

**Academic Policy & Curriculum Committee**

November 28, 2018, GWP 320, 12:30-2:00pm

**Meeting Minutes**

**Present:** [Menaka Abraham](http://directory.tacoma.uw.edu/employee/mmuppa), [Serin Anderson](http://directory.tacoma.uw.edu/employee/serin)[,](http://directory.tacoma.uw.edu/employee/jwadland)  [Jeff Cohen](http://directory.tacoma.uw.edu/employee/jwcohen2), [Andrea Coker-Anderson](http://directory.tacoma.uw.edu/employee/cokera), [Robin Evans-Agnew](http://directory.tacoma.uw.edu/node/8), [Anthony Falit-Baiamonte](http://directory.tacoma.uw.edu/employee/afb), [Jutta Heller](http://directory.tacoma.uw.edu/employee/jheller3)*,* [LeAnne Laux-Bachand](http://directory.tacoma.uw.edu/employee/leannelb), [Patrick Pow](http://directory.tacoma.uw.edu/employee/ppow), [Jill Purdy](http://directory.tacoma.uw.edu/employee/jpurdy), [Evelyn Shankus](http://directory.tacoma.uw.edu/employee/ezent), [Ruth Vanderpool](http://directory.tacoma.uw.edu/employee/rvanderp) **Absent:** [Lorraine Dinnel](http://directory.tacoma.uw.edu/employee/ldinnel), **Excused**: Christie Peralta, [Jarek Sierschynski](http://directory.tacoma.uw.edu/employee/jareks), **Guests**: Bonnie Becker, Karl Smith

1. **Consent Agenda and Recording**

Consent given to the agenda and for recording minutes.

1. **Minutes**

The 10/10/18 meeting minutes were approved with sentence change: “WAC would go first as it was tasked by this committee” (remove question mark) on a motion from Robin Evans-Agnew, seconded by LeAnne Laux-Bachand. 7 approved, 0 no, 0 abstain

1. **W, S, and R Course Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* A WAC (Writing Advisory Committee) policy was previously approved by APCC. Associate Vice Chancellor for Student Success, Bonnie Becker addressed APCC to discuss the use of one policy for W, S and R designations and submitted a straw dog process to outline implementation of this (see Appendix A), suggesting possible use of a subcommittee of APCC to help develop this policy. Using this, a campus level approved policy would be applied across all units; these guidelines would not dictate but rather provide guiding principles, allowing unit level options. Adopting this process would also be beneficial to a Carnegie application and Becker would like to see approval of the S designation at the 12/12/18 APCC meeting.
* Units would identify these courses and then submit the courses and rubrics to APCC for approval and creation of an ongoing assessment mechanism.
* The WAC policy discussed creating a 3 year cycle for assessment of these 3 designations, Becker suggested tackling one a year; APCC members noted that Diversity will be added in the future, creating a 4th designation.
* Possible issues that need to be considered:
1. Available time for faculty to be in subcommittees; any subcommittees would require a simple process to be effective, small subcommittees of just a few people might be more effective.
2. Current lack of support to units to help identify these designations- this has not been created and there is a need to reconvene with a new charge to do this work.
3. To provide guidance to unit to develop structure, process and goals, future APCC members may have to become part of a subcommittee to conduct these reviews in a subcommittee
4. Can APCC faculty accurately categorize these designations across areas that are not their knowledge areas?
5. Could APCC be used as the prompt and let units do their own assessment, providing a report to APCC.
6. There is a need to be concerned that we not complicate matters by having review committees every year and that we should work to simplify and streamline the process.

APCC Members Robin Evans-Agnew and Jeff Cohen will work with Bonnie Becker to draft a policy for R & S using WAC as a guideline, and bring this to the next meeting. Once approved at APCC, a timeline of February or March 2019 will be set for units to review these designations within their unit courses, then a survey for R,S, and W will go to units to create a formal list.

1. **Executive Council Meeting, 11/30/18**
* APCC Chair, Menaka Abraham encouraged APCC members to attend the Friday, November 30, 2018 meeting of Executive Council at 1pm in GWP 320. APCC will explain the recent PNOI review process used, and feedback from the review process.
1. **Sign up for Winter Quarter Meetings**
* The APCC Chair reminded members to sign-up for attendance at Seattle Curriculum Committee, which meets monthly on third Tuesdays.
* Currently, the 12/18/18 meeting will be attended by Robin Evans- Agnew and the 4/16/19 meeting may be attended remotely by Juttta Heller.
1. **Program Change Proposals**

## **BA in Social Welfare**

Dropping 2 admission requirements for the major; a course in human biology and a course in economics, effective autumn 2019. The program administrative person will communicate this change to community colleges for transfer students. It is the program’s responsibility to notify of the 2 year lag before it takes place.

A motion for approval was made by Jutta Heller, seconded by Evelyn Shankus. 7 approved, 0 no, 0 abstain

## **Honors BS in CSS**

## A motion was made for approval by LeAnne Laux-Bachand, seconded by Evelyn Shankus. 6 approved, 0 no, 0 abstain

## **BA in Urban Studies**

## There is a mistake in credits total and the formatting of the sub heading needs to be fixed.

## No changes in options noted, but the box is checked which is confusing.

A motion for approval with changes to fix formatting and uncheck currently checked box for options was made by Evelyn Shankus, seconded by Jeff Cohen. 6 approval, 0 no, 0 abstain

## **BA in Sustainable Urban Development**

A motion to approve was made by Robin Evans- Agnew, seconded by Evelyn Shankus. 6 approved, 0 no, 0 abstain

### New Course Proposals

### [TFIN 490 – Special Topics in Finance](https://uw.kuali.co/cm/#/courses/view/5bc74f873930372e00cd3fd9)

SLOs should be generic enough for a topic that approval is not needed every time there is change. (Example: students will describe foundational concepts in finance- add additional SLO.)

Some concern that exams are 40 – 45% of grade.

SLO and course description are accountable- must have SLOs that don’t change.

Keep syllabus attached but make SLOs more generic and flexible within the confines of the course.

Issues with wording of food and drink policy, cheating resulting in failure of course.

Tone of syllabus is important, should not be too authoritative, language can be toned down.

As written, this is likely to be rejected by Seattle, no vote taken at this time, send proposal back to unit for change.

* [**TCHEM 105 – Chemistry of Cooking**](https://uw.kuali.co/cm/#/courses/view/5bb72b0909504a2e00f18d2b)

APCC discussed the financial requirements and accessibility for this course. APCC approved this course under the assumption that the course fee ($75) covers food and materials and addresses access issues to the course.

A motion to approve was made by Robin Evans-Agnew, seconded by LeAnne Laux-Bachand. 6 approved, 0 no, 0 abstain

* [**TSOC 365 - Advanced Sociological Theories of Race and Ethnicity**](https://uw.kuali.co/cm/#/courses/view/5ba293acb32eef2e0081a251)

APCC previously sent it back for changes, asking for curricular relationships, formatting changes, change in extra credit wording, syllabus wording.Despite changes, Seattle may possibly still have a problem with the tone of the syllabus.

A motion to approve was made by Jeff Cohen, seconded by Evelyn Shankus. 6 approve, 0 no, 0 abstain

* [**TESC210 - Introductory Research Experience in the Sciences**](https://uw.kuali.co/cm/#/courses/view/5bb7073d09504a2e00f18d12)Textbooks used are old, there are newer editions.

Lot of grading work for instructor.

Ethics wording is confusing, remove “academic ethics” from syllabus, already in labs.

Pending removal of the ethics wording and an explanation for use of older textbooks, a motion to approve was made by Jeff Cohen, seconded by Robin Evans-Agnew. 6 approve, 0 no, 0 abstain

* [**TCOM 250 – Media Activism**](https://uw.kuali.co/cm/#/courses/view/5bbe2946f05db82e00c35351)
This course was not reviewed by APCC at this meeting as it was withdrawn.
* [**TCSS 576 - Wireless and System Security**](https://uw.kuali.co/cm/#/courses/view/5be202dbdece022e00ba70dc)

Syllabus seems short for this class.

Listed 3.0 minimum GPA should be changed (Minimum of 2.7 is required in each course counted for a graduate degree, must have a minimum cumulative GPA 3.0: Memo 19 of UW Graduate School)

A motion to approve with changes to the GPA requirement was made by Evelyn Shankus, seconded by Robin Evans- Agnew, 6 approve, 0 no, 0 abstain

* [**TCSS 446 - Database Systems Internals**](https://uw.kuali.co/cm/#/courses/view/5be207811d17b62e0081996f)**-**

Approved on a motion from Jeff Cohen, seconded by LeAnne Laux-Bachand, 6 approved, 0 no, 0 abstain

* [**THLTH 405 - Photo voice and the Art of Documentary Photography: An Aesthetic Lens on Human Health**](https://uw.kuali.co/cm/#/courses/view/5bec7d50824b572e001d78b1)

APCC member Patrick Pow from SET noted that IT department has cameras that may be of use for this class.

Members noted that there is a lot of grading for professor.

Is there an Enrollment cap? It was suggested this change from 35 anticipated to 20 total.

Stan Emert, founder and producer of Rainmakers, was suggested as a contact for this course.

LeAnne Laux-Bachand made a motion for approval, seconded by Evelyn Shankus, 6 approve, 0 no, 0 abstain

* [**TGH 101 - Introduction to Global Honors**](https://uw.kuali.co/cm/#/courses/view/5beb484bc94a4c2f0042c729)

Complements, but too close to T CORE 101, which is not owned by Global Honors. Could be listed as an impacted unit, check box that there is overlap, and should be checked with SIAS.

Check box for standard grading.

A motion to approve with the above changes to TGH 101- Introduction to Global Honors was made by Robin Evans- Agnew, seconded by Evelyn Shankus. 6 approved, 0 no, 0 abstain

### Course Change Proposals

* [**TBIOL 452 – Plants, Insects, and their interactions**](https://uw.kuali.co/cm/#/courses/view/5bc0dc56e57a932e00b9fb00)

Retired to Active

Did not attach syllabus, asking for time.

* [**THLEAD 406 – Health Informatics II: Health Data Analytics**](https://uw.kuali.co/cm/#/courses/view/5b06fa03b1404b2e007f90ad)Existing course, Course title and description change

Course description is briefer but gives faculty more room to stay a breadth of for changes in informatics in healthcare.

* [**TEE 225 Engineering Ethics**](https://uw.kuali.co/cm/#/courses/view/5ada6efde171c92e001c73ef)This is a course description change, adding VLPA, I&S requirements
Course description needs more explicit VLPA requirements, should be part of the SLO.
* [**TEDLD 801 Dissertation in Practice**](https://uw.kuali.co/cm/#/courses/view/5bc762c7dfce732f00cf41fd)Course title, description change
needs updated syllabus
* [**TEDLD 802 Dissertation in Practice Seminar**](https://uw.kuali.co/cm/#/courses/view/5bbb91a789e89b2e00e5adb4)Course title, description change

Typo in Kuali, in the justification area- alignment

* **TBIOL 452: approved with an updated syllabus**

**TEE 225: not approved, send back to unit for more explicit VLPA explanation**

**TEDLD 801: approved with an updated syllabus**

**TEDLD 802: approved with justification typo correction**

**Motion to approve TBIOL 452, TEDLD 801, TEDLD 802 was made by Robin Evans-Agnew, seconded by Jutta Heller, 7 approved, 0 no, 0 abstain,**

1. **Grad Petition**
* A graduate petition was reviewed and granted for a waiver of the senior residency requirement.
1. **Adjournment**
* The meeting adjourned at 2:05 p.m.
* The next meeting of APCC will be held Wednesday, December 12, 2018 from 12:30-2:00p.m.in GWP 320.

**Appendix A:**

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