Meeting Synopsis:

1. Call to order
2. Welcome and charge from Faculty Senate Chair (Joe Janes)
3. Introduction of council members and guests
4. Introduction to form 1503 and process (Office of the University Registrar)
5. Introduction to the Subcommittee on Admissions and Programs (SCAP) (Jennifer Payne)
6. Introduction to the Subcommittee on Admissions and Graduation (SCAG) (Dan Ratner)
7. Introduction to the Honors Subcommittee (Tina Miller)
8. Review minutes from June 7, 2019
9. SCAP agenda (Jennifer Payne)
10. Good of the order
11. Adjourn

1. Call to order

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

2. Welcome and charge from Faculty Senate Chair (Joe Janes)

2019-2020 Faculty Senate Chair, Joe Janes, introduced himself and thanked members for their service on FCAS. He noted the council is expected to forward several pieces of legislation relating to University Scholastic Regulations during the 2019-2020 academic year (under the Class B legislative process). He detailed the Class B legislative process for new members, which involves a single round of voting in the Faculty Senate and a call for objections from all university voting faculty. Janes mentioned he would encourage there be a Class B proposal on each Faculty Senate meeting agenda during the 2019-2020 year, beginning with the December 5, 2019 meeting.

3. Introduction of council members and guests

New and continuing members and guests to the council introduced themselves. Phil Reid (Vice Provost, Academic and Student Affairs) introduced himself and explained he is the President’s Designee to FCAS.

4. Introduction to form 1503 and process (Office of the University Registrar)

Tina Miller (Senior Associate Registrar and Chief Residency Officer, University Registrar) provided an overview of the UW 1503 process using a PowerPoint (Exhibit 1). Information on related bodies, acronyms, the differences between substantive and non-substantive program changes, as well as other facets of the process were detailed in the slides. Ratner added that there is a component for review of 1503s by the Senate Committee on Planning and Budgeting (SCPB).
Members were asked to consider joining one or multiple FCAS Subcommittees where much of the council’s work is initially fielded and vetted.

5. **Introduction to the Subcommittee on Admissions and Programs (SCAP) (Jennifer Payne)**

Payne presented an introduction to the Subcommittee on Admissions and Programs (SCAP). Current membership was detailed: Payne (chair), Feetham, Roy, and Janice DeCosmo (Associate Dean, Undergraduate Academic Affairs) were noted to be current members. Payne mentioned additional faculty members on FCAS are needed on the Subcommittee. The body meets on Fridays from 1:30-3:00 p.m. in Schmitz Hall.

6. **Introduction to the Subcommittee on Admissions and Graduation (SCAG) (Dan Ratner)**

Ratner presented an introduction to the Subcommittee on Admissions and Graduation (SCAG). A PowerPoint was used with information on the Subcommittee’s responsibilities detailed in the slides (Exhibit 2). He noted the body’s first meeting will likely take place in November (2019).

7. **Introduction to the Honors Subcommittee (Tina Miller)**

Miller presented an introduction to the Subcommittee on Honors. She explained the Honors Subcommittee meets three times each year, the least of any subcommittee. Its main functions are carried out in fall quarter. The work of the Subcommittee was detailed, which predominantly includes selecting students as finalists for various honors.

Ratner noted the Council Analyst would follow up with an email concerning recruitment to these subcommittees.

8. **Review minutes from June 7, 2019**

The minutes from June 7, 2019 were approved as written.

9. **SCAP agenda (Jennifer Payne)**

*Non-routine business:*

#1 – The Information School

The proposal is for revised admission requirements for the Bachelor of Science degree in Informatics to change to a twice-a-year admission cycle.

It was noted the issue within the current proposal is that students who are admitted via the second cycle enter the program in spring quarter, making it difficult for some students to complete the degree in four years.

A member asked if the evaluation period for applications could be shortened and students admitted in winter quarter rather than in spring quarter. It was noted the iSchool would need grades from the summer quarter INFO 200 offering in order to select students. It was noted the summer INFO 200 offering most recently enrolled 40 students, and if determining grades for those students slows the
entire admission cycle process for all students, perhaps summer-enrolled students could be evaluated separately.

A member moved that the proposal be sent back to SCAP with a request that SCAP have a conversation with the unit and request additional information. The motion was approved by majority vote.

**#2 – Laboratory Medicine**

The proposal is for revised program requirements for the Bachelor of Science in Medical Laboratory Science degree. The department is proposing revising the program requirements.

The proposal was approved by majority vote.

**#3 – Philosophy**

The proposal is for an Ethics Option within the Bachelor of Arts degree in Philosophy.

The proposal was approved by majority vote.

**#4 – Health Services**

The proposal is for revised admission and program requirements for the Bachelor of Science degree in Health Informatics and Health Information Management. The department is proposing to revise admission and program requirements.

The proposal was approved by majority vote.

**10. Good of the order**

Nothing was stated.

**11. Adjourn**

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

Exhibit 1 – FCAS 1503.ppt
Exhibit 2 – SCAG-intro-Autumn2019.ppt
Undergraduate Program Approval Process & the 1503
But first…acronyms and abbreviations!

“Remember that 1503 that had the NOP? I called the UWCO -- it’s through Tri-Campus. Unfortunately, after it goes back through SCAP and FCAS, it’s probably going to have to go to NWCCU.”

This is an actual thing someone might say!
Acronyms, nicknames, and abbreviations

1503: the number of the undergraduate program change or proposal form. Technically the “Creating and Changing Undergraduate Academic Programs” form. 1503 is catchier than CCUAP.

FCAS: Faculty Council on Academic Standards (this one).

FCTCP: Faculty Council on Tri-Campus Policy.

NOP: Notice of Proposal, the first step in a “substantive” program proposal.

NWCCU: Northwest Commission on Colleges and Universities. The UW’s regional accrediting agency.

SCAP: Sub-committee on Admissions & Programs.

Tri-Campus: refers to the all-faculty review of a “substantive” 1503 that happens after the initial approval by the campus governance process.

UWCO: UW Curriculum Office (aka: Scott).
UG Program Proposals
Faculty Council for Tri-Campus Policy

University Campuses Undergraduate Curriculum Coordination

Updated February 19, 2019

Introduction

Executive Order IV, Policy Directory, Faculty Code and Governance, Chapter 13 Section 13-23.C: Legislative Authority of the Faculty (3 February 2004) requires the President to refer the following types of undergraduate program changes to the Faculty Senate for coordinated faculty review by all three campuses: undergraduate degrees, majors, minors, or other transcriptable programs, or substantive changes to the same, regardless of campus of origin. The purpose of this process is to enhance the quality of undergraduate course offerings through peer review, promote coordination and communication among the colleges, schools, and campuses, and to promote faculty collaboration that can lead to greater quality and optimal use of resources. This memo describes the process for carrying out the University Campuses Review Process. Please note, however, that no campus has the power or authority to veto a program or program change proposed by another campus. Finally, this review is designed to generate feedback at a point in time where the proposals are developed but not approved so that the originating campus can make full use of any feedback that is provided.

- **Stage 0**: Notice of Proposal
- **Stage 1**: 1503 development, academic committee review, Tri-campus review
- **Stage 2**: Post Tri-campus academic committee review, Presidential approval (NWCCU, if necessary)
Substantive vs Non-Substantive

Non-Substantive
Changes that do not significantly alter existing admission or graduation requirements, but do require changes to the general catalog.

Substantive
- Changes that alter degree information on a student transcript.
- Changes in prerequisites that would significantly increase or decrease the number of students admitted to the major, minor, or option.
- Changes in graduation requirements that would significantly increase or decrease the number of students completing the major, minor, or option.
- Program changes on one campus that could significantly alter enrollments in specific programs on one of the other two campuses.

SCAP agenda and minutes refer to as “routine” and “non-routine.”
UWS 1503 Process

Non-substantive Program Changes

1. Idea
2. Unit Approval Process
3. UW Curriculum Office
4. SCAP Review
5. FCAS Approval
6. Presidential Approval

1503 Form

New Program or Substantive Program Changes

1. Idea
2. Notice of Proposal Review
3. Unit Approval Process
4. UW Curriculum Office
5. SCAP Review
6. FCAS Approval
7. Tri-Campus Review
8. SCAP Review
9. FCAS Approval
10. Presidential Approval
11. NWCCU Approval

NWCCU Approval

President’s Letter

President’s Letter

Exhibit 1

Acronyms

- FCAS: Faculty Council on Academic Standards
- SCAP: Subcommittee on Admissions and Programs
- IRC: Intercollege Relations Commission
- ICAPP: Interinstitutional Committee for Academic Program Planning
- NWCCU: Northwest Commission on Colleges and Universities
- UWCO: University of Washington Curriculum Office

1 Reported to ICAPP as “Idea.”
2 Sent to ICAPP as a “Notice of Proposal.”
3 IRC FYI occurs at this stage, if necessary.
4 Sent to ICAPP for “30-Day Review.”
5 Northwest Commission on Colleges and Universities (NWCCU) approval may not be required depending on the type of substantive change (does not apply to non-substantive changes); if not, no advertising or enrollments are permitted until UW Presidential approval has been received.
6 If necessary. No advertising or enrollments are permitted until NWCCU approval has been received.
Use the SCAP Report as a Guide

• Summary of actions and updates so far.
• Page numbers for reference.

The Information School [INFO-20181012] Revised requirements for the Minor in Informatics.

Background: The department is proposing to change the grade requirements and the number of credits required for the minor.

Action taken 10/05/2018: SCAP requested the department revise or remove the proposed grade requirement for the minor.

Update 11/07/2018: The department has responded (p.4) and revised their 1503 proposal (p.1-2)

Action taken 11/16/2018: Approved and forwarded to FCAS.

Action taken 11/30/2018: Approved by FCAS.

Update 12/24/2018: Posted to Tri-Campus, 0 comments received (p.7).

Action taken 01/18/2019: Approved and forwarded to FCAS.
Exhibit 1

UNIVERSITY OF WASHINGTON
CREATING AND CHANGING UNDERGRADUATE ACADEMIC PROGRAMS

After college/school campus review, send a signed original and 1 copy to the Curriculum Office/ECAS, Box 353580.
For information about when and how to use this form, go to http://depts.washington.edu/curriculums/180/institutions.pdf.

College/Campus: UW Information School
Department/Unit: UW Information School

New Programs
- Leading to a Bachelor of _____ degree.
- Leading to a Bachelor of _____ degree with a major in _______.
- Leading to a ______. Option within the existing major in _______.
- Leading to a minor in _______.

Changes to Existing Programs
- New Admission Requirements for the Major in _______.
- Revised Admission Requirements for the Major in _______.
- Revised Program Requirements for the Major in _______.
- Revised Requirements for the Option in _______.
- Revised Requirements for the Minor in Information.

Other Changes
- Change from program from _______ to _______.
- Change delivery method or location of program.
- New or Revised Continuation Policy for ______.
- New Honors Requirements for _______.
- Eliminate program in _______.

Proposed Effective Date: [ ] Autumn [ ] Winter [ ] Spring [ ] Summer Year: 2019

Contact Person: [Name]
Phone: [Number]
Email: [Email]
Box: [Box]

EXPLANATION OF AND RATIONALE FOR PROPOSED CHANGE

[Text]

OTHER DEPARTMENTS AFFECTED

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SCAP 1503 RESPONSE MEMO

Issues that were raised by SCAP in the discussion of your 1503 are listed below. In order to expedite SCAP's consideration of your 1503 proposal, please insert below a brief response to each issue, including specific references to where and what was revised in the 1503 when appropriate. Your 1503 proposal will not be considered by SCAP without the receipt of this completed response memo.

Context person: Kate Kerschbaum (kkersch@uw.edu)  Date completed: 11/8/18

Issue #1: In the proposed catalog copy, requirement #3 states, "Minimum 2.0 grade in any class applied to the minor.

To be compliant with FCAS policy, SCAP requested the department revise the requirement to state something like, "Minimum 2.0 cumulative GPA for courses applied to the minor," or to remove the requirement altogether.

The department may also choose to retain the proposed grade requirement, but must provide a more compelling justification than the one provided in the 1503 form.

Response #1: We are electing to take SCAP's recommendation and are revising requirement #3 to be compliant with FCAS policy. Requirement #3 should be revised to read as follows:

3) Minimum 2.0 cumulative GPA for courses applied to the minor
Exhibit 1

Exhibit 1

Sociology approval for SOC 225

From:  Maua Nakamichi
To:  kkerschbau <kkerschbau@uw.edu>
Subject: Approval needed for revision of the Information School's INFO Minor Proposal
Date:  Friday, October 26, 2018 7:22:19 PM

Hi Maua,

The Information School has just submitted a 1503 Form to the UWCC proposing changes to our Informatics Minor. I have just recently joined the UW and this is my first 1503 Program change submission. Scott Pallonen reached out and let me know that I need to obtain approval from the Sociology Department in order for our proposal to be considered as is. He said that an emailed acknowledgement/approval from your department would be fine.

Attached I have included a copy of our 1503 Program change proposal as well as the addendum which lists SOC 225: Data And Society as a course that will satisfy the requirement of the Informatics Minor to take at least 3 elective credits substantially covering ethics, policy, and/or equity dimensions of information technology.

Please let me know if your department approves of this proposal? If you are able to respond by the end of the day on Monday that would be ideal. Thanks for your consideration. If you have questions don't hesitate to reach out.

Best,
Kate
Office of the University Registrar

Forums

Seattle: Revised requirements for the Minor in Informatics (INFO-20181012)

December 3, 2018, 9:40 am

Please review the hyperlinked 1503 pdf file and post comments by 5:00 pm on Friday, December 21, 2018.

INFO-20181012: Revised requirements for the Minor in Informatics.

If you have any problems viewing the proposal or need disability accommodations, please contact the University Curriculum Office at uwc@uw.edu.

ASK THE REGISTRAR

This Week's Hottest Questions:

- My grade hasn't been posted.
- I need to apply for Washington residency for Washington resident tuition.
- The first step is to contact your instructor. Note that late grades and grade changes can take up to 4 business days to be entered.
Remember…

We’re here to help!

Curriculum Office &
General Catalog

Mon-Fri: 8am-5pm

206-543-5938
uwcr@uw.edu
gencat@uw.edu
It shall be the general policy of the University to admit students whose educational backgrounds indicate their reasonable probability of success in a University program. The Faculty Council on Academic Standards is responsible for the interpretation of this chapter and for the development of undergraduate admission policies that will achieve the goals outlined in Board of Regents Governance, Regent Policy No. 4, "Policy on Admission." The Council provides guidance to the Office of Admissions in the development of operating policies and procedures.
Undergraduate programs offered by the University lead to a bachelor's degree. Admission is competitive. In making admissions judgment, the University uses a holistic review process. This process considers such factors as high school grade-point average, courses taken, grade-point average in transferable college level course work, institution(s) attended, level of entry, scores on an acceptable admissions test when required, areas of academic interest, and personal factors such as school and community service, leadership, overcoming adversity, and family educational and socioeconomic background. The relative consideration of these factors may differ between freshman and transfer applicants and among Washington State residents, non-Washington State domestic residents, and international applicants. The Faculty Council on Academic Standards shall periodically review and approve the holistic review process.
SCAG

- SCAG – Subcommittee on Admissions and Graduation
  - Meets roughly monthly
    - Voting members and invited guests (See list for AY 18-19)
  - Review and approve policies related to university admissions, as per scholastic regs
    - Holistic review
    - Selection
  - Review admissions and graduation appeals
    - Graduation appeals delegated to Senior Associate Registrar
  - Receive updates on UW Admissions and provided feedback to Division of Enrollment Management
SCAG (2018-2019)

- Implemented working group(s) recommendation for selection based on area of academic interest and Strategic EM
- Communicate with Council/FacSen leadership and Executive on admissions policy changes

- Accomplishments:
  - Revision of holistic
  - Selection based on ‘area of academic interest’
    - Support staged implementation beginning for incoming Autumn 2020 class
  - Identify additional resources required
  - Identify additional messaging needed