

**Academic Policy & Curriculum Committee Minutes**

April 14th 2021, Zoom 12:30-2:00 pm

***Members Present:*** *Chair Menaka Abraham, Robin Evans-Agnew, Sonia De La Cruz,, Julie Masura, Tanya Velasquez, Laura Feuerborn, Anthony Falit-Baiamonte, Gillian Marshall*

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

***Excused:*** *Evy Shankus*

***Guests:***  *Bonnie Becker (Associate Vice Chancellor for Student Success ), Myria Stevens (Associate Director, Undergraduate Admissions), Darcy Janzen (Director of Digital Learning), Ingrid Walker (Associate Dean of Student Support and Curriculum and Associate Professor), Libi Sundermann (Associate Teaching Professor), Julie Eaton (Associate Professor), Ariana Ochoa Camacho (Assistant Professor), Alex Nutter (Assistant Teaching Professor and Culture, Arts and Communications Vice Chair)*

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

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## **Consent Agenda, Land Acknowledgement & Recording Permissions**

## Agenda was given consent and recording permissions were granted by the committee

1. **Approval of Minutes**​ from March 10th, 2021 - ​*Found in APCC Canvas –04.14.2021 Module*
* The Committee reviewed the minutes and did not have concerns regarding the minutes.
* Motion to approve the minutes as written was made by Julie Masura and seconded by Tanya Velasquez.

***Votes:*** *5 yes, 0 no, 1 abstentions*

1. **Announcements**
* **ASUWT Update**
	+ ASUWT Representative Dennis Adjetey stated that ASUWT has been focusing on Commencement and what it will look like for the Class of 2021. They are waiting on the final word from Mentha Hynes-Wilson and there will be a campaign to get the word out.
* **CEL Update**
	+ A Tri-Campus meeting was held where Chair Menaka Abraham discussed what acronym to use. The University cannot use a three letter acronym. There was discussion on using E or keeping S. A meeting in Fall will be held to continue the discussion of this designation. UW Tacoma will host in Fall, and UW Seattle will host in spring
1. **Policy Issues & Other Business**
* SAT Requirements: **Bonnie Becker and Myria Stevens (See Policy document** [**here**](https://docs.google.com/document/d/1VwzvFILR6TUBb3jrnA9GEz8M0hU0mFFvgYbaNpi6eIg/edit)**)**
	+ Myria Stevens and Bonnie Becker from Enrollment Services are seeking approval from the Academic Policy and Curriculum Committee to move test scores as an optional part of the process for New students getting enrolled into the University. If approved by the Academic Policy and Curriculum Committee, this permanent policy would be seen next by the UWT Executive Council, effective Winter 2022.
		- This is currently implemented due to the pandemic, however considering UW Seattle and other universities are following suit, UW Tacoma is asking that this be implemented for the UW Tacoma Students.
		- The one clause would be Test Scores would still be required for applicants who are homeschooled to ensure that they are meeting core academic requirements through homeschool work.
			* International students need test scores to meet the English Language Proficiency requirement.
		- Both Bonnie and Myria have done extensive research on the implementation of this policy. Some data below:
			* At this time, more institutions are transitioning to a “Testing Optional” policy of some sort. Currently due to COVID-19, students are not submitting test scores on all three campuses.
			* There is a weak correlation between student success and student SAT Scores.
			* Myria had stated that this policy would promote more access to students.
	+ Discussion and questions from APCC Representatives
		- Robin Evans-Agnew asked Bonnie and Myria to summarize steps take to make sure there weren’t any indirect consequences restricting access for certain students
			* Bonnie stated they looked at a range of different students on case studies. Currently at test optional schools, if they were to look at the students who did not submit their test scores, the population is more diverse on a range of different axes, such as racially and ethnically first generation low income students. While they tend to be admitted at lower rates, they enroll at higher rates. These studies also show how disadvantageous tests can be.
		- Anthony Falit-Baiamonte asked if test scores were submitted and how are they looked at.
			* Myria stated they do look at test scores if submitted, however would no longer be a part of the review process.Test scores would be used when a student would be denied admission rather than to eliminate based on test scores. Letters of reference are not factored into the review process. Karl Smith in the past presented the holistic review to Faculty that was approved
		- A question was raised on how international students would be evaluated
			* It would be very similar to the domestic students where test scores would not be entirely factored into the process, however they would be required to complete the english language proficiency requirement. The SAT or ACT test is an option.
		- Julie Masura asked how would a student know whether test scores are optional
			* Myria has said it is available on the website now with the COVID-19 pandemic, test scores are optional, although this would make it permanent.
	+ After further discussion, a motion was made to approve this policy and be sent to the UWT Executive Council for final approval. Moved by Robin Evans-Agnew, seconded by Julie Masura
		- ***Votes:*** *8 yes, 0 no, 0 abstentions*
* [DL Policy](https://docs.google.com/document/d/1Afc6z2rCmgBZERYdxxQwGGn_4zKEPxnHPV-YbQxkF2g/edit?usp=sharing)
	+ Questions for Darcy Janzen and Libi Sundermann
		- Under Hybrid course: For the 99%, what is the 1% referred to?
			* The 1% is the required 1 in-person campus meeting which is in there for international students and Students in the military who cannot take a fully online setting, but gives them the flexibility to take a hybrid course. Majority of the content is online with some in-class and synchronous meetings. Up to 40% can be synchronous with at least one in-person.Campus course definition statement was taken out because it was interpreted to mean that all of the on campus time courses could be synchronous which was not the case in 2016. All of this is currently being reviewed at the Tri-Campus level.
		- iTech Fellows question: The new policy states it would require all faculty to complete the training including adjunct Faculty and part-time Faculty. For the Faculty that are hired to teach one course, would those Faculty still be required to take the iTech Fellows series. Is there an alternate route for this Faculty member that is only teaching 1 course?
			* At one point in the past for Faculty that was teaching one course, there were waivers, however the waiver did not follow the Faculty member. It followed the course as a whole. Should this policy be implemented, there are now three pathways. The first pathway is completing iTech Fellows followed by quality matters review. The second pathway is attending UW Bothell one on one or UW Seattle TTFI in the summer and then completing the quality matters review. The third pathway is if a Faculty member comes in with prior certification, they can present evidence to Office of Digital Learning and then take the quality matters review. The quality matters review has been revised and updated by Chris Lott, and eventually will be presented to all faculty.
			* Darcy also added that another advantage is the certifications can be tracked quarter by quarter.
			* Tanya asked a follow up question regarding adjunct faculty. At one point, Faculty can be compensated for their time through the training, and asked if there were any incentives for adjunct faculty.
				+ They are trying to look at other options available considering the funding reduced in Academic Affairs.
		- Julie Masura asked when this would start if passed by the APCC and UWT Executive Council
			* The time schedule is currently out where 70% are considered in person, 7% hybrid, and 6% distance learning.
				+ Andrea Coker-Anderson had said even with the time schedule going live on Friday, there will be changes that will happen throughout the summer.
		- Chair Menaka Abraham also added that in 2018 Darcy put together the DL Policy where every course is automatically designated DL. The course has the designation, but only the iTech Fellows should be teaching a course that is DL. The only thing that’s stopping someone that wants to teach a course in hybrid or DL is becoming an iTech Fellow.
		- Sonia asked whether the recertification process will be compensated.
			* The recertification will not be compensated, but the recertification process will not be extravagant. Once up for recertification, you will receive an email from the Office of Digital Learning and will have up to two quarters to complete.
		- EVCAA Jill Purdy was at the Town Hall today and could not attend, but added the following statement in an email to APCC Chair
			* I support the proposed revisions. One thought regarding item 3 regarding synchronous virtual participation in a class. APCC may want to consider prohibiting virtual student participation in in-person courses as a matter of design, while leaving the possibility open for the rare occasion where a student seeks to “attend” a class session remotely because work has called them out of town or they are caring for a sick family member. In the past I’ve seen this used primarily by graduate students and in evening classes.
		- Robin Minthorn asked how does this work within the pandemic
			* Chair Menaka Abraham added that this policy would be post-pandemic
			* Robin added a follow-up that there may still be concerns post-pandemic of attending in person (such as caring for family members, whether the student may not have the vaccine, or may be uncomfortable attending in person. Robin asked how there can be adjustments to this until there is a point where we’re officially considered outside of the pandemic and how it is defined by the policy.
				+ Students should know whether something will be fully online, hybrid, or in-person through the time schedule.
				+ Robin adds her concern is inflexibility, as there will be a few students faculty will need to accommodate and cannot be inflexible to students. She adds that she would not want to violate policy due to their health concerns or issues and then in turn would make students uncomfortable and feel like they’re jeopardizing their own health or someone else’s health in their home
				+ Chair Menaka Abraham added before the pandemic she used Zoom as an option when teaching a large class, allowing in person and Zoom. The new language would not allow her to do this in the future.

Menaka added a recommendation to add some wording to give the flexibility for faculty to provide recordings to students that are not able to make it to class..

Darcy added that EVCAA Jill Purdy may have had some concerns about recording in classrooms and recording discussions, and it could be a sensitive topic to others. She added that the Office of Digital Learning does not have a sense of how faculty are going to want to use the classrooms and recommends to think strategically and thoughtfully about how to move forward with 100% synchronous courses.

Darcy will add language for emergency situations before approval from APCC

In Fall 2021, an Advisory Committee will be formed to talk about technology needs and how to better facilitate those environments for our students.

* + After further discussion, a motion was made to approve this policy with the added emergency situation language and be sent to the UWT Executive Council for final approval. Moved by Julie Masura, seconded by Tanya Velasquez
		- ***Votes:*** *8 yes, 0 no, 0 abstentions*
1. **New Program Proposals**
* [Latino Studies- Minor](https://uw.kuali.co/cm/#/programs/view/604face70faa1c0026a64966)
	+ The minor in Latino Studies was approved last year. A Notice of Proposal was created, and had some comments.
		- One comment was to changing the name
	+ Questions from the Committee
		- Julie Masura asked a question regarding the FCAS policy where 50% of the credits have to be 300 or 400 level courses. According to the proposal when it came out in 2016 only 10 of the 25 credits were 300 or 400 level credits. Julie asked if they were aware of the policy
			* Ariana Ochoa Camacho said that when they consulted with UWCC, the student would enter one of two pathways to progress through the minor. The first pathway, the student will enter into the minor at TLAX 238 and then progress through TLAX 225, then take TLAX 333. The Latino Cultures Courses or options students will have are all 200 level. The two classes will likely be a 200 level, whereas students will have a social movements course. They were encouraged to develop 200 level courses because of the need in the curriculum. Most of the upper division courses are all of the elective course work at the 300 or 400 level.
			* Ariana added that if they take Spanish in High School they can get up to 30 credits.
				+ Julie stated that to follow FCAS policy, an extra 5 credits in the 200 level would need to be added
	+ A motion was made to approve the 1503 for the new program proposal for Minor in Latino Studies with pending addition of credits. Moved by Tanya Velasquez and seconded by Sonia De La Cruz.
		- ***Votes:*** *7 yes, 0 no, 1 abstentions*
1. **Program Change Proposals**
* [Communications- Major](https://uw.kuali.co/cm/#/programs/view/60621a268984e0002718c804)
	+ Committee comments
		- New addition: Adding 10 credits (from 35 credits to 45 credits)
* [Urban Design- Major](https://uw.kuali.co/cm/#/programs/view/605d0e93f7f4460026fef5b5)
	+ Committee comments
		- Revision: Replacing TUDE 340 with TUDE 310
* [Mathematics- Major](https://uw.kuali.co/cm/#/programs/view/60535bed870fb80027350065)
	+ Committee comments
		- New Additions (Shifting credits)
			* T Math 351 (Seminar course)
			* T Math 450 (Capstone course)
			* Removing 5 credits from the Breadth of Knowledge Electives
		- Feedback
			* Lorraine Dinnel from Undergraduate Academic Advising added the following feedback
				+ For TMATH, the proposal is to change the credit requirement in the major from 49 to 54 credits. This is because TMATH 350 is now 3 credits instead of 2, TMATH 450 (the capstone course) is now 4 credits instead of 2, and TMATH 351 (a 1 credit course that students must co-currently take when they take TMATH 350 and 450). I'm not sure why students have to take TMATH 351 twice. Can we get clarification on the justification of this? Why wouldn't they just make TMATH 350 4 credits and TMATH 450 5 credits and remove the TMATH 351 requirement?

Julie Eaton, spokesperson for the proposal had said that TMATH 351 is different each quarter. There are different speakers and guests, TMATH 350 is different from 450. The TMATH 351 course is relevant to 450. They are now making the seminar component be separate from the capstone course.

* + - * Credits lost doesn't add up in UWCM
				+ TMATH 350 increased by 1 credit
				+ TMATH 450 increased by 2 credits
				+ TMATH 351 was added for 2 credits
				+ Electives decreased 5 credits
	+ A motion was made to approve the Program Change Proposals pending the UWCM revisions for the Mathematics Course Change proposal. Moved by Julie Masura and seconded by Tanya Velasquez
		- ***Votes:*** *7 yes, 0 no, 1 abstentions*
1. **New Course Proposals**

Civil Engineering Courses

1. [TECE 535: Power Distribution Systems](https://uw.kuali.co/cm/#/courses/view/606483b408624200265aacc3)
	* Chair previously sent this back before the meeting to revise the title, as there was another course with the same proposed title at the time. She also asked for the instructor to add project details in the syllabus
2. [TCSS 578: Virtual Reality](https://uw.kuali.co/cm/#/courses/view/603679574fe9330028e287d4)

### Course Change Proposals

 3. [TWRT 120: Academic Writing I](https://uw.kuali.co/cm/#/courses/view/60467fb316818000264f843e)

* Missing total credit hours in the proposed changes section
* Needs Acknowledgement of Responsibility
* Please add full link to the Religious Accommodation (Must be word for word)

 4. [TWRT 121: Academic Writing II](https://uw.kuali.co/cm/#/courses/view/60469fa2c2fa82002666a0a4)

* Needs Acknowledgement of Responsibility
* Please add full link to the Religious Accommodation (Must be word for word)
* Make sure that the learning objectives reflect the higher order of learning using bloom’s taxonomy.

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* A motion was made to approve the new course and course Change proposals pending suggestions from the committee by Julie Masura and seconded by Tanya Velasquez.
	+ ***Votes:*** *7 yes, 0 no, 1 abstention*
1. **Tabled Items from Previous Meetings**
* Tabled from 3.10.21: Best Practices for Units with Program or Course proposals
	+ Chair Menaka Abraham wants to put together a document before the end of June. This document will be best practices for units regarding program and course proposals. She will bring a draft, possibly next meeting, and the Committee is welcome to suggest changes to make this a collective document.
		- Committee members are in favor of this
1. **Adjournment**
* Meeting was adjourned at 1:55PM
	+ Next meeting will be on May 12, 2021 12:30-2:00 PM