

Annual Report from Academic Policy and Curriculum Committee (APCC) 2022-2023

Submitted by Julie Masura, Chair on 6/22/2023

Committee Members

Voting Faculty

- **Chair: 2022-2023:** [Julie Masura](#), School of Interdisciplinary Arts & Sciences, 2020-2026
- [Ingrid Horakova](#), School of Engineering and Technology 2022-2025
- [Raghavi Sakpal](#), School of Engineering and Technology 2022-2025
- [Susan Johnson](#), School of Nursing & Healthcare Leadership 2021-2024
- [Claudia Sellmaier](#), School of Social Work & Criminal Justice 2022-2024
- [Gordon Brobbey](#), School of Education 2022-2025 (**On Leave 2022-23**) - Representative filling in during 2022-23 Academic Year: [Laura Feuerborn](#)
- [Lisa Hoffman](#), School of Urban Studies 2022-2025 (As of January 2023)
- [Joan Bleecker](#), School of Interdisciplinary Arts & Sciences 2021-2024 (**On leave Spring 2023**) - Representative for Spring 2023, [Eva Ma](#)
- [Tanya Velasquez](#), School of Interdisciplinary Arts & Sciences 2020-2024
- [Shahrokh Saudagaran](#), Milgard School of Business 2021-2024

Ex-Officio

- [Andrew Harris](#), Executive Vice Chancellor for Academic Affairs, ex-officio, non-voting
- [Andrea Coker-Anderson](#), Registrar, ex-officio, non-voting
- [Patrick Pow](#), Vice Chancellor of Information Technology, ex-officio, non-voting
- [Annie Downey](#), Library representative, ex-officio, non-voting
- [Lorraine Dinnel](#), Associate Director, University Academic Advising, ex-officio, non-voting.
- TBD, Student representative - ex-officio, non-voting. Henry Madova served for March meeting.
- [Tammy Jez](#), Curriculum and Operations Manager, Academic Affairs, ex-officio, non-voting
- [Darcy Janzen](#), Director, Office of Digital Learning, ex-officio, non-voting

Faculty Assembly Administrative Coordinator

- [Andrew Seibert](#)

Brief Summary of Work of Chair

- Led monthly reviews of curricular proposals and graduation petitions. See table below.
- Provided orientation and training for members and School curriculum administrators.
- Conducted policy and business discussions.
- Attended meetings for APCC

Proposal Reviews September 2021 to June 2022

<i>Type of Proposal</i>	<i># Reviewed 2021/22</i>	<i># Reviewed 2022/23</i>	<i>Change</i>
New Graduate Program/Options	1	1	0
Changes to Graduate Programs/Options	4	2	-2
New Undergraduate Programs	3	0	-3
Changes to Undergraduate Programs	21	15	-6
New Courses	70	76	6
Course Changes	67	24	-43
Retire Changes	2	4	3
Diversity Designations	4	0	-4
Graduation Petitions	6	3	-3
PNOIs	0	0	0

Orientation and Training

Two days prior to the first APCC meeting, an orientation and training session was offered for both APCC member and the school's academic curriculum managing staff. Content included the context & scope of APCC. All reviewed APCC's website and available tools for guidance. Most important were the curriculum links on the right-side of the page: <https://www.tacoma.uw.edu/faculty-assembly/academic-policy-and-curriculum-committee> A proposal that was being reviewed at the next meeting was projected and a guided tour with free-flowing questions allowed for all to interact with the content members would either be preparing or reviewing. Useful dynamic documents below were shared.

- [APCC Best Practices for Course Proposals](#)
- [APCC Best Practices for Program Proposals](#)

The Best Practices documents above were updated as needed and book-marked links were shared with proposers as proposals were sent back for edits/updates.

Policy and Business Discussions

Academic Plan

The developing academic plan was discussed at every meeting. The APCC was recognized as key players in the development and implementation of the academic plan. Members of the committee were invited and participated in the FA Winter meeting in February to discuss and information the campus community of the academic plan. The focus of this time was to work on assisting schools with reinvigorating their existing programs and rethinking approaches to redevelop new programs. Members discussed the plan's framework documents, survey, and process documents. Tammy Jez, Bonnie Becker, Anne Taufen, and Julie Masura presented the work each participated in and took questions from the committee. The final review of the academic plan occurred at the May APCC meeting and the legislation passed at the following EC meeting. [Academic Planning Policy](#)

Faculty Assembly Meeting Norms

The APCC adopted the proposed language for meeting norms.

Course Designation W,S,R,Div

An updated spreadsheet of courses offered with the designations W,S,R,Div was posted to the APCC website. [Writing, Research, and Community Engaged Guidelines and List of Courses](#). The action was initiated when noted that it hadn't been updated since 2016. This spreadsheet will be updated prior to the Autumn meeting by the FA Administrator and as noted by APCC members.

Course Modalities

The committee reviewed the current state of modalities offered. During this discussion, a request was made to have EC follow-up with Schools to update their temporary Hybrid/Distance Learning policies developed last year.

Admission Language Requirements

Students at UWT are admitted to the university, even though they have not met the required 2-year foreign language requirement. Students are known to put off this requirement to their last few quarters prior to graduation, causing a misconception that this is a graduation requirement. The committee requested that when students are admitted to UWT without the required foreign language requirement that they be given one year to complete upon enrollment. Shannon Carr from Admissions visited the committee sharing work she was doing going forward as well as a copy of the admission letter these students were receiving. Advisors are concerned with the equity of this practice, and one-year may be a barrier for student participating in fully online programs. Another issue raised was determining who will be responsible for tracking the year's deadline for completion. In addition, the university's office of admissions updated their policy to allow requirements of fulfilling CDAR requirements IF students transferring in have 40 transferrable credits from a college/university. [College Academic Distribution Requirements](#). Students at the UWT campus were contacted by the registrar. None responded back.

Temporary Areas of Inquiry

During the academic year, a school requested temporary area of inquiry for a course offering directly to UWO. APCC felt they should be consulted or at least informed to ensure transparency. A procedure needs to be created for these situations.

UNIV, CORE, GID Courses

UNIV, CORE, and GID courses must be reviewed by a faculty review board, panel, etc. and voted on as would any other course proposed. The curriculum is the purview of the faculty and these reviews will ensure faculty has reviewed and supported course proposals.

Grading on Attendance

The University of Washington is recognized by the Department of Education as being a non-attendance taking institution, therefore no courses are allowed to grade on attendance. To meet federal requirements, grading on participation is encouraged.

General Education FCAS Work

The FCAS Committee on General Education was put together to address the advancement of academic policy and governance to support the undergraduate General Education program. The goals are to expand the structure of the general education requirements and change the structure of the governing

bodies working with faculty councils on academics. Julie Masura is co-leading the Natural Science definition and sent out a survey for opinions on their draft work to all faculty who have taught a natural world (now known as natural science).

APCC Chair for 2023-2024

Julie Masura was voted in to serve of Chair for the 2023-2024 season. Work to focus on next year will include supporting the writing work completed in 2018, assist with implementing the second academic plan, and finishing up drafting procedures.

Completion of Tasks for 2022-2023 Charge Letter

See Appendix for copy of charge letter.

Charge 1. Review all the course and program proposals.

Deliverable: Document on the annual report for APCC

Timeline: Fall 2022, Winter 2023, and Spring 2023

COMPLETED

Charge 2. Provide orientation to new and existing APCC members and an open invitation to all faculty and curriculum coordinators.

Deliverable: A recorded orientation

Timeline: Fall 2022

COMPLETED – All members received access. Did one on one orientations with new members and administrators.

Charge 3. Partner with EC to work on the UW Tacoma academic planning policy and process.

Deliverable: A written review of the policy and process vetted at APCC meetings.

Timeline: Winter 2023 & Spring 2023

COMPLETED

Charge 4. Update the course list for designations, DIV, W, R, and S.

Deliverable: APCC website will have the current course lists for the various designations.

Timeline: Winter 2023

COMPLETED.

Suggested Focus for 2023-2024

- Work to focus on next year will include supporting the writing work completed in 2018
- Assist with implementing the second academic plan
- Finalize procedures drafted for audits and reviews
- Focus on Diversity designation for consistency across proposal.

APPENDIX - 2022-2023 APCC Charge Letter

Julie Masura, M.S.
Teaching Professor, School of Interdisciplinary Arts and Sciences
Chair, Academic Policy and Curriculum Committee

Re: Academic Policy and Curriculum Committee Charge for 2022-23 Academic Year

Dear Professor Masura,

Thank you for serving as Chair of the Faculty Assembly's Academic Policy and Curriculum Committee (APCC). To provide more transparency and clarity about the work of the Faculty Assembly to our faculty and UW Tacoma students, staff, and administration, the FA's Executive Council (EC) is formally charging each FA standing committee and will publicize these charges in October.

APCC Charge as Agreed on by FA and APCC Leadership

Charge 1. Review all the course and program proposals.

Deliverable: Document on the annual report for APCC
Timeline: Fall 2022, Winter 2023, and Spring 2023

Charge 2. Provide orientation to new and existing APCC members and an open invitation to all faculty and curriculum coordinators.

Deliverable: A recorded orientation
Timeline: Fall 2022

Charge 3. Partner with EC to work on the UW Tacoma academic planning policy and process.

Deliverable: A written review of the policy and process vetted at APCC meetings.
Timeline: Winter 2023 & Spring 2023

Charge 4. Update the course list for designations, DIV, W, R, and S.

Deliverable: APCC website will have the current course lists for the various designations.
Timeline: Winter 2023

We look forward to continuing our collaborative work to strengthen our campus for our faculty, staff, and students.

Menaka Abraham
Teaching Professor, SIAS
Faculty Assembly Chair

Huatong Sun
Associate Professor, SIAS
Faculty Assembly Vice-Chair