

**University of Washington
Faculty Council on Academic Standards**

April 27th, 2018
1:30pm – 3:00pm
Gerberding 142

Meeting Synopsis:

1. Call to order
 2. Review of the minutes from April 13th, 2018
 3. Chair's report
 4. Chris Laws – Medical Excuse Notes update
 5. SCAP report
 6. New Language for FCAS policy on Residency and Matriculated Admissions / Legislative Contingency
 7. Good of the order
 8. Adjourn
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1) Call to order

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

2) Review of the minutes from April 13th, 2018

The minutes from April 13th, 2018 were approved as amended.

3) Chair's report

Stroup explained the College of Arts and Sciences (CAS) direct-to-division admissions change proposal will no longer be submitted for review during the 2017-2018 academic year. She explained it is likely CAS Dean, Bob Stacey, will attend the next meeting of FCAS to speak briefly about the proposal and update on its development.

Stroup noted a review of UW holistic admissions is being facilitated and several related work groups have been charged to focus on various aspects of the review. She noted she would update FCAS on the initiative as it continues.

Stroup explained the ongoing FCAS tasks of creating definitions for UW's Areas of Knowledge and developing Best Practices for Syllabi are both continuing.

4) Chris Laws – Medical Excuse Notes update

Chris Laws (Chair, Faculty Council on Student Affairs) explained development of a UW Medical Excuse Note Policy is ongoing with members of both the Faculty Council on Student Affairs (FCSA) and FCAS involved. He showed a related PowerPoint (Exhibit 1).

Information on UW policies with language that intersects with Medical Excuse Note Policy development was exhibited (Slides 2-3, Exhibit 1). Student Governance Policy (SGP) Chapters 112 and 117 both make reference to instructors accommodating students with “sickness or other causes judged to be unavoidable” (Exhibit 1). Laws noted the language included in the UW’s current policies is broad, and subsequently open to interpretation. Both chapters put the burden on the instructor to determine what activities are “unavoidable,” and to determine acceptable make-up work. In addition, the Faculty Resource on Grading (FROG) states that it is acceptable to grade on attendance if that is communicated to students at the beginning of the course.

Laws explained new information has arisen in relation to former concerns over HIPAA/FERPA issues over faculty accepting medical notes from students, as it has been found it is not clearly against student privacy rules to ask for documentation supporting a medical excuse for an absence. There are complications regarding the limits of what information instructors may request, and how instructors must treat health information received from students (as that information becomes part of the academic record and is subject to FERPA constraints) (Slide 4, Exhibit 1).

Laws explained related practices/policies at other PAC-12 institutions have been found to be disparate.

Laws noted there has also been considerable pushback for development of such a policy from UW faculty members. An example argument was shown wherein a UW instructor experimented with a “no note needed to miss exams” policy in one of her courses. In that course (for one exam), 12 of 30 students attended class to take the exam.

Laws explained it continues to be very important to move this topic through shared governance. FCAS members were reminded of the impetus for this issue reaching Faculty Councils, including the several visits from Hall Health Director, Mark Jenkins, who described the many issues lack of a policy has caused for the Hall Health Center. Laws noted that given the current situation and the broad effect of institutionalizing a “no-note” policy, any new policy of this type must be fully evaluated through shared governance. He noted FCAS will continue to work with FCAS to develop some combination of Class B/Class C legislation or resolutions to spread word of the issues and solutions under consideration. Other methods for addressing the issues both in the long and short-term were highlighted (Exhibit 1).

Laws noted he plans to bring the topic up in the next meeting of the Faculty Senate as a point of information. He asked for feedback from FCAS members.

Discussion

A member explained an additional problem with instituting a “no-note” policy is that it may have a disproportionate effect on under-represented minority (URM) faculty, junior faculty, and women faculty members – who tend to experience greater issues and/or abuse related to student absence and accommodation. Another member noted she believes the initiative would benefit from the gathering of more data on “who relies on use of these notes at the university, and how widespread that use is.” Another member noted a document with best practices for adjudicating student absence and accommodation (absent use of medical excuse notes) should be developed as part of the initiative.

Laws concluded it is apparent there are issues associated with the initiative; he explained it is the position of the FCSA nonetheless that a “no-note” excuse policy should be implemented university-wide. He was thanked for his update and he left the meeting.

5) SCAP report

Old Non-Routine Business back from tri-campus review

#1 – Applied and Computational Mathematical Sciences

The request is for suspension of admissions for the Option in Operations Research within the Bachelor of Science degree in Applied and Computational Mathematical Sciences.

The request was approved by majority vote.

#2 – French and Italian Studies

The request is for a new open admission 30-credit minor in French Language, Literature, and Culture.

The request was approved by majority vote.

#3 – French and Italian Studies

The request is for revised program requirements and a change of name for the Minor in French.

The department is restructuring the minor requirements with the objective of increasing student’s language competency, as well as changing the name of the Minor in French to Minor in French Language, Sociolinguistics, and Translation.

The request was approved by majority vote.

New Routine Business

#1 – Asian Languages and Literature

The request is for a new Minor in Indonesian Language and Culture.

The request was approved by majority vote.

#2 – Biology

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

The request was approved by majority vote.

#3 – Nutritional Sciences

The request is for a new undergraduate interdisciplinary major in Food Systems, Nutrition, and Health.

It was noted this is the first bachelor's degree offered within the School of Public Health.

The request was approved by majority vote.

#4 – Public Health

The request is for a new Option in Global Health within the Bachelor of Arts degree in Public Health.

The request was approved by majority vote.

#5 – Public health

The request is for a change of name for the Public Health program to Public Health/Global Health.

The request was approved by majority vote.

#6 – Real Estate

The request is for a new minor in Real Estate.

The request was approved by majority vote.

6) New Language for FCAS policy on Residency and Matriculated Admissions / Legislative Contingency

Stroup explained the "FCAS Policy on the Use of Residency Status for Admission of UW Matriculated Students to Majors or Programs" will need to be revised with additional language as the Washington State Legislature provided an appropriation of funds solely for the expansion of degrees in the department of Computer Science and Engineering at the Seattle campus (funding is provided to increase enrollment in computer science degree programs by approximately 90 degrees per year), and a number of seats in the program added via the appropriation must be allocated to Washington State resident students. It was noted given this, a clause should be added to the Policy concerning making exceptions for legislative mandates. There was some wordsmithing of the Policy language and the draft changes were recorded but not formally added as a vote did not occur (Exhibit 2). A member clarified that every spring, CSE must report their residency numbers to the State.

After some discussion, a member raised a concern over the adding of seats to a UW program exclusively for Washington State resident students by way of appropriation of funds by the Legislature. There was

some discussion. Another member noted the UW is a publically-supported university that is meant predominantly to serve the State and its residents.

Due to time constraints, Stroup asked members to consider alternative language for the Policy separate from what was already recommended and send it to her and the support analyst in advance of the next FCAS meeting (Exhibit 2).

7) Good of the order

Nothing was stated.

8) Adjourn

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

Minutes by Joey Burgess, jmbg@uw.edu, council support analyst

Present: **Faculty:** Sarah Stroup (Arts & Sciences) (chair), Dan Ratner (Engineering), D. Shores (Business), Phil Brock (Arts & Sciences), Lynn Dietrich (Education), Mike Lockwood (Naval ROTC), Zhi Lin (Arts & Sciences)
Ex-officio reps: Navid Azodi, Robin Neal, Meera Roy, Louie Tan Vital
Guests: Emily Leggio, Helen Garrett, Tina Miller, Janice DeCosmo, Robert Corbett, Chris Laws

Absent: **Faculty:** Daniel Enquobahrie (Public Health), Champak Chatterjee (Arts & Sciences), Ann Huppert (Built Environments), John Sahr (Engineering), Radhika Govindrajan (Arts & Sciences)
President's designee: Philip Ballinger
Ex-officio reps: Jennifer Payne

Exhibits

Exhibit 1 – FCAS_4.27.18.pdf

Exhibit 2 – policy_useofresidencystatus_draft_revised042718.pdf

Medical Excuse Note Policy Update – FCAS, 4/27/2018

Chris Laws,
Chair FCSA

- Current Policies
- Intersection with Federal Policies
- Examples of Medical Excuse Note Policies
- Recommendations and Possible Strategies
- Possible Implementation Issues

Medical Excuse Note Policy Update:

Existing Policy

SGP, Chapter 112, Section 1B: “A student absent from any examination or class activity through ***sickness or other cause judged by the instructor to be unavoidable*** shall be given an opportunity to take a rescheduled examination or perform work judged by the instructor to be the equivalent. If the instructor determines that neither alternative is feasible during the current quarter, the instructor may exempt the student from the requirement. ***Examples of unavoidable cause include*** death or serious illness in the immediate family, ***illness of the student***, and, provided previous notification is given, observance of regularly scheduled religious obligations and might possibly include attendance at academic conferences or field trips, or participation in University-sponsored activities such as debating contests or athletic competition.”

Medical Excuse Note Policy Update:

Existing Policy

SGP, Chapter 117, Section 1: “Students are responsible for maintaining regular participation in classes or making ***alternative arrangements satisfactory to their instructors.***”.

From the Faculty Resource on Grading

(<https://depts.washington.edu/grading/conduct/grading.html>):

“Although, on the surface, lowering grades because of absences or late papers may appear to violate students' rights, ***instructors may use such conduct in determining grades*** when students are given notice that such behaviors are criteria for evaluating student performance. To avoid pitfalls, instructors who choose to lower grades for poor attendance or late submissions should provide students with information regarding how and why these behaviors negatively affect course mastery.”

Medical Excuse Note Policy Update:

HIPAA/FERPA issues

It is ***not*** clearly against student privacy rules to ask for documentation supporting a medical 'excuse' for an absence.

There are complications regarding limits of what information instructors may request, and how they must treat health information from students (as that information becomes part of the academic record and is subject to FERPA constraints).

Wide variety of practices at other institutions – no notes (in some cases, no *excusable* absences at all), notes for absences longer than a fixed time, notes for any type of absence.

Medical Excuse Note Policy Update:

In the PAC-12, a Diversity of Responses

ASU – no direct statement.

Stanford – no direct statement.

Utah – no direct statement.

UCLA – no direct statement.

U Arizona – medical notes clearly allowed.

Colorado – medical notes encouraged.

UC Berkeley – medical notes allowed, but strongly discouraged.

UO – medical notes allowed, but specifically not provided by student health center.

OSU – medical notes allowed, but specifically not provided by student health center.

USC – medical notes allowed, but specifically not provided by student health center.

WSU – medical notes specifically disallowed.

Medical Excuse Note Policy Update:

Considerable pushback from some members of the UW Faculty:

“...because this has been such a bad flu season, I decided to experiment this quarter with a "no medical note needed" policy for missing exams. This morning, I had 12 of 30 show up for the exam. It's possible that all 18 absences were legitimate, but I'm suspicious. I realize it's only one data point, but since it's pretty much the outcome I predicted when we were discussing this earlier, I wanted to pass it on.” – visitor to FCAS

FCSA has also heard concerns from faculty members (and students) who are very concerned about disallowing documentation of medical absences.

Medical Excuse Note Policy Update:

Potential changes to the UW's medical excuse note policies intersect with many other active University concerns:

- Medical Leave Policy for longer-term absences, currently in development.
- Religious Accommodations.
- Necessary Out-of-Class Examinations.
- University-sponsored Activities.
- Student Wellness Initiatives.
- Academic Integrity survey.

Recommendations and Strategies:

Given the wide range of potential policy options, a lack of clear legal guidelines, exceptionally broad impact on instructors, strong concerns from faculty and students, and possible impacts on other existing UW initiatives and policies, it is critically important that a new Medical Excuse Note policy move fully through shared governance.

To that end, I recommend the following strategies for the short term:

1. Continuing and broadening this discussion to incorporate a wider selection of faculty and students, as soon as possible, from as many impacted communities as possible;
2. Preparing Class C legislation stating support for Hall Health's concerns and *recommending* against faculty use of Medical Excuse Notes (Berkeley);
3. Developing a "Statement for Absence of Class-Self Verification Form", similar to the USC model, for use by Hall Health (as early as Autumn 2018).

Recommendations and Strategies:

Further, I recommend the following strategies for the longer term:

1. Preparing ASUW Legislation supporting a No-Excuse Note policy in Autumn 2018.
2. Preparing Class B legislation and/or an FCAS policy statement changing or clarifying SGP 112 to make it clear that Medical Excuse Notes are disallowed forms of documentation that instructors may not require (WSU).
3. Charging a taskforce to develop a more comprehensive approach to the management of student absences for legitimate reasons (Berkeley).

Policy Implementation Issues:

As these policies are developed and changed, results need to be disseminated broadly.

Communication of policies to students

FYP events, registration activities

Ways to protect students who are asked to provide notes

Communication of policies to Faculty

Updates to existing “Grading Policy” guides and websites

Programs to communicate policies to new faculty

Faculty Council on Academic Standards (FCAS) Policy on the Use of Residency Status for Admission of UW Matriculated Students to Majors or Programs

Residency status (e.g. WA State, Domestic Non-Resident, International) of UW matriculated students shall not be used as a criterion for admission to majors or programs, save in the case of legislative contingency.

Draft

Subcommittee on Admissions and Programs (SCAP) Report

1:30-3:00 p.m.

April 20, 2018, Gerberding 026

Non-Routine Business:

Applied and Computational Mathematical Sciences ([ACMS-20170801](#)) Suspension of admission in Option in Operations Research within the Bachelor of Science degree in Applied and Computational Mathematical Sciences.

Background: The Department is proposing suspension of admission in the Operations Research Option.

Action Taken 01/05/2018: SCAP requested a timeline for completing the RCEP.

Update 02/07/2018: The department has responded (p. 5).

Action Taken 02/16/2018: SCAP requested a more specific timeline for completing the RCEP.

Update 02/21/2018: The department has responded (p. 5).

Action taken 03/02/2018: Approved and forwarded to FCAS.

Action taken 03/09/2018: Approved by FCAS.

Update 04/05/2018: Posted to Tri-Campus, 0 comments received (p. 6).

Action taken 04/20/2018: Approved and forwarded to FCAS.

French and Italian Studies ([FRENCH-20170210AR](#)) Minor in French Language, Literature, and Culture

Background: The Department is proposing a new open admission 30 credit minor in French Language, Literature, and Culture.

Action taken 04/07/2017: Some discussion ensued, no official comments at this time.

Action taken 04/21/2017: Some discussion ensued, no official comments at this time.

Action taken 05/05/2017: Approved and forwarded to FCAS.

Action taken 05/12/2017: Returned to SCAP by FCAS. The College of Arts and Sciences requested the proposal be moved to held business until further notice.

Action taken 05/19/2017: Some discussion ensued, no official comments at this time.

Update 02/07/2018: The College requested SCAP consider this 1503 proposal again. The department has submitted a revised 1503.

Action taken 02/16/2018: Given the overlap in courses required by both the Minor in French and the proposed Minor in French Language, Literature, and Culture, SCAP has requested the department include language in the proposed catalog copy that students cannot earn both minors.

Action taken 03/02/2018: Approved and forwarded to FCAS.

Action taken 03/09/2018: Approved by FCAS.

Update 04/05/2018: Posted to Tri-Campus, 0 comments received (p. 6).

Action taken 04/20/2018: Approved and forwarded to FCAS.

French and Italian Studies ([FRENCH-20170210BR](#)) Revised Program Requirements and a change of name for the Minor in French

Background: The Department is restructuring the minor requirements with the objective of increasing student's language competency, as well as changing the name of the Minor in French to Minor in French Language, Sociolinguistics, and Translation

Action taken 04/07/2017: Some discussion ensued, no official comments at this time.

Action taken 04/21/2017: Some discussion ensued, no official comments at this time.

Action taken 05/05/2017: Approved and forwarded to FCAS.

Action taken 05/12/2017: Returned to SCAP by FCAS. The College of Arts and Sciences requested the proposal be moved to held business until further notice.

Action taken 05/19/2017: Some discussion ensued, no official comments at this time.

Update 02/07/2018: The College requested SCAP consider this 1503 proposal again. The department has submitted a revised 1503.

Action taken 02/16/2018: Given the overlap in courses required by both the Minor in French and the proposed Minor in French Language, Literature, and Culture, SCAP has requested the department include language in the proposed catalog copy that students cannot earn both minors.

Update 02/23/2018: The department has responded and updated their 1503 (p.2-3).

Action taken 03/02/2018: Approved and forwarded to FCAS.

Action taken 03/09/2018: Approved by FCAS.

Update 04/05/2018: Posted to Tri-Campus, 0 comments received (p. 6).

Action taken 04/20/2018: Approved and forwarded to FCAS.

Asian Languages and Literature ([ASIAN-20180330A](#)) Minor in Indonesian 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.

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

Action taken 04/20/2018: Approved and forwarded to FCAS.

Biology ([BIOL-20180118](#)) Revised program requirements for the Bachelor of Arts degree in Biology.

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

Action taken 04/06/2018: SCAP requested the department include grade requirements in their proposed major requirements, remove the statement, "Physics is not a requirement," from the proposed catalog copy, and include separate lists of electives.

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

Action taken 04/20/2018: Approved and forwarded to FCAS.

Nutritional Sciences ([SPH-20171207A](#)) Bachelor of Arts degree in Food Systems, Nutrition, and Health.

Background: The department is proposing a new undergraduate major in Food Systems, Nutrition, and Health. Note, the department does not have all of the approvals for course use (major requirements and electives). Some of the NUTR courses, which are major requirements (NUTR 302, NUTR 303, NUTR 402, NUTR 412, NUTR 493), have been submitted as new or course change proposals, which have not reached the UWCC review stage.

Action taken 02/16/2018: SCAP has requested the department resubmit their proposed catalog copy (formatting), update the 1503 form to indicate new continuation policy, and organize all of their departmental approvals for major requirements and elective courses, including obtaining signatures.

Update 03/29/2018: The department has revised their proposed catalog copy formatting (p.3-6), updated the 1503 form for new continuation policy (p.1), and organized all of their departmental approvals for major requirements and elective courses (p.32-45). NUTR 302, NUTR 303, NUTR 412, and NUTR 493 were approved at March UWCC meeting. NUTR 402 will be reviewed again at April UWCC meeting (course title change).

Action taken 04/06/2018: SCAP requested the department revise the disclaimer language for their General Education & Basic Skills requirement, #5, Foreign Language, because the disclaimer is inaccurate. The committee also advised, but did not request, the department

revise their admission requirements to only require English Composition, instead of English Composition or Writing.

Update 04/10/2018: The department has responded (p.3).

Action taken 04/20/2018: Approved and forwarded to FCAS.

Public Health ([SPH-20180122](#)) Option in Global Health within the Bachelor of Arts degree in Public Health.

Background: The Department is proposing a new option in Global Health.

Action taken 02/02/2018: SCAP requested the proposed new option be signed off on by the School of Medicine and the Department of Anthropology.

Update 04/12/2018: The department has responded (p.3).

Action taken 04/20/2018: Approved and forwarded to FCAS.

Public Health ([SPH-20180123](#)) Change name of program.

Background: The Department is proposing changing the name of the program from Public Health to Public Health/Global Health.

Action taken 02/02/2018: SCAP requested the proposed new program name be signed off on by the School of Medicine and the Department of Anthropology. The committee also requested removal of the '/' from the proposed program name.

Update 04/12/2018: The department has responded (p.3).

Action taken 04/20/2018: SCAP and the department agreed upon the proposed program name of Public Health-Global Health. Approved and forwarded to FCAS.

Real Estate ([RE-20180126](#)) Minor in Real Estate.

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. Every course is required to earn the minor, and RE 350 is a prerequisite for several of the required courses. SCAP requested more information about the availability of these courses to students.

Update 04/12/2018: The department has responded (p.5).

Action taken 04/20/2018: Approved and forwarded to FCAS.
