

**Academic Policy & Curriculum Committee Minutes**

December 11th,, GWP 320 12:30-2:00 pm

***Members Present:*** *Chair Robin Evans-Agnew, LeAnne Laux-Bachand, Evy Shankus, Jutta Heller, Ruth Vanderpool, Eric Madfis.*

***Non-voting members:*** *Andrea Coker-Anderson (Registrar), Laurel Hicks (ASUWT), Patrick Pow (Information Technology), Jill Purdy (EVCAA),**Serin Anderson (UWT Library), Tammy Jez (Chancellor’s Office)*

***Joined through Zoom:*** *Laura Feuerborn*

***Excused:*** *Menaka Abraham, Anthony Falit-Baiamonte*

***Guests:*** *Sun (SIAS Faculty,), McMillan (Executive Director, Global Honors Program), McShay (Associate Vice Chancellor of Equity and Inclusion), Smith (Associate Vice Chancellor for Enrollment and Director of Admissions) , Velasquez (SIAS Faculty) , Chinn (SIAS Faculty) , Ross (Academic Counselor- School of Engineering and Technology), Jeffrey (Academic Counselor- School of Engineering and Technology)) , Katti (Dean- School of Engineering and Technology), Tolentino (School of Engineering and Technology Faculty), Murphy (Program Coordinator- Global Honors), Dinglasan-Panlilio, (SIAS Faculty)*

***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: Raj Katti (Dean, School of Engineering & Technology)

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

Huatong Sun (SIAS Faculty)

Divya McMillan (Executive Director, Global Honors program)

Sally Murphy (Program Coordinator- Global Honors)

James McShay (Assistant Chancellor for Equity & Inclusion)

Tanya Velasquez (SIAS Faculty)

Matt Tolentino (School of Engineering and Technology Faculty)

Donald Chinn (SIAS Faculty)

David Ross (Academic Counselor- School of Engineering and Technology)

Beth Jeffrey (Academic Counselor- School of Engineering and Technology)

# Joyce Dinglasan-Panlilio (SIAS Faculty)

1. **Approval of Minutes**​ from November 13th, 2019 - ​*Found in APCC Canvas –01.08.20 Module*

* Edit(s) in minutes
  1. Changed Date to correct date in Minutes
  2. Changed comments in MSES to reflect positive comments made by the committee
     + These comments were forwarded to the program coordinator as positives
  3. Changed Language of BSME missing item
     + Missing MOU from SIAS Dean Anne Bartlett and Jill Purdy
* Motion to approve the minutes with the edit listed above made by Chair Robin Evans-Agnew. Moved by Leannne Laux-Bachand, seconded by Evy Shankus.
  1. ***Vote:*** *5 yes, 0 no, 1 abstentions*

1. **Announcements**

* **ASUWT Updates**
  1. Food trucks have been confirmed and will be in the Dougan Roundabout
  2. Business Senator Drew Dunston has made plans for a Husky Closet
     + This is for students who need professional business attire for Job Interviews, meetings, presentations, etc.
* **UWCC Updates**
  1. No Updates from UWCC at this meeting

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**

We got some robust feedback from members of the Faculty. Currently changing the process of Diversity Designation has been paused to get more input from Executive Council, James McShay (Assistant Chancellor for Equity & Inclusion), and others to determine the best option to proceed forward.

Evans-Agnew is working with the EC to set up a plan for moving forward. Committee members will be updated in January. There should be some form of report coming in April (Spring Quarter).

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

* Evans-Agnew would like to close this document. This document was to be completed by the end of last year, but has been tabled to fine-tune the document. Currently, there are no new PNOI’s to review, as we are still in the current Academic Plan. This rubric will stand as a placemarker as the Committee moves forward into the next rounds of PNOIs.
  + Committee Comments
    1. There is a need for Synergy across campus
    2. Clarification: This rubric was not developed for PNOI review, however it was developed for New Degree Program Proposals in the Academic Plan.
    3. As the Academic Plan goes through, all units will propose new programs. The rubric is to assess how the 4 criterion are followed in the Academic Plan (Alignment with strategic plan; campus wide balance of academic disciplines and programs building on our existing expertise and interdisciplinary emphasis; community/student/market demand and impact; and resource impact)
    4. The flowchart has been updated to reflect new language and understanding of the PNOI Process and the flow.
       - In the third diamond (UWT Campus Review)- This is not in any specific order, but it varies on when they are all available to meet.
  + Motion to approve the Future Proposal Review for Academic Plan Rubric with the exception that it can be amended at some point. So moved by Shankus, no second was made in this motion.
    1. The Proposal has been tabled until the January meeting.
    2. Laux-Bachand & Shankus will discuss and bring forward next Committee meeting
    3. A Committee member has requested to set aside time to discuss how the rubric will be used.
       - This will be an item in our January meeting

**Course Retiring Yearly Process Update**

* There is no major update on the Course Retiring Yearly Process
* Action Item: Evans-Agnew (and/or committee, clarification) will write a letter to get UWCC to approve Course Retiring.
  + The intention will be to do this continuously without interaction with the future courses.

1. **New Program Proposals**

* Minor in Innovation and Design
  + Committee Comments and Questions
    - Were Studio Art classes from SIAS were consulted
      * Divya McMillan had mentioned they followed a Campus-wide process, Deans, Directors designated the courses. It is still in its beginning stages. McMillin responded that faculty consultation across campus is an important next step in the process.
    - Faculty member in Communication would like to see funds for buyouts are explicit in the proposal
      * Divya McMillan: This has been dealt with, funds are available. No new resources are being asked for this new Minor
        + Faculty will be compensated for the workload
    - Practicum portion:there is a section where a Practicum is required which requests 10 credits. Is it just TGH 320
      * Courses are TGH 320 and TGH 420
      * Workload has been thought of considering it is a minor
  + Comments from Divya McMillan
    - There will still be time for stakeholder feedback.
  + Motion to move the Minor in Innovation and Design forward through the process made by Chair Robin Evans-Agnew. So moved by Evy Shankus, seconded by Jutta Heller
    - ***Vote****: 6 yes, 0 no, 0 abstentions*
    - APCC will move the Minor through the process
* [Full Application - BS in Mechanical engineering](https://drive.google.com/drive/folders/1BhXOLyoiEqWNvkK2VXuPgcOvQXuU2dSE) update:
  + Updates from Ruth Vanderpool
    - Evans-Agnew, Katti, Dinglasan-Panlilio, Jeffrey, and Vanderpool held a separate meeting to address some of the concerns of the BSME Proposal. There was an issue with timing and process. Step 11 was skipped, and there wasn’t enough time. There was a communication barrier between the process and distribution, and time.
    - Communication has been set between School of Engineering and Technology, and APCC Chair and Vanderpool to create a synergistic, and cooperative events will happen
      * Adding key player
    - Curriculum Concerns discussion was made at this separate meeting to also update SLO’s, and discussion on the Diversity Designation
  + Committee and Dean comments:
    - In the past TMATH 307 has been restricted to Sophomores or higher. With this new program, would that change so freshmen could take it? If not, the BSME folks may consider updating the grid.
      * Dean Katti: The grid is based on prerequisites, if they satisfy the prerequisites, they can then take TMATH 307. This grid is considering Community College Students, and potential students who transfer from another institution. This is the best option that is available.
        + Jeffrey had mentioned that there needs to be enough students in the Dynamics Mechanics Material Circuits classes. There is an option to take programing earlier, but the student may forget the knowledge they’ve learned in a year, as they wont be able to complete the General education.

This grid is a guide that is not necessarily in any way set in stone.

* + - * **Electrical Engineering** is petitioning to remove TCSS 142 and TCSS 143 from the prerequisite courses. This would significantly impact pre-major students. The other changes would not impact pre-majors, but we’d want an updated grid from SET advisors.
        + Dean Katti:
      * **Computer Engineering and Systems** proposed changes would not impact pre-major students, but we may want updated grids from SET advisors.
        + Dean Katti:
      * It is clear that there is Diversity in the hiring process, however Diversity in the curriculum is not clear
        + Examples from Dean Katti:

Mechanical Engineers design Prosthetics

Wind Turbines

Senior Projects are also designed to do Senior projects. The can do things such as work from Children’s Therapy Center, designed toys for disabled children.

* + - * Discussion from previous meeting minutes
        + Campus-wide Balance of Academic Disciplines and Programs: Communication should be corrected to the campus community and not just SET

Dean Katti

* + - * + Who will be doing the recruitment?
        + More specifics about retention of Faculty of color and women
        + Specific messages were more towards women than others
    - Dean Katti has approached the City of Tacoma. The City of Tacoma has offered to create four full scholarships for minorities.
    - Motion to amend the approval provided Campus-Balance portion is expanded to include more information than what is present to the campus community. Motion so moved by Ruth Vanderpool, seconded by Evy Shankus
      * ***Vote*** *5 yes, 0 no, 1 abstention*
    - Motion to approve the BSME Full Proposal ***with*** the amendment above was made by Chair Robin Evans Agnew. So moved by Jutta Heller, seconded by Evy Shankus
      * ***Vote****: 5 yes, 0 no, 1 abstention*
    - The BSME has been approved by APCC ***with*** the condition noted above

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

* [Computer Engineering](https://drive.google.com/open?id=1qs9aAQvnHfz6Li1igJKlJDwaZXk8X3Sp) (updated title and content of TCES 310)
  + 2.5 prerequisite in coursework
    - Typical practice is to accept only the highest mark in this requirement
  + A committee member is glad to see a path for transfer students
  + TMATH 307 and 308 should be a prerequisite, but there is not one listed
    - Jeffrey had said there is an equivalency issue from transfer students.If all prerequisites are put into the system, it creates a backlog of students they would have to pre register manually. All prerequisites are verified before they come in, they are matched up and should not enroll in a course they cannot do.
  + Motion to move this proposal forward made by Chair Robin Evans-Agnew. So moved by Ruth Vanderpool, seconded by Evy Shankus
    - Vote: 6 yes, 0 no, 0 abstentions
  + APCC has moved this approval forward
* [Electrical Engineering](https://drive.google.com/open?id=10zdlBAJXI39qEQk3Dw36vspAOVMW_PuQ) (updated courses, added new required course)
  + Missing Checkmark on 1503 (Revised Program Requirements)
  + Multiple references to Institute of Technology. Will this need to be updated
  + 2.5 prerequisite in coursework (clarify that only top marks are considered in the average)
  + Motion to move this proposal forward made by Robin Evans-Agnew. So Moved by LeAnne Laux-Bachand, seconded by Evy Shankus.
    - Vote: 6 yes, 0 no, 0 abstensions
* [Corporate Responsibility Minor](https://drive.google.com/open?id=1wNGqz0hC9qq-7K_hD7wSAuk0484K-jmy)- (GPA change)
  + 2.0 minimum in ***all*** classes, and not in an average of classes. How will this program communicate information to all other units across campus?
  + Look at curriculum (See TMKTG 470). Discrepancy between the prerequisites and their courses.
  + Motion to approve the 1503 by Evy Shankus, seconded by Eric Madfis
    - Vote: 4 yes, 0 no, 2 abstentions

1. **New Course Proposals**

* [TEE 317- Electric Machines](https://uw.kuali.co/cm/#/courses/view/5dd415c52ecc6f2400f04df5)
  + Suggestion to add TMATH 307 to prerequisite
* [TEE 417: Power Electronics](https://uw.kuali.co/cm/#/courses/view/5db3088dd2757424004db3be) (Returned back to APCC)
  + Small edits from Chair
* [T MKTG 470: Sports Marketing](https://uw.kuali.co/cm/#/courses/view/5d8e8fac7c462a2400f1f53c)
  + Move 1.7 GPA to a 2.0 to be consistent with the Minor
* [T UDE 310: School Production of Space](https://uw.kuali.co/cm/#/courses/view/5db7626210a8de24006c8a7a) (Returned back to APCC)
  + Diversity Designation was recommended by APCC, but they will do it at a later date
* [T NURS 596: Scholarly Inquiry: Course Work Option](https://uw.kuali.co/cm/#/courses/view/5d66be21b8c9012400f8cb91) (Returned back to APCC)
  + APCC did not address any concerns.
* [T NURS 597: Scholarly Inquiry: Project Seminar Option](https://uw.kuali.co/cm/#/courses/view/5d79881c267a022500a1181c) (Returned back to APCC)
  + APCC did not address any concerns.
* [T GH 320: Innovation and Design Studio](https://uw.kuali.co/cm/#/courses/view/5ddc59d054fc8224000ed8c4)
  + Syllabus Description match
* [T GH 420: Reflexive Design Portfolio](https://uw.kuali.co/cm/#/courses/view/5ddd6f52be784a2400d284eb)
  + Syllabus Description match
* [TSOCWF 436: Contemporary Social Work in Criminal Justice Settings](https://uw.kuali.co/cm/#/courses/view/5d8bb0a1c3c5b72400059644) (Returned back to APCC)
  + APCC did not address any concerns.
* Decision on Returned courses back to APCC
  + Motion to move all returned New Course Proposals forward made by Chair Robin Evans-Agnew. So moved by Evy Shankus, seconded by LeAnne Laux-Bachand
    - Vote: 5 yes, 0 no, 1 abstention
  + APCC will move all returned courses forward

**Mechanical Engineering courses-** The following are part of the Full Proposal in BS Mechanical Engineering (All supporting documents from November meeting are [here](https://drive.google.com/open?id=1BhXOLyoiEqWNvkK2VXuPgcOvQXuU2dSE), December documents are located [here](https://drive.google.com/open?id=1Bw-3EJDAluqfTfVkCikcA_JCeXNLbQVu). All courses were returned back to APCC to review) **(See comments below for individual or for all TME courses)**

* [TME 221: Statics](https://uw.kuali.co/cm/#/courses/view/5dc0468469b34e2400ac308f)
* [TME 222: Mechanics of Materials](https://uw.kuali.co/cm/#/courses/view/5dc04e1e69b34e2400ac3160)
* [TME 223:Dynamics](https://uw.kuali.co/cm/#/courses/view/5dc067d23605ca24007f97c7)
* [TME 310: Computational Physical Modeling I](https://uw.kuali.co/cm/#/courses/view/5dc06e8f3605ca24007f983c)
* [TME 311: Computational Physical Modeling II](https://uw.kuali.co/cm/#/courses/view/5dc074fa69b34e2400ac347f)
  + Roman Numeral
* [TME 315: Introduction to 3D Modeling, Design, and Analysis](https://uw.kuali.co/cm/#/courses/view/5dc0708595639c24006cf7b9)
  + In the VLPA, the A is not present (visual art, but what is the art) this might be returned by UWCC
* [TME 320: Fundamentals of Material Science](https://uw.kuali.co/cm/#/courses/view/5dc06ba93605ca24007f981f)
* [TME 331: Thermodynamics](https://uw.kuali.co/cm/#/courses/view/5dc076e7a451b12400857669)
* [TME 332: Fluid Mechanics](https://uw.kuali.co/cm/#/courses/view/5dc07c253605ca24007f98a3)
* [TME 341: Mechanical Design I](https://uw.kuali.co/cm/#/courses/view/5dc07e0895639c24006cf816)
* [TME 342: Mechanical Design II](https://uw.kuali.co/cm/#/courses/view/5dc08be769b34e2400ac361b)
* [TME 345: Machining Fundamentals](https://uw.kuali.co/cm/#/courses/view/5dc08e0195639c24006cfa24)
* [TME 390: Undergraduate Seminar in ME](https://uw.kuali.co/cm/#/courses/view/5dc0903d95639c24006cfa69)
* [TME 433: Heat Transfer](https://uw.kuali.co/cm/#/courses/view/5dc0919da451b12400857903)
* [TME 435: Heating, Ventilation, and Air Conditioning](https://uw.kuali.co/cm/#/courses/view/5dc0948669b34e2400ac383e)
* [TME 441: Embedded Systems for Engineers](https://uw.kuali.co/cm/#/courses/view/5dc0969d95639c24006cfbfe)
* [TME 443: Control Systems](https://uw.kuali.co/cm/#/courses/view/5dc0a4d53605ca24007f9de0)
* [TME 444: Mechanical Vibrations](https://uw.kuali.co/cm/#/courses/view/5dc0a63f3605ca24007f9dec)
* [TME 445: Manufacturing Processes](https://uw.kuali.co/cm/#/courses/view/5dc0a7833605ca24007f9df3)
* [TME 447: Mechatronics](https://uw.kuali.co/cm/#/courses/view/5dc0a8cba451b12400857c4f)
* [TME 449: Robotics](https://uw.kuali.co/cm/#/courses/view/5dc0aafca451b12400857c6d)
* [TME 480: Senior Project I](https://uw.kuali.co/cm/#/courses/view/5dc0ad0ea451b12400857ca5)
* [TME 481: Senior Project II](https://uw.kuali.co/cm/#/courses/view/5dc0af5795639c24006cfe28)
* [TME 482: Senior Project III](https://uw.kuali.co/cm/#/courses/view/5dc0b0bc95639c24006cfe40)
* [TME 490: Topics in Mechanical Engineering](https://uw.kuali.co/cm/#/courses/view/5dc0b289a451b12400857d29)
* [TME 497: Internship in Mechanical Engineering](https://uw.kuali.co/cm/#/courses/view/5dc0b9499593952400e48a7d)
* [TME 498: Directed Readings in Mechanical Engineering](https://uw.kuali.co/cm/#/courses/view/5dc0baa795639c24006cfef0)
* [TME 499: Undergraduate Research in Mechanical Engineering](https://uw.kuali.co/cm/#/courses/view/5dc0bc45a451b1240086d5ff)
* All TME Courses have been approved
* Comments for All BSME courses
  + Is it okay for the Justification for some is not specific to the course?
  + Concern on some courses are 75% of the grade
  + TME 223, TME 331,TME 332 can be considered a NW requirement.
  + Missing W for some TME courses (such as TME 315), which can be done at a later date.
* Decision on New Courses and BSME courses seen by the Committee
  + Motion to approve all New Course Proposals seen including the BSME courses by the Committee by Evy Shankus, seconded by Jutta Heller
    - ***Vote:*** *4 yes, 0 no, 2 abstensions*
  + APCC has approved all TME courses and New Course Proposals pending any suggestions or edits that were listed in the respective areas

### Course Change Proposals

* **Note: Due to time constraints, APCC ran out of time to go over the Course Change Proposals below. All Course Change Proposals listed here are tabled until the January APCC meeting. The Committee extends its apologies.**
* [TEE 315- Electrical Circuits II](https://uw.kuali.co/cm/#/courses/view/5dd41b1b2ecc6f2400f04e71)
* [TEE 431: Power Systems](https://uw.kuali.co/cm/#/courses/view/5a96e3740dea3f2e00cc7f9d)
* [TCES 310- Signals and Systems](https://uw.kuali.co/cm/#/courses/view/5dd2f1b6dc9c86240083029d)
* [T SOCW 540: Professional Practice in Public Child Welfare](https://uw.kuali.co/cm/#/courses/view/5d8c02dd63ff462400c20c3d) (Returned back to APCC)
* [TPSYCH 319: Community Engaged Child Development](https://uw.kuali.co/cm/#/courses/view/5d85060df478e02400db91c4)(Returned back to APCC)

1. **Student Petition**

* Three graduation petitions concerning the online requirement were discussed and approved by the committee.
* One petition concerning a VLPA substitution was discussed and approved by the committee

1. **Adjournment**

* Meeting was adjourned at 2:05PM
  + Next meeting: January 8th, 2019 12:30-2:00PM
    - Dawn Lucien Boardroom