

Academic Policy and Curriculum Committee Standing Committee Charge, 2024-2025

UWT Bylaws:

Charge -- 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. (**emphasis added**)

Dear Professors Masura, Feuerborn, Haerling, Horakova, Jolly, Kelley, Ramirez, Sakpal, Saudagaran and Sellmaier:

Thank you for serving on the Academic Policy and Curriculum Committee (APCC). Based on the provisions of our Faculty Assembly bylaws, the work of the 2023-2024 Faculty Affairs committee, feedback at our Faculty Retreat on September 27, 2024, and our meetings together, we are providing here the FAC annual charge.

AY 2024-2025 Charge: as above, with specific guidance:

1. **“responsible for matters of policy”**
 - a. Review proposals for new and revised academic **programs**: design and approval of majors, minors, concentrations, undergraduate and graduate degrees and certificates
 - i. Advise and guide development of new proposals for submission, in collaboration with Academic Affairs
 - ii. Troubleshooting areas of clarification and improvement, in collaboration with Curriculum and Operations Management staff and proposing faculty
 - b. Review applications for new and revised **courses**
 - i. Manage proposals through UWCM portal
 - ii. Provide guidance to faculty in the completion of course proposals, e.g. contact hours, measurable learning outcomes, course descriptions, use of pre-requisites
 - iii. Support and help to improve course proposals going forward for tri-campus review
 - c. Set scholastic **standards** including admissions and campus graduation requirements
 - i. Review and sustain minimum GPA for admission, ongoing matriculation, and graduation
 - ii. Establish and maintain campus level course designations in specific learning areas: Writing, Research, Community Engaged Learning, Diversity
 - iii. Support for developing learner-centered syllabi
 - d. Maintaining platform for shared, collaborative review of program and course proposals
 - i. Regular meetings and materials (currently Canvas)
 - ii. Links to review dashboards (currently UWCMS)
 - iii. Use and maintenance of APCC best-practices living document

Deliverable: *Updates to EC at each meeting, ongoing*

2. **“provide guidance”**

- a. UWT Academic Plan
 - i. Review use of survey questionnaire data in PNOIs
 - ii. Identify areas of curricular interest and survey improvement for subsequent cycles
- b. UWT Strategic Planning
 - i. Consult with administration on areas of projected growth and potential, based on PNOI and other sources
 - ii. Identify opportunities for improvement in assessment and data collection, to support and inform campus strategic planning
- c. UW wide initiatives
 - i. Teaching@UW
 - ii. A.I. Task Force
 - iii. FCTL Core Elements – faculty code update
 1. Liaise with UWT faculty appointees; request updates as necessary

Deliverable: *Updates to EC once per quarter, ongoing*

3. **“provide recommendations”**

- a. Propose **Class B legislation** to make changes and improvements to the Academic Plan survey tool/ assessment appendix, to better elicit and document measures of program performance, based on use and supplementation of survey questionnaire data
- b. Propose **Class A legislation** to adjust the definition of an academic unit according to the UWT Bylaws, to assure equal representation and equitable impact across programs and faculties
 - i. Share proposed amendments with the Secretary of the Faculty and the UW subcommittee on Code compliance, to assure viability and alignment with tri-campus policy and UW Faculty Code
 - ii. Submit proposed amendments for EC deliberation and vote
 - iii. Identify any other areas of ongoing need for UWT academic policy and make recommendations for action

Deliverable: *Survey Questionnaire revisions for EC review, Monday 3/31/25 - Class B legislation*

Deliverable: *Bylaw Amendments for EC review, Monday 4/28/25 - Class A legislation*

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

Anne Taufen
Faculty Assembly Chair

Andrea Hill
Faculty Assembly Vice-Chair

Charge Letter Approved by the UWT Executive Council 10/28/2024