



Academic Policy & Curriculum Committee
December 9, 2015, WCG322, 12:30-2:00pm

Minutes

Present: Kathy Beaudoin, Andrea Coker-Anderson, Jane Compson, Lorraine Dinnel, Robin Evans-Agnew, Jeff Cohen, Lauren Montgomery, Patrick Pow, Jenny Quinn, Evelyn Shankus, Omer Adam, and Jenny Sheng.
Absent: Anthony Falit-Baiamonte and Jennifer Sundheim.

I. Consent Agenda – Minutes: 10/14/15, 11/18/15

Both sets of meeting minutes were approved.

II. Welcome and Introduction of New Member

Omer Adam is APCC’s new student representative.

III. Post 11.18.15 Meeting Review Findings

The IAVCAA, in her post-meeting review process, found two proposals that needed changes before she could give approval:

- Minor in Applied Computing – A statement in the Justification implied that a 100 level and 300 level course could be considered equivalent. Faculty who worked on this 1503 will meet, discuss options for resolving the issue, and resubmit the 1503 to APCC.
- Course Change for T EDLD 802 – IAVCAA required clarification of the maximum number of credits to be earned through this repeatable course. Clarification of “1-3, 3 max” was added to the form, and then, approved.

IV. New Program Proposals - none

V. Program Change Proposals - (1503’s)

Discussion: The 1503 for the Environmental Sciences major (to change two courses on the Environmental Law/Policy course list to the TLAW prefix approved by the APCC last month) was put on "hold" by IAS until final approval for TLAW prefix is received from Seattle. The committee discussed what a 1503 form should be required for.

Vote: The following Program Changes were approved unanimously:

- Psychology Major
- Religious Studies Minor

Jeff Cohen moved, Jane Compson seconded: 7 yes, 0 no, 0 abstain.

VI. New Course Proposals

Discussion: Committee discussed the changes needed for TCES 491 and TCSS 597 in order to be approved. Committee clarified that getting signatures for section 8, “Curricular Relationships,” is an endeavor in awareness and collaboration, not competition. The Business School representative confirmed that TURB 324 did not have any repetitive material with their courses in macroeconomics.

Vote: The following New Course Proposals were approved pending minor changes:

- TCES 491 – Digital Signal Processing – check pre-requisite box, and add “or by permission of instructor” in catalog description.
- TCSS 597 – Research Seminar in Cyber-Physical Systems – indicate if course can be repeated and maximum possible credits in catalog statement.

Jeff Cohen moved, Kathleen Beaudoin seconded: 7 yes, 0 no, 0 abstain.

Vote: The following New Course Proposals were approved:

- TARTS 101 – Play and Places: Introduction to Creative Practices

TARTS 225 Musical History of Tacoma
TWRT 333 – Writing Through Comics
TNURS 554 – Informatics and Healthcare Technology
TURB 324 – Urban and Regional Economics
TCSS 571 – Design of Cyber -Physical Systems
TRELIG 205 – Introduction to Religious Studies

Jeff Cohen moved, Robin Evans-Agnew seconded: 7 yes, 0 no, 0 abstain.

VII. Course Change Proposals

Discussion: Committee clarified that TRELIG 205 and 305 used to be one course.

Vote: The following Course Change Proposal was approved:

TRELIG 305 – Modern Theories of Religion

Jane Compson moved, Evelyn Shankus seconded: 7 yes, 0 no, 0 abstain.

VIII. Graduation Petition – none

IX. Policy Issues & Other Business

Distance Learning Policy

Discussion:

- Committee reviewed Colleen Carmean’s response to recent DL conversation (Appendix A) and the drafted DL terms definitions (Appendix B).
- The committee discussed the connotations of various words in effort to hone definitions, which are integral for clarifying this important policy decision.
- Committee decided to recommend going with Seattle’s DL policy, but adding a “Hybrid” designation for courses with >40% online content, and requiring Hybrid Course Review, as well as, %hybrid listed in the Time Schedule.
- Feedback from all departments and Colleen was to change the review process from Quality Matters to something more customized to UW Tacoma needs. (see action item below)
- There was discussion over space vs. time questions (prompted by defining hybrid, virtual, online, etc.)
- Committee agreed that what students need to know upfront is the time they are required to be present and the technology access required.
- The Registrar updated the committee on some recent research in regard to Friday classes: on day of research, 20-40% of Friday classes were canceled or moved without previous notice; 60-70% of people were teaching that day. Consideration that some teachers have office hours on Fridays for one-on-one meetings with students.

Action:

- The Registrar will find the Veterans Housing Reimbursement wording/definition as it pertains to DL.
- A sub-committee of Andrea Coker-Anderson, Jeff Cohen, Colleen Carmean, and Lauren Montgomery will meet to work on a new hybrid course review process.
- IAVCAA, Jenny Quinn, will inquire at the next Seattle Curriculum meeting if they would be in favor of UWT taking ownership of their own 3 year DL review.
- Chair will write a full policy draft, complete with percentages and definitions, to circulate to committee and bring to the 1.13.16 meeting.

X. Adjourn

Appendix A:

From: COLLEEN CARMEAN

Sent: Friday, December 04, 2015 1:01 PM

To: Lauren Montgomery

Subject: DL at UW Tacoma

I promised a summary of our conversation and my thoughts:

A best consensus proposal might frame itself around:

- Highest priority: campus advocacy for inclusion of **HYBRID code** in the variable used for LOCATION in Time Schedule (This information can be found in the UWSDBDATASTORE database, in the time schedule table field **dist_learn_type** (which currently holds code for an "online/DL" course as well as other types from past – eg television-delivered, etc) but is owned by Seattle, and the program code would need to be changed there.
- Proposal to set UWT-specific definition around technology-enabled courses enabling reduced seat time in the classroom:
 - 0-39 % in classroom: Traditional/On-Ground seat time
 - 40-99 % in classroom: Hybrid
 - 100 % Online
- Assuming first bullet above, this would allow students to find (or avoid) reduced seat time courses that are not fully online, allow flexibility in Friday meeting times, allow International students more access to “almost online” courses.
- Hybrid and online courses would still go through UWT peer review to be able to set LOCATION variable in the Schedule of Classes
- UWT move away from QM process and design a new, more stream-lined and UWT-specific rubric for peer review. The current process of becoming a qualified peer reviewer (designed a course, passing review) would remain in place, and would grandfather in current reviewers with a short workshop on the new rubric. New rubric could be designed through the iTech Fellows program, given the most experienced online instructors, plus strongest advocates and strongest critics of QM are included. I would gladly do the convening and support.

As mentioned, I personally would also like the proposal to include UWT advocating for campus-level control of DL designation. Our process is now so different from Seattle (including DL renewal) that it is difficult to align functions. As DL designation does NOT go through our Curriculum Committee, and our courses are NOT DL-reviewed by the Seattle committee (just processed there), the confusion and frustration continues. It would make much more sense to move the function to manage designations here.

I think that covers?

Colleen Carmean, PhD

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Appendix B:

Draft DL Policy Recommendations for UW Tacoma
APCC - 12/9/15

Definitions:

Distance Learning - Courses where face-to-face interaction between students and professors is entirely replaced with online learning tools and content.

Hybrid - A course in which the scheduled face-to-face interaction is reduced and replaced with online learning tools and content.

These definitions are more precise, and exclude flipped courses, service learning courses, field courses and study abroad courses.