Meeting synopsis:

1. Call to Order
2. Review minutes from June 8th, 2018
3. Introductions / FCAS terminology (Stroup)
4. Orientation to FCAS (Burgess/Hatchett)
5. Chair’s Report
6. SCAP report
7. Good of the Order
8. Adjourn

1) Call to Order

The meeting was called to order at 1:30 p.m.

2) Review minutes from June 8th, 2018

The minutes from the June 8th, 2018 meeting were approved with amendments (grammatical).

3) Introductions / FCAS terminology (Stroup)

Stroup (chair) stressed the importance of attending FCAS meetings. If members have three unexcused absences they will be excused from FCAS. Members who have to miss a meeting should email Lauren Hatchett (Council Analyst, Faculty Senate Office) prior to the meeting.

The council chair shared a one pager with common FCAS terminology (Exhibit 1).

4) Orientation to FCAS (Burgess/Hatchett)

Joey Burgess (Assistant to the Secretary of the Faculty, Faculty Senate Office) provided an introduction to the Faculty Senate and the Faculty Councils using a PowerPoint (Exhibit 2).

5) Chair’s Report

The chair gave an overview of the FCAS charge letter for the council (Exhibit 3). The goals from the Senate Chair for FCAS, are:

- Monitor student course evaluations initiative being undertaken by Office of Educational Assessment
- Finalize development of UW Areas of Knowledge definitions
- Finalize development of FCAS Best Practices for Syllabi
The chair noted that tri-campus coordination is challenging, and it may not be possible. One example is that diversity credit is defined differently at each campus. The chair will look into what the council can do.

The council briefly discussed the College of Arts and Science’s direct-to-division enrollment proposal from last year. The chair commented that there were workgroups that met over the summer. These workgroups are finishing up their findings this month and will provide a report soon.

The chair noted that Janice DeCosmo, Associate Dean of Undergraduate Academic Affairs and Associate Vice Provost for Undergraduate Research, will attend the next FCAS meeting and provide a syllabus best practices review.

The chair commented on medical excuse notes, which was a topic the council previously addressed. FCAS was not able to produce a full recommendation last year, and an FCAS workgroup will not be established this year. Language for best practices should be established. The chair noted she would work on this and other members are welcome to help.

The chair briefly mentioned that developing a “pre-health” minor was a topic the council explored last year. This minor is too difficult to implement and will not be taken up this year.

The chair returned to the first bullet of the charge letter regarding student evaluations of teaching (SETs). There are problems, particularly with bias. These are also used for promotion and tenure. SETs are impacting how faculty teach classes. There are pressures to innovate and be creative in classes, but it takes time to find what works best. Additionally, faculty may avoid innovation in the classroom because of SETs.

The chair asked members to sign up for a subcommittee.

6) SCAP report

Routine Business

#1 – Biology

The request is for revised program requirements for the Bachelor of Arts degree in Biology.

The request proposed an intensive, 15-credit Intro Series that will serve as an alternative entry point into the Bachelor of Arts degree in Biology

The request was approved by majority vote.

#2 – Biology

The request is for revised admission and program requirements for the Bachelor of Science degree in Biology.

The request proposed an intensive, 15-credit Intro Series that will serve as an alternative entry point into the Bachelor of Science degree in Biology
The request was approved by majority vote.

**Non-routine Business**

#1 – Asian Languages and Literature

The request is for a Minor in Vietnamese Language and Culture.

The request was approved by majority vote.

#2 – Communication

The request is for revised admission and program requirements for the Bachelor of Arts degree in Communication.

The request proposed a new introductory course (COM 200) that combines themes from the current two introductory courses (COM 201 and COM 202).

The request was approved by majority vote.

#3 – Landscape Architecture

The request is for revised admission and program requirements for the Bachelor of Landscape Architecture degree.

The request proposed more flexibility in course selection for students pursuing a Bachelor of Landscape Architecture degree.

The request was approved by majority vote.

#4 – Anthropology

The request proposed an Indigenous Archaeology Option within the Bachelor of Arts degree in Anthropology.

The request was approved by majority vote.

#5 – Asian Languages and Literature

The request is for revised requirements for the Minor in Chinese.

The requests proposed revising credit requirements in order to increase access and to provide an alternative pathway into the minor, especially for students who are native speakers or arrive to the UW with a significant degree of language study.

The request was approved by majority vote.
#6 – Asian Languages and Literature

The request is for revised program requirements for the Bachelor of Arts degree in Japanese.

The request was approved by majority vote.

#7 – Integrated Social Sciences

The request is for revised program requirements for the Bachelor of Arts degree in Integrated Social Sciences.

The request proposed allowing ISS majors to participate in UW faculty-led study abroad programs.

A member asked if there were any capacity issues for study abroad programs. The chair was unsure how it may impact.

The request was approved by majority vote.

#8 – Jackson School of International Studies

The request is for a Minor in Hellenic Studies.

The request was approved by majority vote.

#9 – Jackson School of International Studies

The request is for a Minor in Luso-Brazilian Studies.

The request was approved by majority vote.

7) Good of the Order

The chair asked the council to review FCAS/SCAP instructions for substantial program proposals (Exhibit 4). The chair will ask for a vote to approve these instructions at the next meeting.

A member asked if the council should expect 1503s from the College of Arts and Sciences. The chair estimated that the council will see these soon (this month or later this quarter).

A member asked for draft syllabus guidelines to be placed in the FCAS Google Drive.

8) Adjourn

The meeting was adjourned at 3:00 p.m.

Minutes by Lauren Hatchett, lehatch@uw.edu, council analyst

Present: Faculty: Sarah Stroup (Arts & Sciences) (chair), Phil Brock (Arts & Sciences), Lynn Dietrich (Education), Radhika Govindrajan (Arts & Sciences), Mike Lockwood
(Naval ROTC), Dan Ratner (Engineering), D. Shores (Business), Joel Thornton (Environment)

**Ex-officio reps:** Conor Casey, Angelia Miranda, Dan Feetham

**President’s designee:** Philip Ballinger

**Guests:** Robert Corbett, Michaelann Jundt, Tina Miller, Robin Neal

**Absent:**

**Faculty:** Champak Chatterjee (Arts & Sciences), Ann Huppert (Built Environments), Zhi Lin (Arts & Sciences), John Sahr (Engineering)

**Ex-officio reps:** Jennifer Payne, Meera Roy

**Exhibits**

Exhibit 1 – FCAS Abbreviations.docx
Exhibit 2 – Orientation to University Faculty Councils.pptx
Exhibit 3 – fcas_councilchargeletter_2018-2019_draft.docx
Exhibit 4 – FCAS 1503 Preferred Order AU 18 copy.pdf
Faculty Council on Academic Standards
Common Abbreviations
12 October 2018

FCAS and Committees

**FCAS**—Faculty Council on Academic Standards (pronounced Ef-Cass, for obvious reasons).
FCAS is responsible for matters of university policy relating to the academic affairs of the UW Seattle campus, such as admissions policy, scholastic standards, university graduation requirements, and inter-institutional academic standards. Also, strangely: the Med School. Do not make the mistake of calling us the “Faculty Council of Academic Standards.” I made that mistake once. Just once.

**SCAP**—SubCommittee on Admissions and Programs. SCAP is the most labor-intensive subcommittee of FCAS, where a lot of the heavy-lifting is done in terms of new (or changed) undergraduate degrees, majors, and minors. We meet twice a month (Fridays, alternating w/ FCAS) in the basement in an unmarked room, and converse only in rhyming couplet.

**SCAG**—SubCommittee on Admissions and Graduation. SCAG meets a few times a quarter, and works closely with Admissions, the Registrar, and FCAS / SCAP to address some of our campus’s most pressing (and rapidly changing) issues. We’re like the X-Men, if you replace “X-Men” with the sound a cat makes when it’s choking.

**UWCC**—The UW Curriculum Committee. Only nominally under the FCAS aegis, do not mess with this group. The UW is a very dangerous place. Things happen. I’ve already said too much. Shh.

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**FCAS-Related**

**1503**—The ‘1503’ is the UW Form used to create or change any UW undergraduate academic program. So there’s that. It is the job of SCAP to review 1503s as they come in from the Curriculum Office (cf flow chart). In general, when SCAP forwards a ‘1503’ to FCAS (and this is done in the ‘SCAP Report,’ which is a part of every FCAS meeting), we forward it with the recommendation to approve. In very rare cases, SCAP may bump an exceedingly complex 1503 up to FCAS for broader council deliberation. Please read the 1503s in each SCAP report! This will give you a feel for what they contain, and for what sorts of proposals are passed through to FCAS for approval. 1503! Learn it! Live it! Welcome it into your nightmares!

**FCTCP**—Faculty Council on Tri-Campus Policy. This council has recently been made redundant in the 1503 process in an effort to streamline the new major / program proposal (and to recognize the growing autonomy of UWB and UWT), but you’ll hear us say “FCTCP” sometimes, because it’s fun to say.
RCEP—Reorganization, Consolidation, and Elimination Procedures. Council members must use hushed tones when invoking this acronym, as would be appropriate when discussing the assisted suicide of a beloved but no longer terribly useful aunt. RCEPing a program is somber business all around (special hats are required and will be distributed in the eventuality of such), and it is the UW’s well-reasoned reluctance to axe an existing program that is behind our generally conservative nature when it comes to approving such. Once a program’s in, we want it to stay in. Because: students.

SEC—Senate Executive Committee. The Chair of FCAS sits on SEC, as do the Chairs of all other faculty senate councils. SEC’s a good group, but we are snappier dressers.

SCPB—Senate Committee on Planning and Budgeting. SCPB advises the administration and informs the senate on long-range planning, preparation of budgets, and distribution of funds, with a focus on faculty concerns. SCPB consults with SEC, and FCAS leadership has been working with SCPB on some issues of intersecting interest (Academic Standards and university budget). Don’t ever refer to them as the SubCommittee on Planning and Budgeting—as I just accidentally typed: kingdoms have fallen over lesser offenses. This is a solid Committee, the sort of Committee you’d like to sit down and have a beer with. It is no secret that all members of SCPB own precisely two fruit bats; a lesser-known fact is that this is precisely how membership is determined.

NWCCU—The NorthWest Commission on Colleges and Universities. The NWCCU is an independent, non-profit membership organization recently formed in order to make our job a little more difficult. More to come.

Ceci n’est pas une chauve-souris
Orientation to university faculty councils

JOEY BURGESS, UW FACULTY SENATE OFFICE
Welcome to the Faculty Senate

- George Sandison, Faculty Senate Chair
- Joe Janes, Faculty Senate Vice Chair
- Thaisa Way, Chair, Senate Committee on Planning and Budgeting
- Mike Townsend, Secretary of the Faculty
- JoAnn Taricani, Faculty Legislative Representative
- Chris Laws, Deputy Faculty Legislative Representative
- Jordan Smith, Assistant to the Chair
- Joey Burgess, Assistant to the Secretary
- Lauren Hatchett, Council Analyst
Faculty councils

- Address issues of the faculty as a whole for the general welfare of the university
- Standing committees appointed by the Senate Executive Committee and confirmed by the Faculty Senate
- Advise both the provost and the Senate Executive Committee on issues of faculty and university concerns

Roles include:
- Prepare legislation and resolutions to the Senate Executive Committee
- Submit reports to the senate chair
- Receive and make recommendations on behalf of university faculty
- Request information/assistance and appoints ad hoc committees to address university concerns
- Receive reports from university administrators and provides recommendations/feedback
- Represent faculty through service on university-wide committees
Faculty councils and subcommittees

- Academic standards
  - Admissions and programs (SCAP)
  - Admissions and graduations (SCAG)
  - Honors
  - UW Curriculum Committee (UWCC)
- Benefits and retirement
  - Family Leave
- Faculty affairs
- Multicultural affairs
- Research
  - Classified/restricted research
- Student affairs

- Teaching and Learning
  - Best Practices in Online/Hybrid Teaching and Learning Environments
  - Cataloging Assessment and Improvement of Teaching & Learning Across Colleges
  - Teaching and Learning Effectiveness for Part-Time Lecturers
  - Diversity- and Equity-Informed Pedagogies

- Tri-campus Policy
- University facilities and services
- University libraries
- Women in academia
Council membership

- Voting members of the university faculty (3-year terms)
  - Appointed by the Senate Executive Committee
- President’s designees (1-year terms)
  - Appointed by the president
- Ex officio members (1-year terms)
  - Associated Students of the University of Washington (ASUW)
  - Graduate and Professional Student Senate (GPSS)
  - Association of Librarians of the University of Washington (ALUW)
  - Professional Staff Organization (PSO)
Faculty council chairs

- Provide leadership of council activities and meetings
- Represent university faculty and their concerns to stakeholders across UW
- Work closely with Faculty Senate leadership to pass legislation/resolutions
- Work with other council chairs on issues that impact multiple stakeholder groups
- Serve as ex officio voting members of the Faculty Senate
Meetings

- Meetings last 1.5 hours
- Quorum is 50% of all voting members
- When quorum is met councils can take official actions (approve minutes/legislation/etc.)
- When quorum is not met councils can still meet, but not take official action on agenda items
- Ex-officio representatives vote on some councils, and do not vote on others
Google drive

- Used to host council meeting materials and facilitate council collaboration
- No securities on folders, all are accessible via a hyperlink sent in meeting announcements
Senate legislative process – class A

- “All changes to the Faculty Code”
- Begins with a faculty council
- Approved by the Senate Executive Committee (1<sup>st</sup> round)
- Approved by the Senate (1<sup>st</sup> round)
- Reviewed by the code cops and the president
- Approved by the Senate Executive Committee (2<sup>nd</sup> round)
- Approved by the Senate (2<sup>nd</sup> round)
- Approved by a full faculty vote
- Approved by the president
Senate legislative process – class A

- Professor of Practice
- Faculty Salary Policy
- Updates to the Faculty Code
- Academic Freedom and Responsibility
- Modifying Procedures and Promotions
Senate legislative process – class B

- “Legislation that is not class A”
- Begins with a faculty council
- Approved by the Senate Executive Committee
- Approved by the Senate
- Approved by the president
- Legislation is sent to the full faculty for feedback
- If less than 5% of voting members object, the legislation is approved
- If 5% or more object, the legislation returns to the senate to consider feedback
Senate legislative process – class B

- Updates to Scholastic Regulations Chapters 101-117
- Revisions to Student Conduct Code
- Revisions of Scholastic Regulations to create a diversity graduation requirement for undergraduates.
- Revisions related to Scholastic Regulations.
- Procedures related to Honorary Degrees.
Senate legislative process – class C

- Senate resolutions, not legislation
- Begins with a faculty council
- Approved by the Senate Executive Committee
- Approved by the Faculty Senate
- Announced to the entire voting faculty
- Non-binding; therefore used sparingly to support specific policy actions or garner awareness on exceptional issues

Alternatives to Class C’s:
- Collaborating with other councils
- Consulting with Senate Leadership to find the most effective way to address the issue
Senate legislative process – class C

- Resolution Concerning Transgender Coverage
- Resolution Concerning University of Washington International & English Language Programs Extension Lecturers
- Resolution Addressing Faculty Demographic Concerns
- Resolution Concerning Repairing Shared Governance and the Faculty Salary Policy
- Resolution Concerning the Provost Search Process
- Resolution Concerning the Faculty Fund for Library Excellence
Questions?
September 16, 2018

Professor Sarah Stroup
Chair, Faculty Council on Academic Standards

Dear Professor Stroup:

The Faculty Council on Academic Standards is charged with responsibility “for matters of university policy relating to the academic affairs of the university, such as admissions policy, scholastic standards, university graduation requirements, and inter-institutional academic standards” (Faculty Code, Sec 42-34). Activities historically performed include approval of undergraduate degrees, majors and minors for the University of Washington Seattle Campus; evaluation of admissions and graduation requirements; and the selection of honors medalists and honors GPA cutoffs.

Our recommendation is that the council identify three specific goals that can be accomplished by the end of the 2018-19 academic year.

The Senate office did a background review to help identify goals for your council. This included review of minutes from last year's meetings, review of discussions at Faculty Senate meetings, and selected outreach for topics. Recommended goals and/or topics for discussion include:

- Monitor student course evaluations initiative being undertaken by Office of Educational Assessment
- Finalize development of UW Areas of Knowledge definitions
- Finalize development of FCAS Best Practices for Syllabi

After your first council meeting, we will be available to discuss the goals your council identified. Thereafter, we will post your council’s goals on the Faculty Senate Website to communicate the important work you are doing on their behalf.

Sincerely,

George Sandison
Faculty Senate Chair

/jmb
Substantial Program Proposals Include:

- New programs (major, minor, etc.), colleges, or schools;
- Significant changes to the structure of a program, college, or school;
- Significant changes to the admissions process of a program, college, or school, including DtX proposals (see II below)

I. Recommended Order of Contents for All Substantial Proposals

A) **1503 Form**, w/ rationale (a brief paragraph is appropriate here; details are to be provided in the Proposal proper) and proposed catalogue copy.

B) **Proposal**, including (in this order)

**Preface with Table of Contents**

a. General Overview of new or changed [Major, Minor, Program, etc.]
b. Relationship to College [School, Program, Dept., etc.] mission and priorities of both the College [etc.] and the University; include discussion of how the new or changed [Major, Minor, Program, etc.] may affect any other units on campus
c. Demand for new or changed [Major, Minor, Program, etc.]
d. Relationship to Other Campuses (or Colleges, Universities), if such exists
e. Curriculum (as applicable)
   i. Gen. Ed. Requirements
   ii. Admissions Requirements and Process
   iii. Program Requirements, Core Courses, Electives
   iv. Continuation Policy
f. Transfer Students—general policies
g. Faculty Governance—how will faculty oversee the major
h. Student Services—administrative home, services such as libraries, advising, and outreach
   i. Transition Plan—if necessary
   j. Accreditation—if necessary
   k. Student Learning Outcomes and Assessment
   l. Program Assessment and Monitoring.

**Appendices as Needed**
II. Additional Required Elements for All DtX Proposals

1. DtX proposals must include plans for transfer students and currently matriculated UWS students.

2. No need to reapply to shift to a new major.

3. Colleges and schools must include a section detailing structure for advising, assistance, and mentoring a student who wants or needs to transfer out.

4. In adherence to Faculty Senate guidelines, selection of applicants must use the University’s holistic review criteria.

5. Proposals must include consideration of the impacts of the change on and consultation with the other campuses, as well as communication with Washington State high schools and Community and Technical colleges.

6. The application for admission to the UWS should include provision for applicants to indicate at least two ranked areas of academic interest. Colleges, Schools, Divisions, or Majors may choose to consider only those applicants who rank their interest in the program first or may choose to consider all applicants who indicate an interest.

(Number 6 above really has to do with UWS admissions, and not individual proposals, but I wrote it down anyway.)
Routine Business:

Biology (BIOL-20180720A) Revised program requirements for the Bachelor of Arts degree in Biology.

Background: The department is proposing to add BIOL 240 (15 credits) to their major requirement of 15 credits of introductory biology.

Action taken 10/05/2018: Approved and forwarded to FCAS.

Biology (BIOL-20180720B) Revised admission and program requirements for the Bachelor of Science degree in Biology.

Background: The department is proposing to add BIOL 240 (15 credits) to their admission and major requirement of 15 credits of introductory biology.

Action taken 10/05/2018: Approved and forwarded to FCAS.

Non-routine Business:

Asian Languages and Literature (ASIAN-20180330B) Minor in Vietnamese Language and Culture.

Background: The department is proposing a new minor.

Action taken 04/06/2018: SCAP requested the department provide justification for the minimum grade requirement of 2.0 for each course applied to the minor, and the elective courses be clearly labeled.

Update 04/10/2018: The department has responded (p.4).

Action taken 04/20/2018: SCAP requested clarification regarding elective courses, and a revised elective list.

Update 04/10/2018: The department has responded (p.4).

Action taken 05/04/2018: Approved and forwarded to FCAS.

Update 06/06/2018: Posted to Tri-Campus, 0 comments received (p.15).

Action taken 10/05/2018: Approved and forwarded to FCAS.
**Communication (COM-20171227)** Revised admission and program requirements for the Bachelor of Arts degree in Communication.

Background: The department is proposing changes to admission and program requirements.

Action Taken 03/02/2018: SCAP expressed concern about the two year grace period for transfer students. The committee requested an explanation as to why the department cannot continue to accept two equivalent COM courses from community colleges for COM 200.

Update 03/05/2018: The department has responded (p. 8) and revised their 1503 (p. 2).

Action taken 04/06/2018: Given Communication will continue to accept two equivalent COM courses from community colleges for COM 200, SCAP would like to know if transfer students will be able to apply these 10 credits to the Communication major. SCAP asked the department to update their major requirements to require at least 50% of the credits derive from upper-division courses.

Update 04/10/2018: The department has responded (p.4).

Action taken 04/20/2018: SCAP requested major requirement #1 explicitly state COM 201 and COM 202 may substitute for COM 200. SCAP would also like to know if students who took COM 201 and COM 202, have to take another 200-level course as part of major requirement #1.

Update 04/27/2018: The department has responded (p.4).

Action taken 05/04/2018: Approved and forwarded to FCAS.

Update 06/06/2018: Posted to Tri-Campus, 0 comments received (p.11).

Action taken 10/05/2018: Approved and forwarded to FCAS.

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**Landscape Architecture (LARCH-20180111)** Revised admission and program requirements for the Bachelor of Landscape Architecture degree.

Background: The department is proposing changes to both the admission and program requirements.

Action taken 02/16/2018: SCAP requested the department resubmit their 1503 form, explain why the NW prerequisite courses are not listed under General Education requirements, and provide a signoff from SEFS.

Update 04/26/2018: The department has responded (p.4-11).

Action taken 05/04/2018: Approved and forwarded to FCAS.

Update 06/06/2018: Posted to Tri-Campus, 0 comments received (p.12).

Action taken 10/05/2018: Approved and forwarded to FCAS.
Anthropology (ANTH-20180427) Indigenous Archaeology Option within the Bachelor of Arts degree in Anthropology.

Background: The department is proposing a new option, as well as several housekeeping changes to the existing BA degree.

  Action taken 10/05/2018: Approved and forwarded to FCAS, conditional upon clarification regarding the Indigenous Archaeology Option elective requirement.

  Update 10/06/2018: The department has responded. The elective requirement will remain unchanged (p.10).

Asian Languages and Literature (ASIAN-20180425B) Revised requirements for the Minor in Chinese.

Background: The department is proposing revising the minor requirements.

  Action taken 10/05/2018: Approved and forwarded to FCAS.

Asian Languages and Literature (ASIAN-20180910A) Revised program requirements for the Bachelor of Arts degree in Japanese.

Background: The department is proposing revising the program requirements.

  Action taken 10/05/2018: Approved and forwarded to FCAS.

Integrated Social Sciences (ISS-20180511) Revised program requirements for the Bachelor of Arts degree in Integrated Social Sciences.

Background: The department is proposing allowing ISS majors to participate for credit in study abroad programs.

  Action taken 10/05/2018: Approved and forwarded to FCAS.

Jackson School of International Studies (JSIS-20180416) Minor in Hellenic Studies.

Background: The department is proposing a new minor.

  Action taken 10/05/2018: Approved and forwarded to FCAS.

Jackson School of International Studies (JSIS-20180814) Minor in Luso-Brazilian Studies.

Background: The department is proposing a new minor.

  Action taken 10/05/2018: Approved and forwarded to FCAS.