

Annual Report from Academic Policy and Curriculum Committee (APCC) 2018-2019

Submitted by Menaka Abraham, Chair May 13, 2019

Committee members:

Voting Faculty

Anthony Falit-Baiamonte (Urban Studies); Evelyn Shankus (Milgard School of Business); Jarek Sierschynski, (School of Education); Jutta Heller, LeAnne Laux-Bachand, Ruth Vanderpool (School of Interdisciplinary Arts & Sciences); Robin Evans-Agnew (Nursing & Healthcare Leadership); Jeff Cohen (Social Work & Criminal Justice); Menaka Abraham (School of Engineering & Technology)

Ex-Officio

Jill Purdy (EVCAA), Andrea Coker-Anderson (Registrar); Patrick Pow (IT); Serin Anderson (Library); Lorraine Dinnel (Advising); Christie Peralta (ASUWT)

Faculty Assembly Administrative Coordinator

Autumn Diaz

In 2018-2019, the work of the APCC comprised of:

- 1) Conduct monthly reviews of the curricular and program proposals and graduation petitions that constitute the main activity of the committee. (See chart below for numbers and comparison to last year)
- 2) Provide feedback on Academic Plan and Conduct PNOI reviews
- 3) Conduct policy meetings
- 4) Facilitate training
- 5) Attend curriculum and EC meetings
- 6) Provide summer support for APCC related activities

Each of these will be briefly summarized below.

1) Proposal Reviews – September 2018 to May 2019¹

<i>Type of Proposal</i>	<i># Reviewed 2017/18</i>	<i># Reviewed 2018/19</i>	<i>Change</i>
New Graduate Program/Options	0	0	-2
Changes to Graduate Programs/Options	0	1	1
New Undergraduate Programs	1	1	0
Changes to Undergraduate Programs	18	23*	5
New Courses	21	45*	24
Course Changes	36	23	-13
Diversity Designations	2	0	-2
Graduation Petitions	5	6	1
PNOI	-	12	

¹ The deadline for proposal submissions for the June 5th meeting of the APCC has not yet arrived. Therefore, the totals listed in the below table do not include proposals to be reviewed at the June meeting of the APCC (* indicates category contains proposals reviewed by APCC more than once).

2) **Academic Planning and Policy Process and PNOI Reviews:**

The faculty assembly adapted an academic planning document to collect new or substantive program proposals from all units and to come up with a rubric to be used to review the PNOIs during the 2017-18 academic years. Based on this document, APCC reviewed 11 PNOIs, which were in different stages to prioritize into high, medium, or low ranking by applying the rubric during the current reporting period. At the November APCC meeting, 10 PNOIs were reviewed collectively and 1 PNOI was reviewed at the March APCC meeting. The November meeting was dedicated to the reviews and APCC held two meetings to accommodate the reviews and other business. Typically, APCC sees PNOIs as they are submitted at different meetings but this was a change due to the academic planning that the campus has implemented. As this was the first time, this review took place, we ran into some challenges. The proposals were at different stages as these may have been held up due to budgetary constraints and some of them have previously gone through APCC review. The external demand data was adequately or inadequately provided and this will be remedied in the future with the support of the EVCAA's office. Budget information wasn't provided and this will also be remedied in the future with the use of a template that will be developed by the EVCAA's office. Some of these challenges will be documented on APCC website. APCC chair participated in the drafting of the Academic Planning and Policy document that the Executive committee members approved by providing feedback.

3) **Conduct policy meetings:** APCC members decided that we should have two meetings a month, one for regular business and another for policy discussions based on a survey. We conducted 4 policy meetings during this academic year. Some of the work that we accomplished during these meetings:

- Oversee Research and Service designations for courses and the guidelines
- Oversee Writing designations for courses and the guidelines. The WAC committee came up with policy and guidelines for units to adapt. These have been hosted on our website
- Review academic planning policy drafted by EC to provide feedback
- Process and preparation for PNOI reviews
- Review the breakdown of the hours to credit math for courses
- Document lessons learned from the PNOI review process for future committee members

APCC approved 'S', 'R' guidelines and 'W' policy and guidelines. These are on our website under the link for Policies.

4) **Facilitate training:** We are in the third year of using the curriculum management software called UW Curriculum Management (UWCM), adapted by UW using the vendor Quali. Only APCC members and curriculum coordinators have been trained in the past. In the current academic year, APCC chair worked with UW Curriculum management coordinator to tailor the training to deans, program chairs, and curriculum coordinators on campus to learn about the new workflow changes in the system.

Since APCC had some new members, an orientation was created to understand the program and course proposal workflow. It is recommended that APCC set aside one of the meetings to orient new members about the process in the next year. APCC chair trained and oriented the two new administrators to help understand the processes and policies related to APCC. The new chair for APCC has also been in training to get ready for the next year by having access to agenda preparation, UWCM workflow approval process, and being copied on emails.

5) **Attend curriculum and EC meetings:**

- Attend Curriculum Management Oversight Committee (CMOC) meetings on behalf of the campus. Provide feedback on the workflow approval processes and request changes.
- Attend UWCC monthly meetings and facilitate the sign up of other APCC

members for the meetings.

- Attend EC meetings twice a month representing APCC.

- 6) **Provide summer support for APCC related activities** – APCC chair reviewed graduation petitions and minor course changes over the summer quarter when APCC is not in session. A log of changes was maintained on the Canvas website for tracking. This also included attending UWCC meetings during the summer quarter.

Robin Evans-Agnew was voted in as Chair of APCC for the 2019-20 academic year.