

ACADEMIC POLICY AND CURRICULUM COMMITTEE: STANDING COMMITTEE CHARGE, 2025-2026

The Academic Policy and Curriculum Committee shall be responsible for matters of policy relating to the academic affairs of the University of Washington Tacoma, including proposals for new academic programs; majors, minors, concentrations, and undergraduate and graduate certificate programs; applications for new and revised courses; scholastic standards including admissions; and campus graduation requirements. It shall also provide guidance to the Vice Chancellor for Academic Affairs on policies regarding the interpretation and administration of academic regulations of the campus, as well as provide recommendations on initiatives requested by the Executive Council related to academic excellence and equity. Upon approval, the Committee shall forward its recommendations to the Executive Council, which may bring proposals and recommendations to the Faculty Assembly for a vote or may adopt them as provided in Article V, Section 1, Part C of these bylaws.

Dear Academic Policy and Curriculum Committee Chair Masura, and Professors Alcaide Ramirez, Bishop, Haerling, Jolly, Liang, Sellmaier, Weinstein, Saudagaran, and Walters,

Thank you for serving on the Academic Policy and Curriculum Committee (APCC). Informed by the APCC Charge as laid out in the UW Tacoma Faculty Assembly Bylaws, this committee's invaluable work completed in AY 2024-2025, the committee's recommendations found in its APCC 2024-2025 Year-End Report, and emerging policy requirements and a changing curricular landscape.

Below please find the annual charge for the work of the Academic Policy and Curriculum Affairs Committee for AY 2025-2026:

A) PROVIDE GUIDANCE ON ACADEMIC AFFAIRS POLICY MATTERS

I) NEW AND REVISED ACADEMIC PROGRAMS AND NEW AND REVISED COURSES:

Review, share feedback, and make decisions regarding applications for proposed majors, minors, concentrations, undergraduate graduate degrees and certificates, and new and revised courses.

- a. Advise and guide development of new proposals for submission, in collaboration with Academic Affairs.
- b. Coordinate with Curriculum and Operations Management staff and proposing faculty, troubleshoot areas of clarification and improvement.
- c. Support completion of Academic Planning cycle program proposals currently in development.
- d. Support and help improve course proposals headed for tri-campus review.
- e. Expand orientation and training programs for new committee members and school curriculum administrators.
- f. Manage proposals through UWCM portal.

II) FACULTY DEVELOPMENT AND SUPPORT ON CURRICULUM DEVELOPMENT: *Provide guidance to faculty in the completion of course proposals, e.g. contact hours, measurable learning outcomes, course descriptions, use of pre-requisites, etc.*

- a. Continue successful faculty development workshop series building on 2024-25 "Sailing Through Curriculum" model.
- b. Sponsor workshops for faculty to successfully develop course proposals in partnership with campus stakeholders.
- c. Provide support for developing learner-centered syllabi.
- d. Use, maintain, and update APCC best-practices living documents.
- e. Continue work with and advising of Teaching@UW

III) ENSURE SCHOLASTIC STANDARDS: *Review, share feedback, offer guidance, and make decisions regarding admissions and campus graduation requirements.*

- a. Review and sustain minimum GPA for admission, ongoing matriculation, and graduation.
- b. Ensure consistency in campus level course designations, ***with a particular focus on the Writing and Diversity designations across all units.***
- c. Provide support for developing learner-centered syllabi.

IV) ENABLE COLLABORATIVE REVIEW OF PROGRAM AND COURSE PROPOSALS:

Coordinate the review of curricular proposals

- a. Maintain platform for shared collaborative review of program and course proposals
Regular meetings and materials (currently Canvas)
- b. Maintain and update review dashboards (currently UWCMS)
- c. Use, maintain, and update APCC best-practices living documents.

DELIVERABLES: (1) *Ongoing and regular updates to EC – Fall 2025, Winter 2026, Spring 2026, (2) Summary Analysis and Overview in Final APCC Report, Summer 2026*

B) PROVIDE GUIDANCE TO EVCAA

I) UWT ACADEMIC PLAN STRATEGIC PLAN IMPLEMENTATION AND ASSESSMENT:

Partner with EVCAA and EC to review implementation of 2022 Academic Plan and consider areas for change and improvement.

- a. Consult with administration on areas of projected growth and potential, based on PNOI outcomes and survey data
- b. Support strategic enrollment management through curriculum planning guidance
- c. Distribute Academic Planning survey results to stakeholders and units
- d. ***If needed***, propose improvements if needed to Academic Plan survey tool

DELIVERABLES: (1) *Updates to EC on Partnership and Work EVCAA on Academic Master Plan, Winter 2026, (2) Summary Analysis and Overview in Final APCC Report, Summer 2026*

C) PROVIDE RECOMMENDATIONS

- I) **LEADERSHIP TRANSITION PLANNING:** *Plan and coordinate to prepare new leadership, including making recommendations for new occupant of role.*
- a. Select and train incoming APCC chair by Winter 2026 to ensure smooth transition
 - b. Assess effectiveness of current academic planning process for incoming chair and recommend improvements for future cycles
 - c. Document institutional knowledge and best practices for future leadership

II) **POLICY DEVELOPMENT AND LEGISLATIVE PROPOSALS**

- a. ***If needed***, propose standardized criteria and assessment methods for Writing, Research, Community Engaged Learning, and Diversity designations.
- b. ***If needed***, develop recommendations for maintaining currency and consistency of designation lists.

DELIVERABLES: (1) *Leadership transition plan and documentation by March 31, 2026; (2) If Needed, policy recommendations for course designation consistency by May 31, 2026; (3) Summary Analysis and Overview in Final APCC Report, Summer 2026*

We look forward to continuing our collaborative work to strengthen our campus for our faculty, staff, and students, building on the substantial progress made in academic planning implementation and faculty development initiatives.

Andrea L. Hill
Faculty Assembly Chair

Barb Toews
Faculty Assembly Vice-Chair

Charge Letter Approved by the UWT Executive Council October 27, 2025