

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

May 13th, 2016
1:30pm – 3:00pm
Gerberding 142

Meeting Synopsis:

1. Call to order
 2. Review of the minutes from April 29th, 2016
 3. SCAP report
 4. Changes to forms
 5. Dean's list and DRS accommodation (Class B must to be written for next year to change this.)
 6. Preferred names allowed for class lists and advising documents
 7. Departmental course titles
 8. UWCC – course title question
 9. Good of the order
 10. Adjourn
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1) Call to order

Kramer called the meeting to order at 1:30 p.m.

2) Review of the minutes from April 29th, 2016

The minutes from April 29th, 2016 were approved as amended.

3) SCAP report

Old Non-Routine Business

#1 - Department of Anthropology

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

Stroup noted the program has asked for a change in their major requirement to remove the requirement for a 2.0 grade in each course and 2.5 cumulative GPA in the major, and replace them with a 2.0 cumulative GPA for all courses applied to the major requirements. She explained SCAP had approved the request.

The request was approved by a majority vote of council members.

#2 - Department of Civil and Environmental Engineering

The request is to add a Bachelor of Science degree in Environmental Engineering.

Stroup explained SCAP had questions about the request. She noted the department wanted to start the degree program as a competitive major, which SCAP has not allowed for other new majors. SCAP is willing to consider this further. A reply has not been received, and so the request has been held.

#3 - Bioethics and Humanities

The request is for revised program requirements and change of program name for the minor in Bioethics.

Stroup noted the department worked with SCAP on the request and provided sufficient rationale for the change.

The request was approved by a majority vote of council members.

New Non-Routine Business

#1 - Information School

The request is for a new Minor in Informatics.

SCAP requested that the proposal be rewritten to comply with the standards set forth by FCAS and for it to be considered as an open minor.

Stroup explained SCAP is awaiting a response, and so the request is held.

#2 - Integrated Social Sciences

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

Integrated Social Sciences asked to allow ISS students to enroll in Summer Quarter on-campus courses that are fee-based. Note that admission to on-campus courses is available to the general public.

The request was approved by a majority vote of council members.

New Routine Business

#1 - Harry Bridges Center for Labor Studies

The request is for revised requirements for the Minor in Labor Studies

It was noted the Harry Bridges Center for Labor Studies requests to add a course as an alternative, which has comparable content to a pre-existing required course.

The request was approved by a majority vote of council members.

4) Changes to forms B (Exhibit 1)

Sign and print name on all forms requiring signatures

Kramer explained some changes are needed for requirements governing course change and course creation forms. Examples of the forms were projected (Exhibit 1). She noted the printing of a signatory's name should be required, as some signatures are difficult to read. Additionally, a signatory's title should also be required.

A motion was stated aloud to add spaces for a printed name and a title to course creation and course change forms. The motion was approved by a majority vote.

Add question to justification box in course creation/change forms

Kramer noted it would be useful to add a question to the course change/course creation forms, in the "Justification" section, to understand at the time of approval if the course is a part of a larger academic initiative. She asked if members had any problem with the addition; no one expressed any concern.

The small question to be added was read aloud from Kramer: "Is this course part of a broader curricular initiative? If so, please explain."

The motion to add the short question was approved, as written, by a majority vote of council members.

Remove "Approved" box from the "Potentially Affected Colleges, Schools, or Departments" section of the course change and new course applications.

Kramer noted the "Approved" box included on course change and course creation forms implies that the reviewer (at this stage) has an option to "disapprove," which was not the intent of including the box, and is problematic and confusing as the reviewer is not able to disapprove. She explained the proposal is to remove that choice on the new course and course change forms, and asked for discussion.

A member proposed the form in this section could state (in lieu of "Approved") "Overlap/No Overlap. If overlap, please explain," as this is actually the intended question.

It was noted course forms in this style would likely not be used after fall, 2016.

After some brief discussion, a motion was stated to change the "Approved" to "No Significant Overlap" within the #9 section of course change and course creation forms.

The motion was approved, as stated, by a majority of voting members.

5) Dean's list and DRS accommodation

Kramer noted the UW Dean's List includes the regulation that a student must be enrolled for at least 12 credits to be eligible for the honor; however, this policy not DRS (Disability Resources for Students) friendly, given that some students have accommodations allowing them to be registered for less than 12 credits but to still be considered as being on full-time academic status.

Kramer noted changing the regulation will require Class B legislation, and it is too late in the academic year for FCAS to advance legislation. She noted she seeks FCAS concurrence to implement an exception

for this year that allows DRS students, who are full time, to be eligible for the annual (2015-2016) Dean's List. Kramer noted she is hoping Class B legislation might be approved by FCAS before the close of this academic year (2015-2016) and sent to the Senate Executive Committee (SEC) first thing in the fall, 2016. She explained this would be a change to UW Scholastic Regulations.

Miller noted after a question that the Registrar's Office is working on a process with DRS to make the accommodation smooth, and gathering the names from DRS of those students on less than 12-credit "full-time" status will not be difficult.

There was a question of if students will be told of the change in policy. After some discussion, it was affirmed that students will be informed.

There was a motion stated, which requests that members of FCAS, in consultation with the Registrar's Office, go ahead with drafting Class B legislation to enact the policy change.

6) Preferred names allowed for class lists and advising documents (Class B should be written for next year to clarify this.)

Kramer noted there has been a recommendation that UW students' "preferred names" be allowed on class lists and advising documents. She explained that the current UW Scholastic Regulations are silent on this issue. After a question, Kramer noted the idea would be to begin allowing the practice and implementing functionality for students to opt for their preferred names now, with Class B legislation put forth next fall by the council to cement the policy.

Garrett (University Registrar, Office of the Registrar) explained the change would appear at the top of Scholastic Regulations Chapter 104, where a statement would be incorporated clarifying that the University of Washington allows students to opt for their preferred names on non-legal documents. She noted the Office of the Registrar has already begun implementing the change, beginning first with class lists. She mentioned that other university programs are also interested in allowing students use of preferred names, such as the UW Husky Card program.

After some discussion, there was a question if faculty may also use their preferred names on non-legal documents. It was noted the new HR/Payroll System (currently under development) might include functionality for this practice.

A member expressed approval for the new policy, explaining that you lose track of a student without this regulation if the student is already going by their preferred name. Garrett agreed and added there are many situations where a student may want to use a preferred name.

It was noted when a student applies to the university, their legal name is required.

Garrett noted online functionality is already available for students to opt for their preferred names in the UW Directory; the website is called "Identity.UW."

A member asked that the council consider if there are any downsides to the new policy. It was noted a preferred name is tied to a student's legal name, and so university documentation/records will not be lost or wrongly addressed due to the change.

After discussion subsided, a motion was stated aloud: The Office of the Registrar has FCAS' blessing to go forth and implement the policy change allowing the use of preferred names for students for autumn quarter 2016.

The motion was approved, as written, by a majority vote of council members.

7) Departmental course titles

Kramer noted the UW Curriculum Committee (UWCC) needs clarity on a question that has arisen in a recent meeting of that body. The question pertains to course titles, and if a course title should include the name of the offering discipline or department within the title itself, or if a department prefix suffices to make clear who is offering the course.

Discussion ensued. Early recommendations from council members were that including the prefix seems sufficient. An example was given of the difference: "ANTH Writing 401" vs. "Writing for Anthropologists."

After some brief discussion, many council members expressed it is not necessary that department names be explicitly included in course titles, though no vote was taken.

8) UWCC – course title question

Kramer explained FCAS has received a request to intervene in a course title decision made by UWCC. The School of Art is making the appeal to FCAS, as the curriculum committee denied two proposed course titles from the school. Kramer explained the question for the council is: are the course titles "Art Now" and "Athena to Lady Gaga: Art in the Modern Imagination" appropriately named? She explained that the central issue for UWCC in both cases was that the titles do not have the "long shelf-life" that is a requirement for items placed on a transcript. It was noted that course titles of this type would potentially not make sense in twenty years or longer. Kramer noted it has been made clear to departments in the past that course titles may not be trendy, part of fads, etcetera, and that information concerning the content of a course should be included on course flyers or within course descriptions.

Wiles asked if course "details" are searchable within the online student academic planning tool *MyPlan*, as this applies to online searches for courses. The answer was found and UW course details are searchable via search engines.

A member argued a department has the right to set its course titles. He noted fields evolve and change already, making some older course titles unrecognizable or utilizing dated terminology.

Kramer noted these course titles are discussed in UWCC, and so a department may make its case at the point of deliberation. Miller noted the Office of the Registrar asks if elements of course titles are industry-recognized when departments submit them. It was noted departments are not always making good decisions concerning what should and should not be on academic records.

Stroup noted the question pertains to clarity for students, university records, and future interpretations of transcripts. She noted she backs the decision of UWCC disallowing the contemporary-themed course titles.

Kramer noted she would like the council to vote on the matter, as it needs to be decided on. After some more discussion, Wensel made a motion stating that FCAS supports UWCC's decision.

The motion was approved by a majority vote of council members.

9) Good of the order

Brock noted the honors committee has chosen finalists for two awards; the chosen winner of the President's medalist was Mustufa Jafry (Biochemistry and English), and the community college transfer chosen winner of the President's medalist was Forogh Bashizada (English and Political Science).

10) Adjourn

Kramer adjourned the meeting at 2:57 p.m.

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

Present: **Faculty:** Phil Brock, Mark Johnson, Patricia Kramer, Dan Ratner, D. Shores, Sarah Stroup
Ex-officio reps: LeAnne Jones Wiles, Roy Taylor, Mel Wensel
Guests: Janice DeCosmo, Robert Corbett, Helen Garrett, Emily Leggio, Tina Miller

Absent: **Faculty:** Robert Harrison, Peter Hoff, Don Janssen, Thaisa Way, Daniel Enquobahrie, Champak Chatterjee
President's designee: Philip Ballinger
Ex-officio reps: Robin Chin Roemer

Exhibits

Exhibit 1 - NewCourse (1)_fcas_spring2016.pdf

8. CURRICULAR RELATIONSHIP

Exhibit 1

Select all curricular relationships associated with this course application. It is the responsibility of the initiating unit to do a good-faith review of existing courses to identify and circulate this application for review and approval by those affected units and obtain the necessary signatures prior to submission to the University Curriculum Office. Failure to do so will delay action on this application.

POTENTIALLY AFFECTED COLLEGES, SCHOOLS, OR DEPARTMENTS:

Similar course content covered in one or more potentially affected units within or between UW campuses.

Name of affected unit(s)	Course prefix and number	Approved	Not Applicable	Signature of chair/director

If no relationship between course(s) is found, proceed to section 9. If courses overlap to any degree, indicate relationship below.

A. OVERLAPPING COURSE(S): Significant course content overlap of existing courses within or between UW campuses. Students only receive credit for one course. Does not necessarily satisfy prerequisite and program requirements for units involved.

Name of unit(s)	Overlapping course(s) prefix and number	Signature of chair/director	Signature of dean

B. JOINT COURSE(S): Same course from two or more units. All courses within a joint loop satisfy prerequisite and program requirements.

If units from more than one school or college participate, a separate application must be filed by each unit.

Name of units (List responsible unit first)	Joint course prefix and number	New Course	Existing Course	Signature of chair/director

C. EQUIVALENT COURSE(S): Same course across two or more UW campuses. Courses satisfy prerequisite and program requirements for all units involved. A separate application must be filed by each unit.

Name of unit(s)	Equivalent course(s) prefix and number	Signature of chair/director	Signature of dean

Note: More information about course oversight can be found on the FCAS website:

<https://www.washington.edu/cms/faculty/files/2014/05/guideline-on-oversight-of-courses.pdf>

9. APPROVAL

Date

Chair/Director of submitting department/unit _____

College Curriculum Committee _____

College Dean/Vice Chancellor _____