Returned December)
  + Past deadline for submission. Will need to change the deadline to Autumn or need to complete Acknowledgement of Responsibilities that the Unit will be taking responsibility to make the changes to the time schedule. This will be required for UWCC.
  + Where are they communicating effectively with a range of audiences? (Learning outcome may need to be removed of updated)
  + APCC will send back this course and not have it return to the committee as a friendly amendment
* [TEE 431: Power Systems](https://uw.kuali.co/cm/#/courses/view/5a96e3740dea3f2e00cc7f9d)
  + Past deadline for submission. Will need to change the deadline to Autumn or need to complete Acknowledgement of Responsibilities that the Unit will be taking responsibility to make the changes to the time schedule. This will be required for UWCC.
  + Can you require someone to complete work if you do not get credit for it?
  + It is not fair to the student to get a 0 on made up work
    - If one assignment is missed, they fail the class.
    - Example: If the assignment is worth 10 points out of 100 points, the student shouldnt fail the course.
  + APCC will send back this course and not have it return to the committee as a friendly amendment
* [TCES 310- Signals and Systems](https://uw.kuali.co/cm/#/courses/view/5dd2f1b6dc9c86240083029d)
  + Past deadline for submission. Will need to change the deadline to Autumn or need to complete Acknowledgement of Responsibilities that the Unit will be taking responsibility to make the changes to the time schedule. This will be required for UWCC.
  + If you do not show up for a test, you get a 0 on the test
    - Inconsistent with [Attendance Policy](https://www.tacoma.uw.edu/node/37957)
  + Refrain from using the words Cheat Sheet
  + Disability resource services may not be able to accomodate requirements posted in syllabus.
* \*[T SOCW 540: Professional Practice in Public Child Welfare](https://uw.kuali.co/cm/#/courses/view/5d8c02dd63ff462400c20c3d) (Returned November)
  + Notes
    - The unit fixed the Justification for I&S
      * The unit removed I&S because this is a graduate level course
    - Acknowledgement of responsibility is on this course.
* A motion was made to move T SOCW 540 through, and in addition, once the corrections listed above are made in TEE 315, TEE 431, and TCES 310, those courses will also move forward through the process. So moved by Menaka Abraham, seconded by Jutta Heller.
  + ***Vote:*** *6 yes, 0 no, 1 abstentions.*

1. **Student Petition**

APCC did not have any Student Petitions during this meeting

1. **Adjournment**

* Meeting was adjourned at 1:26PM
  + Next meeting: February 18th, 2020 12:30-2:00PM
    - Dawn Lucien Boardroom