

**Academic Policy & Curriculum Committee Minutes**

March 11th 2020, Zoom 12:30-2:00 pm

***Members Present through Zoom:*** *Chair Robin Evans-Agnew, LeAnne Laux-Bachand, Evy Shankus, Jutta Heller, Ruth Vanderpool, Laura Feuerborn, Anthony Falit-Baiamonte, Menaka Abraham*

***Non-voting members:****, Andrea Coker-Anderson (Registrar), Patrick Pow (Information Technology).**Tammy Jez (Academic Affairs), Jill Purdy (EVCAA), Lorraine Dinnel (University Academic Advising)*

***Excused:****, Serin Anderson (UWT Library)-Excused, Laurel Hicks (ASUWT)-excused*

***Guests:***  *Emert, Stan (Milgard School of Business), De Cock, Martine (School of Engineering and Technology), Janzen, Darcy (Director of E-Learning)*

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

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## **Consent Agenda & Recording Permission**

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

1. **Welcome and Introductions**

Guests: Anne Bartlett (Dean- SIAS)

Vanessa De Veritch Woodside (CAC Co-Chair and Associate Professor, SIAS)

Michael Kula (CAC Co-Chair and Associate Professor, SIAS)

Karl Smith (Associate Vice Chancellor for Enrollment Services, Director of Admissions)

Ka Yee Yeung (Professor, School of Engineering & Technology)

1. **Approval of Minutes**​ from February 12th, 2020 - ​*Found in APCC Canvas –03.11.2020 Module*

* Edit(s) in minutes before meeting
  1. Under Section V number 8, added context
  2. Under Section VII number 2, added EVCAA credit, revised statement for clarity
  3. Under Sections IX and X, revised APCC highlighted statements to show Course and not Program
  4. Minor grammatical changes throughout
* Edit(s) during meeting
  1. No edits were made during the meeting
* 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:*** *6 yes, 0 no, 0 abstentions*

1. **Announcements**

* **ASUWT Updates**
  1. ASUWT Laurel Hicks was not able to make this meeting so she could study for her final exams. ASUWT will present an update in the next meeting.
* **UWCC Updates**
  1. The committee did not get a chance to hear about previous updates from UWCM.

1. **Policy Issues & Other Business**

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

* Action: Diversity Designation at UWT 3-year review plan 2020

Pause Executive Council policy, “every three years APCC will select a random sample of 12 D courses to review that were taught within the last year”

Instead this year APCC will produce a report containing:

1. A list of all courses taught with the D designation in the 2017-2018, 2018-2019, & 2019-2020 year listing faculty and unit
2. Minutes of a special meeting (4/8/2020) conducted by APCC where the Assistant Chancellor of Equity and Inclusion will facilitate an exploration of the opportunities and challenges related to advancing DIV curricula at UWT
3. A revision of question 3 in the D application form eliminating the check-boxes for identities and permitting the proposing faculty to describe the identities and intersections that will be discussed in the course.

* In the next APCC meeting, prepare for a 30 minute discussion regarding the Diversity Designation. Please share responses of your unit members to this proposal and encourage them to attend/or submit comments for the meeting.

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

* Chair Evans-Agnew added the content from the Canvas Discussion Board to the chart.
* The Chair would like a motion made to approve this as a recommended rubric.
  + EVCAA has expressed a concern with the rubric category called “Balance of academic Programs” and has stated that the intention was not to create “synergies” with existing programs, but rather the opposite of this. The intention of balance was discussed as a way to ensure that the school offers a variety of programs and does not become too heavily focused in any one disciplinary program.
    - APCC struggled with the campuswide balance criterion, therefore it was recommended to remove this.
  + A motion was made to approve the guiding rubric provided the campus-wide balance is removed from the rubric only, and not the academic plan. So moved by Jutta Heller, seconded by Evy Shankus
    - ***Vote:*** *7 yes, 0 no, 0 abstentions*

**Curriculum updates with Spring Quarter: Distance Learning**

* With the current situation, Academic Affairs at UW Tacoma has had an opportunity to bring in a former Associate Director of E Learning from the University of Alaska. This individual will be assisting Darcy Janzen, Director of E-Learning at UW Tacoma.
  + At the time of this meeting, the Governor of Washington State has restricted gatherings or meetings larger than a 250 occupancy .
* At this time, Winter Quarter has been planned as much as the campus can at this time.
  + There were multiple discussions in regard to what will be planned for Spring Quarter, however with information changing and the unknown details, decisions about Spring Quarter are deferred until there is more information. UW Seattle will notify UW Tacoma and UW Bothell hopefully by the end of March.
  + There are consequences for making early decisions. For example, if the University would choose to make every class an online class, this would affect Students who rely on Financial Aid, funding for all of the military affiliated students, and would potentially threaten visas of all of UW Tacoma’s International Students.
  + Plan the first two to three weeks of Spring Quarter online for now
* Updates from Darcy Janzen, Director of E-Learning
  + Janzen has been working with Marisa Petrich and the newly hired individual listed above. Six Workshops will be developed for those who have not used Canvas for their courses.
  + [Instructional Continuity](https://www.tacoma.uw.edu/digital-learning/instructional-continuity) guide is the best place to go for resources at this time.
  + A Student Online Success page is in the works for Students, and will be linked in the Instructional Continuity guide.
* Updates from Patrick Pow, Vice Chancellor for Information Technology
  + Information Technology informed Students if they need technology, they can check out a laptop from either the Library or Information Technology.
    - This is also open to Faculty and Staff
    - Zoom is now available to all Faculty, Staff, and Students.
  + Donors will donate laptops for our students
  + For Students that use specialized software, they will be able to connect remotely to programs.
* Is there a connection for Students who may not have reliable internet access?
  + Computer labs are still open at this time. Provided the campus is open, they can utilize the campus services. If not it is recommended to utilize other services
  + If Faculty are using Breakout Rooms, don't rely on breakout rooms for students.

**Course Retiring Yearly Process Update**

* This item has been tabled.

**CEL Designation update**

* The Tri-Campus CEL Designation is almost in place. Currently they are thinking of adding the word “reflective” in this designation. Evans-Agnew and Seibert will notify the Committee of any future updates.

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

No PNOIs scheduled for this meeting

1. **New Program Proposals**

* [1503 Minor in Sports Enterprise Management](https://drive.google.com/open?id=1newlRCx36QafmCzm735F8BfJk2JlDsuV)
  1. A Committee member is concerned about the 15 credits that are depth and the rest of the courses are breadth courses (specifically Data Analytics course)
     + Accessibility in Data Analytics course was raised in a previous APCC meeting
       - Stan Emert had said this is the first time being raised in regards to prerequisite
       - Possibly increase pathways into TBANLT 485. There are many other data analytics courses on campus.
         * Stan had mentioned this should not be an issue to add.
  2. A Committee member said Students may be confused with TBGEN 485 and TBANLT 485.
  3. A Committee member also stated concern of no prerequisite for TBGEN 485
     + Other courses in the minor help prepare for TBGEN 485
     + Stan Emert is currently teaching TBGEN 485 and has said students are doing as well as students who did not take TBGEN 470, but it depends on the individual. They are currently business students.
       - The minor will open the possibility for other students that are not business majors, therefore it was recommended to have a prerequisite.
         * It was recommended to use the word “or” as a way of getting prerequisites to the course listed
  4. A committee member was concerned in justification in enrollment numbers declining due to relevant courses, but in reality it has to do with the rise in tuition and student debt more than relevant courses
  5. External funding: How common is it to get a cash award, and how does it drive curriculum?
     + The curriculum is fully funded by private donations and grants.
  6. What is the role of the Advisory Council?
     + Provide general community input. Stan Emert plans to get more knowledge out to the community with the Advisory Council.
* Motion to approve the 1503 Minor in Sports Enterprise Management with the recommendations of edits by Chair Robin Evans-Agnew and supported by advice of Menaka Abraham. So moved by Menaka Abraham, seconded by LeAnne Laux-Bachand.
  1. ***Vote:*** *6 yes, 0 no, 0 abstensions*
* [Ph.D Computer Science and Systems](https://drive.google.com/open?id=1rCWdaoBVyHDVEjLdkhj0rienfut_YTa5)
  1. Previous to APCC receiving the materials, Martine De Cock has said there were three major changes to the proposal which addressed all of the APCC concerns later on. The concerns are as followed:
     + The breadth
     + Protection mechanisms for Ph.D Students
       - Additional requirement for a progress report: Students will write a report and have it reviewed by a committee.
       - Addition of a Research proposal component: This adds a research proposal term for the students. The student will also need to defend their proposal.
  2. Committee expressed concern of this program being the first at UW Tacoma to have Students teach courses. The member said an acknowledgement may be necessary since this school does not have Graduate Students teaching the courses.
     + Chair Evans-Agnew said this may be future work for the committee.
     + Martine De Cock did say each TA will be required to attend a TA Conference in UW Seattle.
* Motion to move forward the Final proposal for Ph.D in Computer Science and Systems was made. So moved by Evy Shankus, seconded by Jutta Heller.
  1. ***Vote:*** *6 yes, 0 no, 0 abstentions*

1. **Program Change Proposals**

No Program Change Proposals this meeting

1. **New Course Proposals**

* \*[TPSYCH 402- Friends, Enemies and Intimates](https://uw.kuali.co/cm/#/courses/view/5d8539d2d5834c2400595922)

Returned November 2019. Return Reasons: Add religious exemption language in full (see: <https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>). Make extra credit accessible to all students and not on an individual basis. Final Sentence needs to be edited in Kuali Justification: Reword. Argument does not serve its purpose. Should this be a 400 level? Expand course description to say how it is interdisciplinary

* + Remove “This course uses” from the course description
  + APCC will send back this New Course Proposal to have them fix the additional changes above and have it return to the Chair of the Committee.
* [TIAS 337- Experiencing the Cultural and Natural Histories of Wilderness](https://uw.kuali.co/cm/#/courses/view/5dcf19c41e44bd24007c5c48)
  + This section is VLPA
  + There are currently other courses that offer multiple credits in multiple areas of knowledge. The Registrar has not seen this split in one course happen before. She is not sure of a solution, but would like to explore opportunities for a solution.
    - For clarification, only 6 credits are declared VLPA and 6 credits are declared NW.
  + How are the additional costs covered?
    - These should be in lab fees
  + APCC will send back this New Course Proposal to have them fix the additional changes above and have it return to the Chair of the Committee.
* [TIAS 338- Experiencing the Cultural and Natural Histories of Wilderness](https://uw.kuali.co/cm/#/courses/view/5e4c39837df41825002ff05f)
  + This section is under NW
  + There is no Science in the SLO’s
  + There are currently other courses that offer multiple credits in multiple areas of knowledge. The Registrar has not seen this split in one course happen before. She is not sure of a solution, but would like to explore opportunities for a solution.
    - For clarification, only 6 credits are declared VLPA and 6 credits are declared NW.
  + APCC will send back this New Course Proposal to have them fix the additional changes above and have it return to the Chair of the Committee.
* [T FIN 457- Entrepreneurial Finance](https://uw.kuali.co/cm/#/courses/view/5de95a9d468f5f250027d059)
  + Wording: “Cheating in exams will result in failure of the course.”
    - It was recommended to remove that from the syllabus (Justification: Student would need to go through due process)
  + Overlapping and equivalent didn’t trigger acknowledgements
  + APCC will send back this New Course Proposal to have them fix the additional changes above and have it return to the Chair of the Committee.
* [T BGEN 370- Essentials of Sports Enterprise Management](https://uw.kuali.co/cm/#/courses/view/5daf2b6be3c99b2400085331)
  + Evaluation percentages on UWCM does not add up to 100%. (added to 99.9%)
  + A committee member expressed concern on the syllabus and its length. Some things may not need to be in the syllabus, such as meetings.
    - The committee member that addressed this concern has agreed to help Stan Emert on this inquiry
  + Draft Language in SLO (Insert type of analysis) was shown
    - Stan Emert had mentioned that the syllabus in UWCM may not be the most up to date version.
  + Missing link
  + APCC will send back this New Course Proposal to have them fix the additional changes above and have it return to the Chair of the Committee.
* [T BGEN 485- Seminar in Sports Enterprise Management](https://uw.kuali.co/cm/#/courses/view/5d8e89942436d424000f932e)
  + Evaluation percentages
  + Prerequisite concern (Mentioned in 1503)
    - Stan Emert will take this concern to the Faculty for the 1503 Program Minor to address this, and Stan had said it should not be a problem.
  + Language in the Learning Objectives in UWCM and the Syllabus dont match (shift between second person, passive/active, and third person)
  + Discussion post section: reword
  + APCC will send back this New Course Proposal to have them fix the additional changes above and have it return to the Chair of the Committee.

1. **Course Change Proposals**

* \*[TMATH 450- Mathematics Capstone](https://uw.kuali.co/cm/#/courses/view/5df2ba2584135f2500b38cbd)

Returned February 2020. Return Reasons: Change effective date to update the quarter (ie it cannot be Winter 2020). Minimum requirements should be defined for the student as far as Instructor permission. Missing Religious Accommodation Statement. Remove Natural world

* + What quarter will this be offered? There is a concern that there may be an increase in credit for student tuition.
    - This course will not be offered this spring, which eases the concern
  + APCC will approve this Course Change Proposal and move forward to UWCC.

1. **Student Petition**

APCC did not have any Student Petitions during this meeting

1. **Adjournment**

* Meeting was adjourned at 2:08PM
  + Next meeting: April 8, 2020 12:30-2:00PM
    - Zoom