

Academic Policy & Curriculum Committee

January 10, 2017, GWP 320, 12:30-2:00pm

**Minutes**

**Present:** Evelyn Shankus, Jutta Heller, Jill Purdy, Justin Wadland, Andrea Coker-Anderson, Menaka Abraham, Jarek Sierschynski, Anthony Falit-Baiamonte, Emmett Kang, Patrick Pow, Serin Anderson. **Excused**: Jeff Cohen (sent in votes), Jane Compson, Lorraine Dinnel, Lauren Montgomery. **Guests:** Sunny Cheng for Robin Evans-Agnew, Kelly Kledzik.

**I.** **Consent Agenda**

The 12/6/17 meeting minutes were approved.

**II. New Program Proposals – N/A**

**III. Program Change Proposals**

**Discussion:** The proposal for the Arts, Media and Culture (AMC) major to add a limited choice requirement is a “housekeeping” measure to make sure students take a variety of courses. The proposal for the Arts, Media and Culture (AMC) major and the IAS major to change the number of TFILM 272 to TFILM 201 on list C is in order to have the catalog reflect the change in the list. The Math minor proposal was reviewed at APCC’s last meeting and has come back with the changes suggested by APCC to clarify wording and credit requirements to a total of 32 credits for the minor.

**VOTE:** The following program change proposals were approved this month by APCC: Evelyn Shankus moved, Jutta Heller seconded: 7 yes, 0 no, 0 abstain, 2 absent, (9 eligible to vote).

Arts, Media and Culture (AMC) major to add a limited choice requirement

Arts, Media and Culture (AMC) major to change number of TFILM 272 to TFILM 201

IAS Major to change TFILM 272 to 201

Math Major revised wording and clarification of credit requirements

**IV. New Course Proposals**

**Discussion -** General:

-The “overlapping department” is a stronger category/relationship than “potentially affected department.” Selecting “potentially affected department” sends a notification in a consideration that the other department could potentially use this course or should at least be aware of it. Both “overlapping department” and “potentially affected department” trigger a department to sign off/acknowledge.

- There is need for better clarity around best practice for proposing study abroad courses. Academic units are doing it in a variety of ways because of liability, administrative reasons, tracking documents, etc.

**TCES 380** – This course replaces TMATH 390 for Engineering major. The proposers did the work to notify math department. This course targets engineers. APCC will give feedback to proposers to remove, “this course” in course description. They will also suggest the Areas of Knowledge addition of QSR?

**VOTE:** The above new course proposal was approved this month by APCC: Evelyn Shankus moved, Jutta Heller seconded: 7 yes, 0 no, 0 abstain, 2 absent, (9 eligible to vote).

**TCMP 595** – This course is the first generic special topics at 500 level for this degree program. There are very specific courses in this degree, so this special topic course can be used to fill in content where needed.

**VOTE:** The above new course proposal was approved this month by APCC: Jutta Heller moved, Evelyn Shankus seconded: 7 yes, 0 no, 0 abstain, 2 absent, (9 eligible to vote).

**TBIOMD 201** – This course is marked for I&S and NW areas of knowledge. APCC discussed if NW was appropriate given that the course sounds like it will be policy focused. Thus, APCC suggested a sharpening and clarifying of learning objective #4

**VOTE:** The above new course proposal was approved this month by APCC: Evelyn Shankus moved, Jarek Sierschynski seconded: 7 yes, 0 no, 0 abstain, 2 absent, (9 eligible to vote).

**TESC 279** - Joan Bleecker, the course proposer, was present to answer questions. This generic study abroad course for Science and Mathematics (SAM) was designed so that students looking for SAM study abroad courses can more easily identify them. It is purposefully a 200-level course so that it can be open to more students and earlier on in their college career. In the future, this course could be paired with a 400-level independent study so that it could be a capstone. It could also be offered parallel with a 400-level course in which students go to the same places but do different work in alignment with the 200 or 400-level. APCC discussed the areas of knowledge that would be applicable for this course: QSR is plausible, but maybe not I&S or NW. I&S would need to be shown clearly in the objectives and could be a possibility if articulated better. APCC noted that students will go through Study Abroad to enroll, so the catalog description should be left vague. The Registrar’s Office is working with Time Schedule to make study abroad more visible in time schedule.

Other recommended changes:

- Correct hours to 15/30/45

-Use term “study abroad” instead of “foreign study course” in course description

-Remove last sentence in course description

-Make UWCM course proposal and syllabus match in the hours/week (i.e. 5 weeks) (in the future, other syllabi can be changed as needed for other study abroad courses that use this as the shell; Specific hours/weeks can be added in the time schedule)

-Use term “generic” instead of “placeholder”

-Remove NW area of knowledge (if wanting to commit that this course will always meet all three AoK requirements in general education then the student learning objectives would need to match them having at least 2 SLOs per AoK)

**VOTE:** APCC decided to wait to approve until changes made and the proposal is resubmitted.

**TURB489** – The I&S AoK seems okay because it is a graduate program and they want to open the field experience to all students. This would substitute for one of the required methods courses and makes it so that this course could count for either Master’s degree. APCC noted that prerequisites are not correct screening method, but that the entry is by application or by permission on instructor. Wording should be change to “site visit participation” in UWCM and on syllabus to avoid language that sounds like there is grading on attendance. The file name for the syllabus needs to be updated to 489.

**VOTE:** The above new course proposal was approved this month by APCC: Evelyn Shankus moved, Jarek Sierschynski seconded: 6 yes, 0 no, 0 abstain, 3 absent (one had to leave early), (9 eligible to vote).

**V. Course Change Proposal**

**THLEAD 405** - straightforward

**TCSL 600** – \*APCC has reviewed and approved these courses before. The change is for the credits to be 5 instead of 4. APCC noted an error in the proposal: this course shouldn’t be repeatable for credit and the hours need to be 5,10,15.

**TCSL 601** - \*

**TFILM 438** – This is a change to the course number. It was previously, TFILM 488. The unit is trying to align topics and numbers in order to cluster properly.

**TFILM 201** – This is a change to title and course number. Previously, TFILM 272.

**TFILM436** – This is a change to course number and description.

**TBUS468** – This is a change to the credits, making it 3-10 credits when it was previously 1- 5 credits. Max is still 10 credits.

**VOTE:** The above course change proposals were approved this month by APCC: Evelyn Shankus moved, Sunny Cheng seconded: 5 yes, 0 no, 0 abstain, 4 absent (two had to leave early), (9 eligible to vote).

**VII. Policy Issues & Other Business**

**Course retires update**: 563 courses were retired! Some have to be done manually by UWCO, so UWS will be working on this.

**WAC Update:** They are meeting on Friday 1/12/18

**Double Formal Options Committee:** Members will be Jane, Emmett, Andrea, Michal. Anthony might join. The hope is to start the ad hoc committee in February. Menaka will send information about this ad hoc committee to Evy (who was absent last time).

**Diversity Designation Policy Draft:** This revision is to help with the review implementation. Kelly will help to connect Menaka with a faculty member who wants to be involved. There is overall tension with the D designation, particularly because it is the course and not the faculty member who is designated to teach diversity. The currently proposed revisions to the review aspect of this policy will help clarify and measure: what is it that we really want our students to get and are they getting it?

**DL Issue Resolution:** This item will be moved to the February when Darcy Janzen can come. We do Distance Learning differently than UWS & UWB. In order to teach a course as a DL there is a 2 quarter turn-around time. Thus, there is a proposal to have all UW Tacoma courses be made DL in the system and then Darcy could monitor which faculty are cleared to teach a DL course (verification). Currently, Darcy is going through a lot of hoops to get a DL course ready in time. When that can’t happen, the course are changed to Hybrid. This has been a big stumbling block to students and faculty. This proposal builds in a thoughtful work around to solve the issue. All new courses will check DL box within UWCM. In time schedule, DL will still be an opt-in and there will still be 3-year DL course renewals. UWCO has asked for a memo and then can process the whole of UW Tacoma courses as a batch. Jeff, Darcy, Menaka, and Scott have been working on this and it is now thoroughly developed.

**VOTE:** APCC approves making all UW Tacoma course DL capable in UWCM, to opt-in as needed: Evelyn Shankus moved, Sunny Cheng seconded: 5 yes, 0 no, 0 abstain, 4 absent (two had to leave early), (9 eligible to vote).

**Transfer Courses that meet Diversity requirement:** This item was moved to the February agenda.

**APCC Chair 2018-2019 nominations and election**: Current chair, Menaka Abraham called for nominations, self and otherwise. Jeff Cohen has nominated Menaka and Evy Shankus seconded that nomination. No other nominations were made, but since several members were absent from the meeting, APCC decided to wait until the next meeting to gather more nominations and vote. APCC also discussed the possibility of having the APCC chair term be for 2 years. This would be a bylaws change. APCC will discuss this change further when more members can be present.

**Areas of Knowledge:** The Office of Undergraduate Education & Assessment is looking into the issues around the Areas of Knowledge as they are not current specified or defined. The current reference page for AoKs is very vauge and not in clear alignment with current practice. Thus, there is a group forming to work on better defining them. Faculty across UW and from different disciplines are being recruited to join and generate common learning goals to use as definitions and begin thinking about how to assess AoK according to definitions. There is also an idea to add specific AoK questions to course evaluation. UW Tacoma/APCC could identify 2-3 faculty to participate in these communities of learning (the ask is for 2-3 from each campus). APCC should be the home of pushing this initiative forward. APCC members were asked to think of faculty who look closely at learning objectives and assessment, i.e. CORE faculty. Jill will send information and APCC will discuss further at next meeting.