

University of Washington  
Faculty Council on Academic Standards  
February 20th, 2015  
1:30pm – 3:00pm  
Gerberding 142

**Meeting Synopsis:**

- 1) Call to order
  - 2) Review of the minutes from January 23<sup>rd</sup>, 2015, and from February 6<sup>th</sup>, 2015
  - 3) SCAP report
  - 4) Chair's report
  - 5) Good of the order
  - 6) Adjourn
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**1) Call to order**

Kramer called the meeting to order at 1:35 p.m.

**2) Review of the minutes from January 23<sup>rd</sup>, 2015, and from February 6<sup>th</sup>, 2015**

The minutes from January 23<sup>rd</sup>, 2015 and from February 6<sup>th</sup>, were approved as amended.

**3) SCAP report**

***Old Non-Routine Business***

**#1 – Mathematics**

During Tri-campus review, a comment was made that Mathematics should be mindful of students who will no longer be able to enter the program due to competitive admissions, and perhaps aid these students in finding alternative Mathematics programs elsewhere. SCAP discussed this comment and agreed that it was important, and yet, Mathematics has put forward a well-reasoned argument for why they need to go to competitive admissions.

Badger added that she gave a short presentation on this request to the Student Senate, which bolstered further circulation of the request, and there were no comments from students.

The request was approved unanimously by the council.

**#2 – Slavic Languages and Literatures**

SCAP asked the department to remove some full-time requirements they had listed in the request. Once this was done, SCAP approved.

The request was approved unanimously by the council.

### #3 – Social Welfare

Keil noted that Social Welfare made the changes that had been discussed at the last council meeting. SCAP approved these changes.

Kramer noted that the registrar's office notifies departments when students attempt to return to a competitive program. Janssen said that the problems which were previously hindering this request had been rectified.

The request was approved unanimously by the council.

### ***New Routine Business***

#### #1 – Anthropology

SCAP approved.

The request was approved unanimously by the council.

#### #2 – Asian Languages and Literature

This request is being held until the Curriculum Coordinator is available.

#### #3 – Asian Languages and Literatures

This request is being held until the Curriculum Coordinator is available.

#### #4 – Spanish and Portuguese Studies

SCAP approved.

The request was approved unanimously by the council.

#### #5 – Laboratory and Medicine

SCAP approved. There was no discussion.

The request was approved unanimously by the council.

#### #6 – Nutrition

SCAP approved. There was no discussion.

The request was approved unanimously by the council.

### ***New Non-Routine Business***

### #1 – Integrated Sciences

Held by SCAP.

### #2 – Digital and Experimental Media Arts

It was noted the program has decided to create a new minor, and the request seemed well-reasoned. SCAP approved.

The request was approved unanimously by the council.

### #3 – School of Music

The school would like to establish a new major with emphasis on American music. There was some question if ensemble elements of the course will be graded, or not. It was noted the ensembles will be graded. SCAP approved. Hoff asked if there might be any course overlap with other courses in the humanities. Some discussion ensued, and a consensus was reached that course overlap would be minimal because of the course's emphasis on actual music performance, unlike a similar course in the humanities.

The request was approved unanimously by the council.

\*It was noted it is the first degree program to be taught in American music at any American university.

### #4 – Neurobiology

Held by SCAP. The item will come to FCAS at a later meeting.

### ***Guidelines for Proposing Changes to Admission Requirements*** (Exhibit 1)

SCAP drafted guidelines for establishing competitive admissions having been advised to do so during a past FCAS meeting. The council reviewed the guidelines (Exhibit 1). The council changed the word "level" to "class-standing," in the third bullet. Additionally, some capitalization discrepancies were corrected. After review, the guidelines were approved as amended by the council.

## **4) Chair's report**

### *Graduates/Undergraduates Taught Within the Same Course*

Way noted she had two items of interest she wanted to bring to the council for feedback.

The first of her concerns surrounds the simultaneous teaching of graduate and undergraduate courses in the same classroom. Way explained she is worried these courses are not genuine graduate courses. She requested the council take this up as a topic of interest. Way added she had gone to the graduate school seeking information, but didn't get all her questions answered.

Kramer noted the issue is pedagogical and may be better taken up by the Faculty Council on Teaching & Learning (FCTL). Discussion ensued around requirements for graduate level courses in various

## Draft Guidelines for Proposing Changes to Admission Requirements

(Note: below is the existing language within the section on creating a new major.)

3. Majors may be proposed with three types of admission:

- Open Admission: Matriculated students in good academic standing are admitted at any time.
- Selective /Minimum Requirements Admission: Requires students to complete satisfactorily a set of prerequisite courses with a minimum GPA. All students who meet the minimum requirements are admitted.
- Competitive Admission: Students must complete all minimum requirements to apply and must then compete with the entire applicant pool for a limited number of spaces. The minimum requirements for admission may vary, depending on the class standing of the student applying for admissions. For example, a student applying for admission as a Junior may have a longer list of requirements than a student applying for Early Admission (typically Sophomore level) or Direct Freshman Admission. (For further information about requirements on proposing competitive admissions, please the page on Adding or Revising Admission Requirements)

(Note: below is the existing language within the section on Adding or Revising Admission Requirements.)

Admission requirements can be added or changed for:

- an existing major
- an existing option within a major

Community College Notification: Under an agreement through the Washington Council's Intercollege Relations Committee (<http://www.washingtoncouncil.org/icrc/>), the university is required to notify community colleges of changes in lower division requirements two years prior to their applying to transfer students from Washington state community colleges.

(Note: below is proposed language for the section on Adding or Revising Admission Requirements.)

Admission requirements can be added or changed for:

- an existing major
- an existing option within a major

Programs requesting to change from Open or Selective admission to Competitive admission must provide justification for that request. Such justification should include, but is not limited to, detailed consideration of

- Intellectual resources—capacity of existing faculty and administrative personnel for accommodating the number of current majors.
- Physical resources—sufficiency of instructional space (classrooms, labs, etc.) for accommodating the number of current majors.
- Fiscal resources—financial challenges distinct from those associated with the above two concerns.
- Accreditation concerns—accreditation requirements associated with the program (faculty to student ratio, etc.) require competitive admission due to existing resources.
- Holistic and pedagogically-motivated justification—what are the pedagogical arguments for competitive admission? How might a holistic competitive admission process serve to increase the educational outcomes of the students in the major?

In addition, programs requesting to change from Open or Selective admission to Competitive admission must provide

- Brief overview to put the change into a context that can be understood outside of the discipline
- Documentation of the current major, and trends in the major, over the past five years— numbers of current students, accessibility to required courses, graduation rates, significantly impacted courses, documentation of accreditation requirements, memoranda or notes of discussions on change, etc.
- An outline of the planned admission process—supporting materials required, dates applications are considered, and review process, as well as a plan for phasing in competitive admission, and the effects of such on existing majors.
- A description of a petition process for students not admitted to the major

Assessment: Within 3 years of implementing the change, the program should develop a report on how the change in admission requirements has affected its student body, including trends in majors. The report should be shared with the appropriate school or college, with a copy to FCAS.

Community College Notification: Under an agreement through the Washington Council's Intercollege Relations Committee (<http://www.washingtoncouncil.org/icrc/>), the

university is required to notify community colleges of changes in lower division requirements two years prior to their applying to transfer students from Washington state community colleges.

1/14/2015

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departments. There are discrepancies in what a “graduate course” is versus what an “undergraduate course” is around the university– as well as how to define that. Kramer noted it is the responsibility of the department to monitor this question, and FCAS does not typically deal with issues such as these. Corbett added that he agrees that this issue should come before FCTL. He added that every graduate program is different, on some level.

Kramer noted she would bring this issue to FCTL chair Jeffrey Wilkes.

### *Online Cheating*

The second of Way’s concerns was students potentially cheating on online courses. She explained this has become an issue in some courses – a faculty member had brought this to her attention, with question about what steps to take. A council member mentioned there is software available, in use at other institutions that probe for cheating –though it is markedly expensive. Roemer noted the case of timing discrepancies for tests taken may be enough evidence to take the issue to the registrar’s office.

Kramer asked what mechanism should be used outside of this meeting to address this issue. Janssen noted there is a whole mechanism in place for handling cheating at the UW, and the Office of Student Conduct has the capacity to address the issue. Brock explained the responsibility of professors to monitor cheating in the classroom needs to be the same for online courses. Roemer added there are online safeguards and proctors that can be used to combat this issue. Pengra noted he was worried about online cheating since its beginning. Keil added the videos for Canvas highlight many tools associated with the program, many that he does not know how to use, and perhaps there are some safeguards available. Wiles noted it may be prudent to talk to Phil Reed. Reed oversees Canvas learning tools and other Canvas elements.

Kramer noted she will take this to FCTL too and have them contribute to the discussion and pose any additional possible remedies.

### *TOEFL*

Kramer noted she discussed concerns that were raised in a past FCAS meeting surrounding the TOEFL (Test of English as a Foreign Language) with Phil Ballinger and further discussions will occur about the issue.

### *Course Overlap*

Kramer explained that she took the issue of course overlap at the UW to the Senate Executive Committee for discussion and that the body agreed that FCAS should pursue the issue. She noted she will be speaking with to the Activity-Based Budgeting (ABB) committee about the issue in April. Kramer added she feels that FCAS has consulted broadly and is now in a position to take action. She is seeking volunteers to help her work through setting up basic guidelines for handling this issue on the UW Seattle campus and to aid in devising some recommendations. She noted this will be a “virtual” committee, with much of its business handled online.

Keil asked if FCAS will be revising the overlap of courses document, which currently resides on the Faculty Senate & Governance website, on the FCAS page. Kramer noted this document will be expanded.

She explained, in addition, there will be guidelines drafted to combat the issue. Keil noted he approves of the course overlap document as it stands currently.

There was some question about whether or not FCAS has the authority to create policy in this area. Kramer responded that FCAS has and that the current Provost agreed that FCAS should develop guidelines. Brock asked if this problem is being exacerbated by the ABB model. Kramer indicated that in her opinion, the problem is worsened by the ABB construct.

Ratner and Keil volunteered to aid in the drafting of these guidelines.

## **5) Good of the order**

### *DL Subcommittee (Distance Learning)*

Pengra noted the FCAS ad hoc subcommittee on distance learning, of which he is the chair, has met twice. They have devised preliminary recommendations regarding DL courses. He added they are considering recommending two kinds of DL designations. He noted the state requires the university to report DL courses if more than 50% of the course is taught online. Though, Pengra noted, many courses are 100% taught online and are different for varying reasons and may not require the same kind of oversight. He noted the subcommittee has created two designations in response to this fact:

- 1) DL enhanced courses (50% or more taught online)
- 2) Courses taught 100% taught online

\*Pengra noted residency requirements as they correspond to DL courses is a separate issue.

Pengra added he is willing to add anyone from FCAS to the mailing list who is interested in joining the conversation or receiving updates.

### *SCAG (Subcommittee on Admissions and Graduations)*

Janssen noted the subcommittee was informed that the admissions process has been revised at the UW in an attempt to streamline the process. The AI (admission index), calculated from a student's SAT scores and GPA scores, is currently used as a screening tool to reduce the work required in the review process. A student who achieved an AI of 77, was only to be reviewed by one reader (rather than the standard two readers) unless some inconsistencies were found in the review. Now, the criterion has been lowered down to 74. This was done to save reader time.

Another revision is that students who evaluate very low on personal qualities assessment as well as academics also do not have their application go to a second reader, as there is little chance they will be admitted. This was also changed to make the process more efficient. The admissions process has also been revised to include "skimming" applications, instead of reading them.

Kramer asked if there were any questions, and there were none.

## **6) Adjourn**

Kramer adjourned the meeting at 2:48pm.

**Present:** **Faculty:** Phil Brock, John Deehr, Peter Hoff, Don Janssen, Richard Keil, Patricia Kramer (chair), David Pengra, Dan Ratner, D. Shores, Thaisa Way  
**Ex-Officio reps:** Robin Chin Roemer, Hailey Badger, LeAnne Jones Wiles,  
**Guests:** Janice DeCosmo, Robert Corbett, Emily Leggio, Tina Miller

**Absent:** **Faculty:** Sarah Stroup  
**Ex-Officio reps:** Philip Ballinger (president's designee)

### Exhibits

Exhibit 1 - Guidelines for Proposing Changes to Admission Requirements

## Subcommittee on Admissions and Programs (SCAP) Summary

**1:30-3:00 pm**

**February 13, 2015**

**Gerberding 026**

### **Old Non-Routine Business:**

- 1. Mathematics - ([MATH-20141106](#))** New competitive admissions process for all options within both the Bachelor of Arts degree in Mathematics and Bachelor of Science degree in Mathematics.

Background: The department wants to move to a competitive admissions process because the number of mathematics majors has doubled in the last six years placing enormous pressure on the department and faculty to offer enough upper-division electives so students can graduate.

Action Taken: 12/12/2014 – Pending verification of continuation policy and details on plan to phase in the reduction of student enrollments.

Update: 1/6/2015 - Continuation Policy and phase in reduction plan attached to 1503 – Forward to FCAS.

Action Taken: 02/13/2015 – Post Tri-Campus Review with 2 comments. Approve and forward to FCAS.

- 2. Slavic Languages and Literatures - ([SLAVIC-20141029](#))** Revised program requirements for the option in Eastern European Languages, Literature, and Culture within the Bachelor of Arts degree in Slavic Languages and Literatures.

Background: The department would like to add new courses to their specified list of electives.

Action Taken: 12/12/2014 – Hold for continuation policy to continue grandfathered 2.0 in each course and 2.50 cum GPA.

Update: 1/27/2015 – Continuation Policy submitted.

Action Taken: 01/30/2015- Hold for justification of requirement for students to be full-time students.

Update: 1/27/2015 – see notes at end of 1503.

Action Taken: 02/13/2015 – Approve and forward to FCAS – PENDING removal of full-time requirements in continuation policy.

Update: 2/17/2015 – Full time requirement and rules on withdrawing have been removed.

- 3. Social Welfare - ([SOCWF-20141117](#))** Revised admissions and program requirements and a new continuation policy for the Bachelor of Arts degree in Social Welfare.

Background: The School wants to create an early admissions process so qualified students in their third or fourth quarters can find out if they will be admitted to the program before they take all of the regular admission prerequisite courses. This will also give them access to the school resources earlier in their studies. They also need to get their long-standing grade requirements and continuation policy, as required by the Council for Social Work Education, into the catalog and DARS.

Action Taken: 12/12/2014 – Hold for corrections to continuation policy.

Update: 1/14/2015 – Revisions submitted.

Action Taken: 01/16/2015 – Approve revisions and forward to FCAS.

Update: 1/27/2015 – Social Work has submitted a response to the FCAS question on the “tight” timeline for students. Willing to come to FCAS meeting on 2/6/15 to answer any additional questions that may arise.

Action Taken: 01/30/2015- Approve and forward to FCAS.

Update: 01/11/2015 – see notes about Admissions Office policy on special selections and proposed [Revisions to SOCWF-20141117](#) at end of 1503.

Action Taken: 02/13/2015 – Approve and forward to FCAS.

**NEXT MEETING: February 27, 2015**

## **New Routine Business:**

- 1. Anthropology - ([ANTH-20150105](#))** Revised program requirements for the option in Human Evolutionary Biology within the Bachelor of Arts degree in Anthropology.

Background: The department would like to add a choice to list of core requirements for the option that would be more attractive to transfer students.

Action Taken: 02/13/2015 – Approve and forward to FCAS.

- 2. Asian Languages and Literature - ([ASIAN-20141202A](#))** Revised program requirements for the Bachelor of Arts degree in Japanese.

Background: The department would like to update their program requirements to remove courses no longer taught and add new courses.

Action Taken: 02/13/2015 – Approve and forward to FCAS. Jennifer to recommend use of approved lists in catalog copy.

Update: 2/17/2015 – Save for next meeting as Curriculum Coordinator is out on vacation and not able to discuss proposed edits.

- 3. Asian Languages and Literature - ([ASIAN-20141202B](#))** Revised program requirements for the minor in Japanese.

Background: The department would like to update their program requirements to remove courses no longer taught and add new courses.

Action Taken: 02/13/2015 – Approve and forward to FCAS. Jennifer to recommend use of approved lists in catalog copy.

Update: 2/17/2015 – Save for next meeting as Curriculum Coordinator is out on vacation and not able to discuss proposed edits.

- 4. Spanish and Portuguese Studies - ([SPAN-20141209](#))** Revised program requirements for the Bachelor of Arts degree in Spanish.

Background: The department would like to remove the restriction of SPAN 400-405 credits that can be applied to the major as the reasons for the restrictions have been resolved.

Action Taken: 02/13/2015 – Approve and forward to FCAS.

- 5. Laboratory Medicine - ([LABM-20150122](#))** Revised admission requirements for the Bachelor of Science degree in Medicinal Laboratory Science.

Background: The department is adding language by request of the Curriculum office to make it explicit that they are a competitive major.

Action Taken: 02/13/2015 – Approve and forward to FCAS.

**NEXT MEETING: February 27, 2015**

**6. Nutrition - ([NUTR-20140126](#))** Revised program requirements for the minor in Nutritional Sciences

Background: The program wants to update core course requirements to reflect the changes being proposed at the February Curriculum Committee meeting ([NUTR 200](#); [NUTR 400](#)); add an additional course to the core to allow students some flexibility; and update their approved list of electives.

Action Taken: 02/13/2015 – Approve and forward to FCAS – PENDING approval of NUTR 200/400 at Curriculum Committee meeting.

Update: 2/17/2015 – Courses were approved at Tuesdays Curriculum Meeting.

**New Non-Routine Business:**

**1. Integrated Sciences - ([INTSCI-20150113](#))** Establish new departmental honors requirements for the Bachelor of Arts degree in Integrated Sciences.

Background: The program would like to establish departmental honors requirements for students completing the Integrated Sciences major.

Action Taken: 02/13/2015 – Hold. SCAP wants the Honors program to review the proposed Departmental Honors requirements and compare them to the Honors Requirements for the Disciplinary track majors. Appears as if Departmental Honors can be selected at the mid-end of senior year – should include more honors work earlier in the major.

**2. Digital and Experimental Media Arts - ([DXARTS-20150122](#))** New minor in Digital and Experimental Media Arts.

Background: The program has decided to move forward with eliminating their major and in its place would like to establish a minor for students across campus.

Action Taken: 02/13/2015 – Approve and forward to FCAS.

**3. School of Music - ([MUSIC-20141220](#))** New Bachelor of Arts degree in American Music.

Background: The School of Music wants to establish a new major in American Music which will be the first American Music major at any American university.

Action Taken: 02/13/2015 – Approve and forward to FCAS. Grade requirements grandfathered by School of Music. Same continuation policy as other Bachelor of Arts degrees in School of Music. Want to know if ensembles are graded or CR/NC.

**4. Neurobiology - ([NBIO-20141217](#))** Revised admission requirements for the Bachelor of Science degree in Neurobiology.

Background: The department would to establish direct freshman admissions to their major.

Action Taken: 02/13/2015 – Hold. Continuation policy for DFA can't be more stringent than graduation requirements. Jennifer to work the department to rework DFA catalog copy.

**Other Business:**

1. Final Draft of [guidelines](#) for establishing competitive admissions

**NEXT MEETING: February 27, 2015**