INSTITUTE OF TECHNOLOGY
UNIVERSITY OF WASHINGTON, TACOMA

Faculty Meeting Minutes - Approved

Friday, January 13th, 2006
10:30 am – 12:30 pm @ CP206C

. Hong, M. Stepp, G. Mobus, D. McLane, L. Lyon-Banks, O. Baiocchi, J. Roshan, hung, F. Johnson, M. Rosenfeld, D. Chinn.

ements:

Baiocchi announced that the new interim Vice Chancellor of Academic Affairs is d. He will also be continuing in the same role of Vice Chancellor for 50% of the nstitute for the other 50% of the time until the end of January. The continuation is pending promotion and tenure cases. Pending the end of January deadline, we aving a last minute faculty meeting to discuss future plans.

tated that there have been a large number of applicants so far in regards to the rch, with some applicants unqualified, and some good candidates. Thus we may g the search to two positions.

alked about the survey and the consultant. No hidden agenda, the survey is not to onal faculty just to see what our future looks like and be sure to respond by the

lso said the next week consultant Tim Dickenson is coming to look at the tive structure.

oshan announced that she attended the recent safety committee meeting. There will ture training opportunities. Also, the bookcases, filing cabinets, etc. need to be he asked faculty to check their offices for unsecured furniture and to let her know.

nted to remind us that the deadline for circulated faculty service forms sent by Calo is fast approaching.

o said all donations for Carmelita Calo's bereavement should be sent to her.

o wanted all undergraduate course schedules that Josh Tenenberg sent to be from Carmelita Calo to herself, and all graduate course schedules to be arranged ge Mobus.

of Minutes:

05 – Attachment I

n by S. Chung, Second by G. Mobus

es approved as presented.

3. **New Business:**

A. Petition Process and Prerequisites – Undergraduate Committee – See Attached Undergraduate Committee Meeting Minutes dated 1/6/05.
-George is requesting that this same process be expanded to the Graduate students as well.

Petition Process Discussion
Fiona Johnson reminded us that advisers let students know it is rare to approve them taking a class for the 3rd time. Fail letters are being revised to reflect stronger language regarding "if a class is failed a second time… faculty may not allow a third time repeat." She also reminded us that entry requirement waivers should be approved by the director.

Motion by S. Cng to approve the proposed petition process, Second by G. Mobus Approved Unanimously

- **George will bring this item to the next faculty meeting (Feb. 3rd) in order to discuss the graduate program petition process.**

Prerequisite Discussion
Fiona Johnson reminded us that advisers let students know it is rare to approve them taking a class for the 3rd time. Fail letters are being revised to reflect stronger language regarding "if a class is failed a second time… faculty may not allow a third time repeat."

Also, she stated in the attachment that Josh Tenenberg provided, in regards to the 142 class there is a discrepancy and that nothing is currently listed in the catalog which is incorrect. (Note – Fiona further independently clarified with Jennifer Burley that the catalog lists no prerequisites but the following recommendations: computer literacy, pre-calc, and physical science).
Motion by E. Hong to approve the proposed pre-requisites and approve as the prerequisites, Second by M. Rosenfeld
Approved Unanimously as proposed.

B. Online Book Ordering – ~~Carmelita~~ Jessica
Jessica reminded us that Carmelita sent a link for online book ordering and it will be done in the spring.

C. **Computer Science Serials – ~~Isabelle~~ Jennifer –** Attachment II
Jennifer, in Isabelle's absence, presented faculty with the list from the library of current serials that are available and if we should continue ordering them or be ordering different titles. Faculty asked that this item be moved to the next faculty meeting along with additional information be provided (budgetary information).

D. Scholarships Report – Moshe

We need to advertise the scholarships more. Faculty does not know deadlines and the information that is needed. The deadline is February 26, 2006. There was an idea to have Kris Martin setup a web page link to get the scholarship information on the web. There is currently available 26 UWT scholarships, of which 13 are program specific, and 2 ½ CSS scholarships including $100,000 Schatz Family monies that could be available in the Spring. The sources, which they come from, are categorized as donations, and tuition wavers. There were extra tuition wavers that faculty did not know about. Staff produced a form that went to faculty fellows. No input seemed to be gathered from our CSS faculty. NSA scholarships were talked to with staff, not faculty. Distribution of scholarships is "one size fits all". There is a form and essay, after which time the faculty and staff will decide, the essays will be decided on by the quality. Business has 6 ½ scholarships with private institution and they will decide for them.

Recommendations for the Institute are: designated funds from faculty for scholarships, be careful to sequence scholarships (ex. 1 student should not get 5 scholarships), CSS faculty should decide who gets CSS scholarships, and there should be some overview of our scholarships. Also, at least 1 scholarship should be merit-based. Faculty scholarships should have full control and decision making by only faculty. Moshe Rosenfeld will write Carol Van Natta a memo directly about the scholarships. George Mobus suggested that the ITAB raise money for scholarships and brought up an example from Texas about a private company, like an outside foundation that gathered donations and funneled them as increments through the Advancement/Development office. George also suggested that this topic be brought up in a future meeting for further discussion.

Motion by Moshe Rosenfeld to have faculty take charge of all scholarships and tuition wavers that are for the institute and to form a subcommittee, Second by Sam Chung
Approved Unanimously

- *Staff will still provide input, and faculty will function as the mechanism.*

Motion by Sam Chung to have at least 1 of the Institute's scholarships be merit-based, Seconded by George Mobus
Approved Unanimously

E. Science Day – Orlando & Fiona

Fiona said that the possibility that Environmental Science may not be participating this year at Science Day due to their heavy load of recruiting for positions. Previously it had been decided that (2) faculty from Computer Science, and (2) staff from Environmental Science would be planning and in the future new ones would be present. There was a consensus from faculty that no one should be excluded from this event and encouraged Sam Chung to assist with the event along with Isabelle Bichindaritz.

F. **Disciplinary Hearing Committee** – Orlando

Discussion about this item was no longer warranted.

G. Approval of a new course entitled TINST 490 Special Topics in Applied Computing – Lou Ann
- Attachment III –
Motion by Sam Chung to approve as presented, Seconded by George Mobus
Approved Unanimously

H. Approval of two more courses to be added to the "approved" list as a second elective for the minor: TGIS 311 and TBUS 301 – Lou Ann – Attachments IV and V **Note: TINST courses that have been successful,**
Motion by Sam Chung to approve these courses, Seconded by Ed Hong
Approved Unanimously

I. Item for Graduate Faculty: Proposal to raise MS GPA requirement for foundation courses – George
For MS Track I students, the current grade point average for foundation courses is 2.7. George is proposing raising the GPA to 3.0.
Increase in the GPA from current 2.7 to 3.0 for foundation courses.
Motion by Ed Hong to approve the GPA with revisions, Seconded by George Mobus
Approved Unanimously

Adjourn

INSTITUTE OF TECHNOLOGY
UNIVERSITY OF WASHINGTON, TACOMA

ATTACHMENT I

Staff and Faculty Meeting Minutes - DRAFT
Friday, November 18th, 2005
9:30 am – 11:30 am

Attendance: I. Bichindaritz, S. Hanks, J. Tenenberg, E. Hong, L. Crum, D. McLane, L. Lyon-Banks, O. Baiocchi, J. Haugen, J. Roshan, G. Mobus, S. Rondeau, B. Endicott-Popovsky, S. Chung, K. Martin, D. Chinn, A. Fry, J. Burley, C. Rials, J. Nelson, C. Calo, and C. Randazzo.

1. **Announcements:**

Orlando indicated that due to Jack Nelson's recent departure, there will be an interim organization to take his place. Orlando will be taking on the role of Interim Vice Chancellor and other program directors will also be taking additional responsibilities. Orlando also stated that this interim position is intended to last six weeks. He will be working part-time in the VCAA office and part-time at the Institute.

Robert Jackson joined us to discuss the freshman curriculum. Advisory Committees have been formed regarding the core curriculum and groups are meeting. Planning is going forward, instructors are indicating interest, and groups are examining approaches & long-term processes.

Patrick Pow came to give us a Computer Services update.

Jim Gawel arrived to talk about a summer retreat involving local colleges and faculty members of UWT. He asked that any interested faculty contact him in regards to next summer's planned retreat.

Graduate Program Review – Orlando
Orlando indicated that our graduate program will be under review during the next academic year and it will be coordinated by the Graduate Coordinator, Graduate Adviser, and Program Administrator. This will be a very time consuming process and the undergraduate program will also be looked at. George reminded graduate faculty to save syllabi, homework, etc. Jessica will distribute what will be required in the review process.

Evergreen Collaboration – George
George, along with Chris Rials, indicated that they will be working with both the chair and faculty of the Computer Science Department at Evergreen State College to discuss transcripts and to gain a better understanding of their offerings & needs.

Holiday Party – Friday, December 9th 5:00 pm – 9:00 pm at Josh's house – Josh/Jessica

Next IT/CTC Meeting – Friday, December 16th 10:00 am – 1:00 pm at the Tacoma Art Museum - Orlando
Josh indicated that he will not be able to attend, so Donald will discuss the portfolio commons project at the meeting.

2. **New Business:**

A. Commencement Hooding – Jessica
Jessica asked for two faculty members to commit to the graduate commencement hooding process. Isabelle and Sam agreed to volunteer for this; George stated that he could also be available if needed.

B. Alumni Project – Andrew
Andrew is currently working with Jennifer and John on an alumni database project which includes an alumni reference binder and an upcoming alumni event.

C. Discretionary Budget – Jessica
Jessica indicated that we need donations to the discretionary budget for various Institute events. The budget is currently in a deficit. She will send directions about how you can sign up for employee payroll contributions via email but direct monetary donations are welcome too.

D. Teaching for Summer School – Orlando
There was a recent meeting with Alice Dionne and others in regards to classes offered during the summer. The Chancellor is also encouraging summer classes be taught. We are already offering TCSS 143 next summer and we'll look at possibly offering additional classes.

E. Speaker Series – Kris
Kris reminded us that Skip Walter is coming to the campus on November 30th as the first of three "Humans, Design & Technology" talks.

F. Meetings in Seattle – Orlando and Larry
Orlando and Larry recently met with the CIAC (Barbara Endicott-Popovsky and others) and stated that we are generating some interest from other deans and faculty members at UW Seattle. Barbara indicated that classes are starting in winter, six courses have been designated as having security content, and a scholarship program has been launched.

Orlando and Larry also recently met with Ed Lazowksa, David Notkin, and Acting Dean Some (UW College of Engineering) to discuss our plan for expanding our program. Lazowksa had some reservations about the possible high cost and Notkin indicated he was excited about the ideas.

Adjourn

Here are UW Tacoma Library's current PRINT serials in computer science:

1. Empirical software Engineering: An International Journal
Print cost-$423.33 [also available electronically 1997 to present]

2. Behavioral and Brain Sciences
Print cost-$498.00 [also available electronically 03/01/1997 to present]

3. AI Magazine [American Assoc. for Artificial Intell: Academic/Corporate Membership]
Print cost-$206.00 [also available electronically 01/01/1997 to present]

4. Computer Science Education
Print cost-$413.94 [also available electronically 03/01/1998 to present]

5. Software: Practice & Experience
Print cost-$342.95 [also available electronically 1997 to present]

6. Complexity
Print cost-$69.48 [also available electronically 1996 to present]

7. PC Magazine
Print cost-$44.83 [also available electronically 01/24/1984 to present]

8. Science of Computer Programming
Print cost-$426.96 [also available electronically 1995 to present]

9. Macworld
Print cost-$39.19 [also available electronically 01/01/1989 to present]

10. Computer Graphics World
Print cost- $61.64 [also available electronically 01/01/1988 to present]

11. ACM Computing Surveys
Print cost-$190.51 [also available electronically12/01/1990 to present]

12. Computing Reviews
Print cost-$206.20 [NOT available electronically in our system]

13. Computational Intelligence
Print cost-$772.12 [also available electronically 1997 to present]

14. Computer
Print cost-$1,260.72 [also available electronically 1988 to present]

15. IEEE Spectrum
Print cost-$218.52 [also available electronically 1988 to present]

16. IEEE Software
Print cost-$812.46 [also available electronically 1988 to present]

17. Artificial Life
Print cost-$280.16 [also available electronically 1998 to present]

18. Human Computer Interaction
Print cost-$537.91 [also available electronically 2000 to present]

19. Journal of Network and Computer Applications
Print cost-$249.90 [also available electronically 01/01/1996 to present]

20. International Journal of Human-Computer Interaction
Print cost-$644.37 [also available electronically 2000 to present]

Information provided on 12/6/05 by:
Carole Svensson
UW Tacoma Library

Minutes for CSS Undergraduate Committee meeting
January 6, 2006
NOT APPROVED

Attending: Josh Tenenberg (secretary), Donald Chinn, Lou Ann Lyon-Banks, Fiona Johnson, George Mobus

The minutes of the December 7 meeting were approved.

1. The undergraduate committee recommends (3-yes, 0-no, 0-abstain) that the voting faculty of CSS adopt the following proposal for the handling of student petitions related to undergraduate courses:
    - During the weeks when classes are in session, the undergraduate coordinator will receive the petitions. The undergraduate coordinator and at least one other faculty member (chosen by the coordinator as appropriate) will make a determination concerning the petition. This determination might be to approve, deny, defer, request clarification, or bring the petition to the undergraduate committee, voting faculty, or Director.
    - During the weeks when classes are not in session, the petitions will be handled based on the type of petition.

    Course equivalency petitions.
    Currently, these will be held until classes are in session, and then handled as specified above. The long-term plan is to determine those courses from CSS at UW Bothell and CSE at UW Seattle that map to courses in the CSS program. The undergraduate committee will develop this map and bring it to the voting faculty for approval.

    Petitions to take the same course for a third time.
    These will be handled by the Director.

    Prerequisite waivers.
    These will be held until classes are in session, and handled as specified above.

    Entry requirement waiver requests.
    These will be handled by the Director.

    Other petitions
    These will be brought to the Director, who will either make a determination on the petition or wait until classes are in session, whichever he or she deems most appropriate.
2. The undergraduate committee recommends (3-yes, 0-no, 0-abstain) that the voting faculty of CSS adopt the prerequisites as specified on the accompanying sheet entitled "Recommended Prerequisites for undergraduate foundation and core courses in CSS." This is to eliminate the inconsistencies between prerequisites as specified in a variety of different official documents.

The remaining meetings for the term will be the following dates/times, all in CP206C (the 2nd floor conference room).

- Jan 27, 9:30 - 11am
- Feb 3, 9:30 - 10:30am
- Feb 17, 9:30 - 10:30am
- March 3, 9:30 - 10:30am

Recommended Prerequisites for undergraduate foundation and core courses in CSS

December 13, 2005. Revised January 6, 2006.

Currently, there are inconsistencies between the prerequisites for "new curriculum" courses in the documents that voting faculty used in passing this new curriculum, official catalog copy of undergraduate courses, and the registrar's CSS course descriptions on the UWT website.

This document has two purposes. The first is to reconcile the differences in the documents that the voting faculty approved. The second is to place additional prerequisite on some of the entry level courses that were assumed to be in place due to admissions requirements for a junior/senior institution that can no longer be taken for granted when freshmen begin to be admitted.

The documents that are taken as "source" or "primary", i.e. those documents that contain policy as voted on by CSS faculty, are the prerequisite chart from page 1 of the powerpoint slides written by Donald Chinn, 2) the syllabi for each of the courses in the Core for the new curriculum, and 3) the new/change course forms submitted to the UWT Curriculum committee. All of these primary documents can be found at: *S:\Institute_of_Technology\General\Curriculum\New BS Curriculum* and *S:\Institute_of_Technology\General\Curriculum\New BS Curriculum\curriculum committee*. Unfortunately, there are discrepencies between these documents. These discrepancies are noted below. Further, these documents assume that all entering students satisfy all admissions requirements for entering juniors, which is not always the case.

Policies currently in the official catalog and UWT website are taken as "derived" documents; where they diverge from the source documents, they are considered in error.

Course number	2005-06 UWT Catalog	UWT Website (from registrar)	"New Curric" syllabus	"New Curric" prereq chart	new/change course forms	Proposed pre-req's
142	Computer literacy, pre-calc, physical science	Recommended: Computer literacy, pre-calc, physical science	no syll	none	no form	pre-calc
143	Placement exam	142	no syll	142	no form	pre-calc, placement exam
305	Placement exam	143	143	calc, calc-based physics	143, placement exam	pre-calc, placement exam
321	Structured prog, calc	Structured prog, calc	142, calc, calc-based physics	None	no change	142, calc
322	321	321	321, 143	321	321	321, 143
325	143 or equivalent	143	143	143	143 or equivalent	143, 10 credits of writing (current entrance req's)
	co-req: 305.		321, 305 (may be taken	321, 305 (may	321, 305 (may	321, 305 (may

342	Placement exam.	143, 305	concurrently), calc, calc-based physics	be taken concurrently).	be taken concurrently).	be taken concurrently)
343	322, 342	322, 342	322, 342	322, 342	322, 342	322, 342
360	342	342	342	342	342	342, 10 credits of writing
371	None	college-level physics	142	143	college-level physics, 142	142, calc-based physics
372	371, 342	371, 342	371, 342	371, 342	371, 342	371, 342
422	343, 372	343, 372	343, 372	343, 372	no form	343, 372

University of Washington
Curriculum Review Committee
NEW COURSE APPLICATION

Prefix (6 characters max.)	Number
TINST	490

Offered jointly with:

Prefix (6 characters max.)	Number

College or School / Department / Subdepartment	Date
Institute of Technology, Computing & Software Systems	*12/1/05*
Course Title	**Credits**
Special Topics in Applied Computing	*5*

1. PURPOSE OF REQUEST

■ Permanent new course, to be effective *Spring* Quarter *20 06 .*

☐ Temporary new course, to be offered beginning_____Quarter 20_____through_____Quarter 20_____.

☐ Extension of a temporary new course, to be offered beginning_____Quarter 20_____through_____Quarter 20_____.

☐ Conversion of a temporary new course, to be offered beginning_____Quarter 20_____.

☐ Permanent CR/NC grading only.

☐ This application is accompanied by an application to drop an existing course that has the same course number as the course requested here.

Attach a course syllabus/outline and reading list if this course will be offered for more than one quarter.

2. JUSTIFICATION

Explain why this course is being proposed, including its relationship to your overall curriculum. (Attach additional sheet if necessary.)

This provides for the study of timely subjects in programs in the Institute of Technology which are of interest to a group of students and at least one faculty member and which are not covered appropriately in an existing course. This course is particularly designed to support the minor in Applied Computing.

3. CATALOG DATA/COURSE DESCRIPTION

If course is below the 500 level, the department can recommend that it be accepted toward the following undergraduate general education requirements. Indicate more than one if appropriate.

VLPA___I&S___NW___QSR___

Catalog description (***Must** be double spaced.*)
(50-word limit, including prerequisites and "Offered jointly with XXX 100" if applicable)

Examines current topics and issues associated with programs in the Institute of Technology.

Prerequisite determined by the course topic.

Enforce automatic cancellation of registration if prerequisites not met (undergraduate classes only). ☐

Abbreviated title for transcripts (not to exceed 19 characters, including spaces): *Spl Topic in Appl Comp*

Catalog subheading (if any) for this course within your department _____

Names and ranks of probable instructors (Include curriculum vitae for any instructor not now on the University faculty)

_____ ☐ Include faculty in *General Catalog* description.

Quarter(s) offered (A, W, Sp, S) *A, W, Sp, S* ■ Include quarters in *General Catalog* description.

REV.3/99

COMPLETE OTHER SIDE OF THIS FORM

4. CREDITS AND HOURS

a. Contact and outside hours: 1 credit represents a total time commitment of 3 hours per week of student effort.

Contact hours per week Lecture 5 Laboratory _____ Quiz section _____ Studio _____ Seminar _____ Other* _____ **Attach explanation and justification for "other" contact hours.* TOTAL CONTACT HOURS:	5
How many additional hours will a student be expected to spend each week in preparation for this course? OUTSIDE HOURS:	10
TOTAL WEEKLY CONTACT AND OUTSIDE HOURS:	15

b. If variable credit, how will the number of credits awarded be related to the amount of student effort required?

c. How will students be evaluated for credit or grades?

At least two graded exams and graded reports.

5. STUDENTS

a. Anticipated enrollment per quarter *15- 25*.

b. Types of students expected (undergraduate majors, undergraduate non-majors, graduate or professional students):

Undergraduate Applied Computing minor students and undergraduate non-majors

6. RESOURCES

Will additional resources be required to teach this course, including new space, equipment, computer, library, or other instructional resources? Please explain.

No.

7. JOINT COURSE

List all departments, schools, or colleges participating. Joint course applications require a signature from each unit. (If units from more than one school or college participate, a separate application must be filed by each.)

Name of unit (List the unit responsible for administering the course first)	Course prefix and number	New course or existing course in this unit?	Signature of chair

8. OTHER COLLEGES, SCHOOLS, OR DEPARTMENTS AFFECTED

If this course includes subject matter currently dealt with by any other University units, the originating department must circulate this application for review by those units and obtain the necessary signatures prior to submission. Failure to do so will delay action on this application.

Name of unit	Signature of dean or chair	Recommend approval	Recommend disapproval (attach explanation)	Date

9. APPROVAL

Date

Chair of submitting department _____

College Curriculum Committee _____

College Dean _____

UNIVERSITY OF WASHINGTON, TACOMA ATTACHMENT IV

TGIS 311 - Maps and GIS
Course Syllabus

INSTRUCTOR: Dr. Tom Carlson
OFFICE: WCG 311
EMAIL: carlsont@u.washington.edu
VM: 253.692.4679
MAILBOX: Urban Studies Program Office
OFFICE HOURS: Monday 3:30pm to 4pm, Tuesday 3pm to 4pm, or by appointment. Office hours are for you to visit the instructor with questions or to get help.
COURSE TIMES AND LOCATION: Lecture Monday, 9am to 12pm, Room Dougan 270. Labs: MW 1pm-3pm or TTh 4:15-6:15pm, room SCI 317/SCI 111. or SCI 336.
UNITS: 6

This syllabus is a tentative guide to the course. Adjustments may be made when deemed necessary by the instructor. The updated versions will be posted to your course black board site. It is the responsibility of the student to be aware of any changes.

COURSE DESCRIPTION:
Introduction to map interpretation and basic spatial analysis through the use of geographic information systems (GIS). Develops, through hands-on experience, a fundamental understanding of maps and their creation, GIS and its applications in a variety of fields such as environmental science, urban planning, nursing, social work, and business.

REQUIERED TEXTS:
Campbell, John. 2001. *Map Use & Analysis*, 4th edition. McGraw-Hill: Boston. ISBN 0-07-303748-6.

Minami, M. 2000. *Using ArcMap: GIS by ESRI*. ESRI Press

Required resources: You need to purchase these two maps and equipment from the UWT bookstore: Puyallup topographic Quadrangle 1:24,000 Scale, and Tacoma 1:100,00 scale Quadrangle, and "The Coordinator"

You will need to purchase the following tutorials from the copy center:
1. Arc Catalog Tutorial. Purchase copy from Keith at the copy center.
2. Arc Toolbox Tutorial. Purchase copy from Keith at the copy center.

Other resources you may need: transparent ruler, circular protractor, basic function calculator, pencil, eraser, and other such basic classroom and office instruments. Access to the World Wide Web is required and available through university facilities. Students are expected to be familiar with computers and how to use e-mail, Blackboard, and the WWW.

NOTE: The reading for the course is very important to help you gain a theoretical and operational understanding of maps and the capabilities of GIS. Reading the assigned materials before coming to class is expected, and will make the information presented much more meaningful to you.

HOW TO SUCCEED IN THE COURSE:
The UW students are expected to spend a minimum of 2 hours per 1 hour of course studying and working on course related material outside of each class period. Since this is a 6-credit course you should be spending at least 12 hours a week outside of class in study. The completion of reading assignments is expected. Falling behind in either the lecture/lab and/or the reading assignments will impair your ability to complete the course with a passing grade. Treat this course as you would treat a job and you will succeed.

COURSE GOALS:
- Learn the fundamentals of map interpretation and analysis
- Learn the fundamentals of cartography
- Be able to define GIS and the six component parts of a GIS and describe their function.
- Gain a working knowledge of ArcGIS and an understanding of the potential use of the software.
- Learn some basics about the acquisition and management of spatial data sets.
- Learn how to conduct simple analysis and display spatial information.

COURSE REQUIREMENTS:
1. The weekly exercises are a key part of the course. These exercises are the hands-on method of learning the map and GIS concepts and applications presented in class. Each exercise is due on the assigned date unless otherwise stated. Exercises will <u>not</u> be accepted late.

2. Midterm and Comprehensive Final Exam.

3. Final Map Project due on the final dates for this course. Details are included in a separate handout.

GRADES:

1. Course Grade:	Midterm Exam	15%
	Final Exam	25%
	Exercises	30%
	Final Map	30%
	TOTAL	100%

2. The University of Washington Tacoma's standard cheating and plagiarism policy applies to this course.

3. Disability Support Services – If you would like to request academic accommodations due to a temporary or permanent disability, contact Lisa Tice, Manager for Disability Support Services (DSS) in the Mattress Factory Bldg, Suite 206. An appointment can be made through the front desk of Student Affairs (692-4400), through Student Services (692-4501), by phoning Lisa directly at 692-4493 (voice) or 692-4413 (TTY), or by e-mail ltice@u.washington.edu. Appropriate accommodations are arranged after you've conferred with the DSS Manager and presented the required documentation of your disability to DSS.

4. Weather Days – Contact UWT's official snowline (253-383-INFO) to determine whether campus operations have been suspended. Unless there is a voice message saying class is canceled class will go on as usual.

5. Electronic devices (including, but not limited to, cell phones, pagers, laptops, and personal digital assistants) are not to be used in the classroom unless you have permission from the instructor as they are disruptive. Activities that are non-relevant to the course, such as checking/sending email, playing games, and surfing the web, reading newspapers, etc., are considered disruptive activities when class is in session and are not permitted.

6. Classroom behavior: At UWT we strive for an environment that is conducive to learning. Questions and discussions of course topics are encouraged and are appropriate for the course. Talking for the sake of conversation with your classmates, passing notes or interrupting someone speaking is not appropriate classroom behavior and will not be tolerated. If talking becomes a problem for certain people, they will be warned. The next step will be reduction in overall points and thereby overall grade for the course. This will reduce your final grade in the course!

7. Computer use in the GIS lab facilities. The computers in the lab are for GIS coursework only. They are for you to use to work on learning the fundamentals of the ArcGIS software and not for surfing the web, checking email or anything else other than course work. Likewise, the printers in the lab are there for a specific purpose: to print maps made with ArcGIS. These may be draft or final maps that you will turn in. The printers are not to be used for printing lecture notes, papers, web pages or anything else. They are strictly for

map production, which is the major component of this course. If you want to print lecture notes, emails, or anything else, there are plenty of computer labs on campus where you can accomplish this.

TENTATIVE SCHEDULE:
The following schedule is an outline of where we will go in the course. Due to lengthy discussion of interesting topics or other factors the instructor may make changes from time to time.

Campus holidays: November 11, November 25, November 26, Dec. 24.
Finals Week: December 13-17
Final Exam for TGIS 311: Monday, December 13 during normal lecture time, 9am-12pm
End of term: December 17.

Week of Topic

Week 1
Introductions
Mapping and GIS Basics

Week 2
Topics: Intro to Cartography, locational reference systems,
Reading: Cambell Chp 1,2,4
Labs: topographic maps: Locational Reference – Latitude and Longitude, UTM, Township and Range,

Week 3
Topics: Intro to Cartography cont., locational reference systems cont., scale,
Reading: Campbell Chp 3, 5, 6.
Labs: topographic maps, Scale

Week 4
Topics: Cartography, projections, geoid, datum,
Reading: Campbell Chp 8,9,10
Labs: Internet Map Projection Exercise, cartography, Using ArcMap Tutorial

Week 5
Topics: typography, Intro to GIS, GIS
Reading: Using ArcMap chp 1, 2, 3, Campbell Chp 19,20,
Labs: Using ArcMap Tutorial

Week 6
Topics: map symbols
Reading: Arc Catalog Tutorial, Campbell Chp 11,12
Labs: Arc Catalog Tutorial. Purchase copy from Keith at the copy center.

Week 7
Midterm exam: Monday during regular lecture time 9am-12pm. No lecture following exam.
Reading: Arc Toolbox Tutorial**,** Campbell Chp 14,16
Labs: Arc Toolbox Tutorial. Purchase copy from Keith at the copy center.
No lab Thursday, campus holiday

Week 8: Geography Awareness Week. GIS Day is November 17. We will have a GIS conference on campus 8:30am-12pm, Wednesday, the 17th.
Topics: map design
Reading: Using ArcMap Chp 4,5,6
Labs: Hawaii Body Surfing Map

Week 9
Topics: GIS topics, overlay
Reading: Using ArcMap Chp 8,9
Labs: Middle East Map
No lab Thursday, campus holiday

Week 10
Topics: GIS topics, data acquisition
Reading: Using ArcMap Chp 10, 11
Labs: Using Geography Network to find data

Week 11
Topics: GIS topics, software options
Reading: Using ArcMap Chp 14
Labs: TBA

Week 12
Final Exam: Monday, December 13 during normal lecture time, 9am-12pm.
Final mapping project due when you walk into class to take the final exam.

I will try to stay on the schedule as much as I can. However, it is your responsibility to come to class and be informed of any changes.

No make-up exams will be given without a prior approval or valid, documented excuse. It

is your responsibility to make sure you are able to come on those dates as scheduled for examinations.

If you think you need extra time for examinations or exercises because of your physical condition, please make that known to the instructor at the beginning of the term so arrangements can be made to accommodate your needs.

Office hours are for you to visit the instructor with questions or to get help. Use the hours. If you don't let me know you are in need of help how am I to know?

ACCESS TO GIS SOFTWARE OUTSIDE OF CLASS:
Access to using the ArcGIS software outside of class time is critical to your success in this course and is provided by on campus computer labs:

- CP 005, WG 108, and CTLC have a computers with ArcGIS on them for your use. Check on the campus website for open lab times: http://www.tacoma.washington.edu/compserv/labs_open.cfm

UW GRADE SCHEDULE

A	**97-100**	**4.0**
	94-96	**3.9**
A-	**93**	**3.8**
	92	**3.7**
	91	**3.6**
	90	**3.5**
B+	**89**	**3.4**
	88	**3.3**
	87	**3.2**
B	**86**	**3.1**
	85	**3.0**
	84	**2.9**
B-	**83**	**2.8**
	82	**2.7**
	81	**2.6**
	80	**2.5**
C+	**79**	**2.4**
	78	**2.3**

	77	**2.2**
C	**76**	**2.1**
	75	**2.0**
	74	**1.9**
C-	**73**	**1.8**
	72	**1.7**
	71	**1.6**
	70	**1.5**
D+	**69**	**1.4**
	68	**1.3**
	67	**1.2**
D	**66**	**1.1**
	65	**1.0**
	64	**0.9**
D-	**63-62**	**0.8**
	61-60	**0.7**
E	**59-0**	**0.0**

All grades except papers will be given in %, or in points which can easily be converted to %.

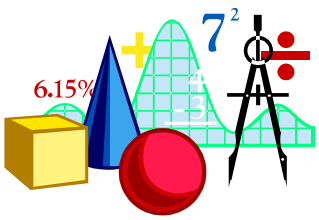
See below for paper grade conversions.

Paper grade conversions:

Letter	**%**	**Letter**	**%**	**Letter**	**%**
A+	**100**	**B-**	**82**	**D**	**65**
A	**95**	**C+**	**78**	**D-**	**62**
A-	**92**	**C**	**75**	**E**	**0**
B+	**88**	**C-**	**72**	**(not turned in)**	
B	**85**	**D+**	**68**		

TBUS 301 Quantitative Methods – Fall 05
Milgard School of Business

ATTACHMENT V



Time: Tu/Th Section 1 10:30-12:45/Section 2 1:45-4pm
Location: Section 1 - DOU 101/Section 2 - SCI 111
Professor: Linda Dawson
Office: SCI 220
Telephone: (253) 692-5763
E-mail: lidawson@u.washington.edu (the first letter is a lower case L, not 1 (one))
Office Hours: M/Tu/W/Th-12:45-1:45 pm, or by email or appt.

Course Description:
T BUS 301 Quantitative Analysis for Business (5) NW, QSR
Provides statistical tools to analyze business problems and enhance decision-making. Utilizes an applied approach to organize, explore, and analyze data, understanding estimations and significance tests and perform regression analysis using quantitative methods.

Specific Course Description and Course Objectives:
Quantitative Methods involves the analysis of business data and the interpretation of the results, using tools available with Microsoft Excel and an Add-In provided in the manual. Emphasis is placed on relevant statistical methods used to solve business related problems often encountered in business planning and decision making. Accounting, Economics, Finance, Marketing, and Production Managers, among others, perform statistical analyses as a part of their responsibilities.

Required Texts:
The Practice of Business Statistics, Using Data for Decisions, Moore, McCabe, Duckworth & Sclove, 2003, W.H. Freeman & Co.
The Enhanced Excel Manual for the Practice of Business Statistics, L. Dawson, 2004, W.H. Freeman & Co.

Blackboard Course Website: Course materials will be posted on Blackboard. The Digital Drop Box will be used for delivering Excel assignments to instructor.

EXPECTATIONS:
This course requires a significant amount of computer analysis. Recommended methods of solution using Excel are illustrated in detail in the Excel manual and demonstrated on a regular basis in the classroom. The student is expected to attend class, read all assigned materials prior to class, and accomplish class assignments in the computer lab, library or at home.

Classroom Rules:
- No cell phones should be turned on.
- During computer sessions, it is expected that students work on the assigned material and not engage in surfing the internet, sending emails, etc. These activities should be reserved for the class break.
- Students are expected to act professional, courteous and respectful of others.
- The classroom is not an appropriate environment to bring babies and small children. A student must receive permission **prior** to bringing a child to class in an emergency situation. The instructor has the right to refuse and no children should be present during exams.
- A student may be asked to leave for disruptive behavior.

HELP WITH STATISTICS:

The pre-requisite for this class is a lower division statistics course. Therefore, minimal time will be spent on reviewing material. Review of previous material is the responsibility of the student. The Center for Teaching, Learning & Technology (CTLT) offers academic and technical support for students. Make an appointment online at

http://www.tacoma.washington.edu/ctlt/ or visit KEY 202. For your Math needs, assistance is available on a drop-in basis, **When making an appointment, be specific about your needs and what class you are in. Study groups with a math consultant are advertised to be available if you request such a group.**

Grading:

- Homework (10/27 & 12/1) - 20%
- Midterm Exam (November 3) - 40%
- Comprehensive Final Exam (Finals Week – see schedule) - 40%

Homework:

Homework and class participation are listed as 20% of your grade. Homework will be due at the start of class on the assigned day. Assignments will be dropped in the digital drop box of Blackboard. Late assignments will only be accepted late due to extreme emergency or documented illness. Problems should be labeled clearly, follow the order that they are assigned, and answers that require more than a sentence should be typed in a word processor. All problems should be included in a single Excel file unless there are size difficulties – in that case the assignment can be split into more than 1 file. Work is expected to be sent electronically to the digital drop box. Although it may be helpful to work in groups to solve homework assignments, it is still expected that you individually solve each homework assignment to hand in. Duplicate files are not acceptable. Work identified as exact duplicates will have major points deducted and can result in a zero on that assignment.

Exams:

All exams will only be given at the scheduled time. Exceptions will be made **ONLY** in extreme emergencies with verification of illness or emergency a requirement. **The student is required to inform the professor prior to the exam via phone and/or email concerning the emergency. Anyone cheating on an exam or using resources not allowed during an exam will be asked to leave and given a zero.**

Plagiarism:

Students are expected to produce their own work. Students are encouraged to study in groups but should produce their own homework assignments and project. I reserve the right to ask a student questions about his/her homework or project to be assured the student is using his or her own words, and to return the paper with a zero grade if the student does not understand what he or she has written. Any plagiarized work will be given a zero.

Grading System for Undergraduate Students:

The University of Washington uses a numerical grading system at both the graduate and undergraduate levels of instruction. At the undergraduate level, instructors may report grades from 4.0 to 0.7 in 0.1 increments and the grade 0.0. The number 0.0 is assigned for failing work or unofficial withdrawal. Numerical grades may be considered equivalent to letter grades as seen in the registration guide.

Help with Personal Issues, Stress, Time Management, Study Skills

The Counseling Center is located in the Mattress Factory Bldg, Suite 206. The Counseling Center offers free, confidential counseling to currently enrolled students. Students can seek counseling for a variety of concerns such as depression, academic difficulties, grief, relationship difficulties or stress. Students are encouraged to seek help for problems that interfere with the learning process. Call to make an appointment with Dr. Carol Wood at 253-692-4400 or email: cswood@u.washington.edu

Disability Information:

If you would like to request academic accommodations due to a temporary or permanent disability, contact Lisa Tice, Manager for Disability Support Services (DSS) in the Mattress Factory Bldg, Suite 206. An appointment can be made through the front desk of Student Affairs (692-4400), through Student Development and Success (692-4501), by phoning Lisa directly at 692-4493 (voice) or 692-4413 (TTY), or by e-mail ltice@u.washington.edu. Appropriate accommodations are arranged after you've conferred with the DSS Manager and presented the required documentation of your disability to DSS..

Course Curriculum Approximate Outline –

Class	Topics	Ref – Text/Manual
Week 1 – 9/29	Course Overview Use of Add-In in Excel Manual Displaying Distributions with Graphs	 1.1
Week 2 10/4 10/6	 Describing Distributions with Numbers The Normal Distribution Scatterplots Correlation	 1.2 1.3 2.1 2.2
Week 3 10/11 10/13	 Least-squares Regression Cautions about Correlation & Regression Influential Outlier Analysis	 2.3 2.4
Week 4 10/18 10/20	 Relations in Categorical Data Designing Samples Toward Statistical Inference Randomness Law of Large Numbers, The Sampling Distribution of a Sample Mean	 2.5 3.1 3.3 4.1 4.4
Week 5 10/25 10/27	 Estimating with Confidence **Homework 1 Due** Tests of Significance	 6.1 6.2
Week 6 11/1 11/3	 Using Significance Tests Power and Inference as a Decision **Midterm Exam**	 6.3 6.4
Week 7 11/8 11/10	 Inference for the Mean of a Population Comparing Two Means	 7.1 7.2
Week 8 11/15 11/17	 Inference for a Single Proportion Comparing Two Proportions	 8.1 8.2
Week 9 11/22 11/24	 Analysis of Two-Way Tables **Thanksgiving – No Class**	 9.1
Week 10 11/29 12/1	 Formulas and Models for Two-Way Tables **Homework 2 Due** Inference for Regression	 9.2 10.1
Week 11 12/6 12/8	 Inference about Prediction Data Analysis for Multiple Regression Inference for Multiple Regression	 10.2 11.1 11.2
Finals Week Section 1 10:30-12:45 Section 2 1:45-4pm	**Comprehensive Final Exam** Final on Thursday, December 15 Final on Tuesday December 13	