

Academic Policy & Curriculum Committee

September 20, 2017, GWP 320, 12:30-2:00pm Minutes

**Minutes**

**Present:** Jeff Cohen, Evelyn Shankus, Jill Purdy, Justin Wadland, Jutta Heller, Andrea Coker-Anderson, Lorraine Dinnel, Jane Compson, Patrick Pow, Robin Evans-Agnew, Emmett Kang, Menaka Abraham, Lauren Montgomery, Jarek Sierschynski, Serin Anderson. **Excused:** Anthony Falit-Baiamonte.

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

The 6/7/17 meeting minutes were approved.

**II. New Program Proposals** - NA

**III. Program Change Proposals**

**Discussion:** This proposal was for lowering the course numbers for two courses. The courses are already approved. This is in effort to add lower division courses to this minor.

**VOTE:** The following program change proposal was approved this month by APCC: Evelyn Shankus moved, Lauren Montgomery seconded: 8 yes, 0 no, 0 abstain, 1 absent (9 eligible to vote).

SIAS - Minor in Religious Studies

**IV. New Course Proposals** –N/A

**V. Course Change Proposal**

**Discussion:** For T URB 103, APCC determined to approve this course pending the following:

- The UW Curriculum Committee recommends that within syllabus, the Punctuality section wording should be revisited (especially last two sentences.) Particularly address how the students would be penalized.

-The UW Curriculum Committee recommends flexibility towards attendance since a large portion of the grade is through in-class posts. Consider making the best 7 out of 8 in-class posts part of the grade.

-UW policy requires that participation is not more than 15% of the grade.

For TUDE 101, APCC determined to approve this course pending the following:

-UW policy requires that students are not graded on attendance, thus, please revisit the wording of the evaluation and remove references to attendance.

-Include a clear evaluation and grading rubric in the syllabus. It is important for students to know how they will be graded.

The proposers will be asked to re-submit once these items are addressed in their syllabi.

APCC noted big- picture issue(s):

-Faculty should endeavor to have their Syllabi Service Statements updated, i.e. that Disability Student Services be updated to Disability Resources for Students (in T URB 325. Chair, Menaka Abraham, will email faculty to ask them to update this in their syllabus.)

-APCC should email and/or host workshops for faculty and curriculum coordinators on how to check for equivalencies in kuali. All new course MUST address curricular relationship. The Curricular Relationship section should be utilized for all curriculum, though it is most important for new courses.

**VOTE:** The following course change proposals were approved this month by APCC: Jeff Cohen moved, Robin Evans-Agnew seconded: 8 yes, 0 no, 0 abstain, 1 absent (9 eligible to vote).

T URB 325 - Urban Transportation: Problems and Prospects

*[Change from 3 to 5 credits with designation as Writing intensive]*

T NURS 402 – Families and Chronic Conditions across the Life Span

*[Change course description (etc. other course information added into Kuali)]*

APCC members approved the following course change proposals pending the above criteria (which was sent to the proposers as well.)

T URB 103 – Urban Studies in Practice

*[Change credits from 1-2, max 3 to 1-2, max 4]*

T UDE 101 – Introduction to Computer Modeling

*[Change title and course description (etc. other course information added into kuali)]*

**VI. Graduation Petitions**

The petition was to waive the missing diversity requirement. The student had been communicated with regarding this needed requirement for graduation. The student acknowledged that they made a mistake and took a course they thought to be a Diversity Designation course, but learned later that it was not in fact a Diversity course. APCC members discussed this petition at length in light of the various perspectives – i.e. was the student well informed enough? Should instructors inform students when a course is, or is not, a Diversity course? Should the student be checking their DARS in order to see if they have remaining requirements for graduation? Is this a matter of upholding graduation standards? APCC members recognized that each petition should be looked at individually and that it shouldn’t be a matter of setting precedent or not. APCC asked that some of these deliberations be communicated back to the student so that they could understand what the committee considered in approving this petition.

VOTE: APCC voted to approve this graduation petition: 4 yes, 2 no, 1 abstain, 1 absent (9 eligible to vote.)

**VII. Policy Issues & Other Business**

Diversity Designation Committee Wrap up – Due to limited time, this will be discussed at the October 11, 2017 APCC meeting. In the meantime, the FA Admin. will consolidate the history of the U.S. focus in the Diversity Designation Application and the recommendations to revise the Diversity Designation Review Policy.

APCC Membership past 2018 - Due to limited time, this will be taken care of via email. This is in effort to insure come continuity on APCC since many members end their terms at the same time.

WAC (Writing Advisory Committee, Ad Hoc Subcommittee) – Most academic units have elected a representative. Jutta Heller, Lauren Montgomery, and Jane Compson will be in touch with their academic unit in regards to electing a representative. It was recommended that Riki Thompson, faculty in SIAS, be asked to run for this position due to her previous history on WAC. Robin Evans-Agnew, NHCL rep on APCC, volunteered to run as WAC rep for NHCL as well. He will be in touch when his academic unit has voted. The WAC charge will be recirculated to APCC members as they wrap up finding membership. Jeff Cohen will be the APCC rep on WAC and will coordinate with Asao Inoue, Director of the University Writing Program. Asao and Jeff will be exofficio, non-voting members.

FA Charge – Course drops – The Executive Council of Faculty Assembly has charged APCC with organizing a “house-cleaning” of courses that can easily be dropped (or “retired” is the term within kuali). The goal of this is to have the course data-base (kuali) and the course catalog that student access match one another and be up-to-date/accurate. APCC will ask the faculty who are in charge of each major to look at their courses and retire the “low-hanging fruit” – the courses of which there is no question about. This effort is not meant to deal with courses of which there is some need for deliberation/discussion as whether to retire it or not.

APCC discussed a potential time-line for this work, determining that a message would go out from the APCC chair to APCC representatives as soon as possible so that APCC reps could begin working with their units. The APCC reps will ask their units to use kuali to search for courses based on prefixes, make a list per prefix of courses to retire, and retire them within kuali within the next two weeks. Then APCC will approve them at their November meeting. From there, the Registrar’s Office will help APCC makes sure that the course catalog matches the data base in kuali.

UWCC September – Due to limited time, this was removed from the agenda, as there was nothing crucial to report.

Others – Due to limited time, there was no other business shared.

**VIII. Adjourn**