

University of Washington  
Faculty Council on Academic Standards  
May 2, 2014, 1:30 pm – 3:00 pm  
Gerberding 142

**Meeting Synopsis:**

1. Call to Order
  2. Review of the Minutes from April 18, 2014
  3. Chair's Report
  4. SCAP Report
  5. RCEP/1503 for Evening Degree Suspensions
  6. Statement Regarding Faculty Use of Turnitin
  7. Adjourn
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**1) Call to Order**

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

**2) Review of Minutes from April 18, 2014**

The minutes from April 18, 2014 were approved as amended.

**3) SCAP Report [Exhibit A]**

***Old Routine Business***

*1. Laboratory Medicine - (LABM-20140228) Revised program and continuation requirements for the Bachelor of Science degree Medical Laboratory Science.*

This proposal is on hold for the moment.

***New Routine Business***

*1. Social Welfare - (SOCWF-20140422) New Honors requirements for the Bachelor of Arts degree in Social Welfare.*

The proposal received unanimous approval.

Taggart reported that SCAP is updating language related to the use of 1503 forms. Taggart clarified that the updates are not controversial and are just bringing everything up to date. Taggart hopes to have the new language ready for the next council meeting.

**4) Chair's Report**

Kramer announced that she will be chairing FCAS next year. Kramer mentioned that two members, Cunningham and Taggart, will be leaving next year, creating vacancies for the chair positions of two subcommittees.

Kramer reported on recent miscommunication between the council and department advisors about Biology moving towards competitive admissions. Members discussed the notification process and how advisory polices are communicated on the advisor's listserve. Biology is not accepting additional students until the next round of summer admissions. However, the crux of the issue is how to make sure advisors know about the most current updates from the council. Discussion ensued. A comment was raised that the advisor listserve should be part of the standard notification process when there are changes to a program. A comment was raised that while advisors may be overwhelmed with messages this is the most reliable method to communicate changes to programs.

Kramer reported that she met with the Registrar's Office to begin the process of revising the UW University Curriculum Committee (UCC) and identifying the role and responsibilities of the committee. Kramer is working on recommendations to be reviewed by faculty leadership with the goal to establish a revitalized UCC by the beginning of next academic year. Kramer asked for volunteers to serve on the UCC.

Kramer reported on implementation criteria set by the College of Arts and Sciences regarding diversity graduation requirements. Kramer reported that the implementation criteria set forth by the college is not consistent with the intent of the Class B legislation that was passed last year. Specifically, the criteria are more focused on "inequities" which is a small part of the broader definition of diversity that was approved by FCAS. For example, the legislation describes "diversity" as covering cross-cultural communication, socio-economic and cultural issues. However, it appears the criteria set by the college do not recognize this definition of "diversity". Discussion ensued. A comment was raised that the final decision on determining the diversity criteria is up to the individual school and college. Kramer will speak with the deans of the College of Arts and Sciences and discuss how the Class B legislation was intended to be interpreted. Discussion ensued about the role of the diversity implementation task force and individual colleges in determining what is considered "diversity".

## **5) Statement Regarding Faculty Use of Turnitin**

Kramer explained that the council needs to make a decision about whether or not faculty must inform students at the beginning of the quarter if instructors are evaluating assignments through the anti-plagiarism software program called Turnitin. Kramer clarified that students are not be able to opt-out and have to drop the course if they disagree with the use of Turnitin. Turnitin works by collecting student papers into a repository to compare against future papers submitted by students. Students can ask Turnitin to remove their papers at the end of the academic quarter but it is up to the individual student to submit this request.

Concern was raised there is no certainty that the company will actually remove the students' papers from the database when the request is made. A question was raised about the specific clause in the UW contract that requires the collection and retention of student papers. A follow up question asked if there was a term limit in the UW-Turnitin contract. A comment was raised that UWIT negotiated the contract with Turnitin and may be able to change the settings. Concern was raised that students should not be the sole individuals to request their papers be removed from Turnitin's database every quarter. A comment was raised that the intent of anti-plagiarism software was to compare plagiarism with

published sources. However, this is now different if student papers are being retained to compare against other student papers.

**ACTION:** A member submitted the following motion:

“Faculty must notify their students in advance if they will use Turnitin. The notice must be placed in the syllabus, and faculty should verbally inform students of the service, document retention and opt-out policies during the first class meeting.”

The motion was seconded. Members discussed language, the possible impacts to students and the impacts of requiring disclaimers on syllabi. Concern was raised about allowing third party companies to possess student work and wondered if UW should allow this service. A comment was raised that faculty should be aware of this issue as well. For example, some courses require students to analyze proprietary and confidential information for companies which should not be kept in a large database controlled by an outside party. Although faculty members have the decision to avoid Turnitin they still need to be aware of how information will be stored. Discussion ensued about controlling the use of Turnitin and if departments are starting to require the use of the service.

**ACTION:** A member moved to table the agenda item in order to improve the disclaimer language and edit the notification portion. A question was raised if the Faculty Council on Teaching and Learning (FCTL) has reviewed or approved the use of Turnitin in the past. Kramer and Court will research the minutes of FCTL and past councils to discover if there is information about Turnitin and anti-plagiarism software. Kramer will follow up with the chair of FCTL and determine who should address this issue.

Members unanimously agreed to table the agenda item for the next meeting.

## **6) RCEP/1503 for Evening Degree Suspensions**

Kramer reported that the Evening Degree Program is in financial difficulty and the only major that is not being considered to be put on hold is HIHIM. Social Sciences, Humanities, English and Communication are considering ending their programs and Humanities has already suspended admissions until they can fully comprehend their situation. Humanities is now thinking about permanently suspending admissions (and beginning an RCEP) and Social Sciences, English and Communication are rapidly approaching a decision point set for May 19<sup>th</sup>. Kramer expects that the suspensions will occur and wants to give the Faculty Senate an opportunity to know about it before the announcement is made. Kramer will submit a report to the Senate Executive Committee and provide an opportunity for questions at the upcoming Faculty Senate meeting. Kramer will have the paperwork ready to be signed on May 16<sup>th</sup> (the next FCAS meeting) and will sign the 1503 on May 19<sup>th</sup>.

Discussion ensued about who submitted the 1503 proposal detailing the suspension of admissions. Kramer explained that as long as the chairs of the affected departments are fine with the 1503s then FCAS should not have a problem. Kramer clarified that the first step is suspension of admissions and the second step is the RCEP process that occurs next academic year. Kramer does not know the timeframe for suspending admissions but that will be clarified in the 1503s. Kramer clarified that the RCEP process, though long and arduous, allows all affected stakeholders to consider the impacts of eliminating, changing and/or consolidating programs. Kramer explained this is likely to be a big deal in the College of Arts and Sciences, because it impacts many departments, who have tenured faculty whose salary lines have been supported by the Evening Degree Program.

Discussion ensued. A comment was raised that the Evening Degree Program runs out of UW Educational Outreach and may impact the work of the new Vice Provost who replaces David Szatmary. A question was raised asking if courses will be offered through the day program in evening slots in order to serve the students who still have credits to complete. Kramer explained this will be part of the RCEP process and final 1503 to change or eliminate the majors and can imagine a situation where evening courses will be offered for another two years. Members discussed the RCEP process.

## 7) Adjourn

The meeting was adjourned by Chair Kramer at 3:00 p.m.

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*Minutes by Grayson Court, Faculty Council Support Analyst, gcourt@uw.edu*

**Present:**           **Faculty:** Kramer (Chair), Cunningham, Hoff, Janssen, Deehr, Pengra, Taggart  
**Ex-Officio Reps:** Kollet, Chin Roemer, McNerney, Wensel  
**President's Designee:** Ballinger  
**Guests:** Robert Corbett (Coordinator of New Programs), Virjean Edwards (University Registrar), Emily Leggio (Senior Associate Director for Enrollment Policy, Planning and Research).

**Absent:**           **Faculty:** Keil (sabbatical), Brock, Harrison, Salehi-Esfahani  
**Ex-Officio Reps:** n/a

Subcommittee on Admissions and Programs (SCAP) Summary1:30-3:00 pm

May 9, 2014

Gerberding 036

**Old Non-Routine Business:**

1. **School of Art - ([DESIGN-20131210A](#))** Revised program requirements for the Bachelor of Design degree in Industrial Design.

Background: The School of Art is renumbering DESIGN 321 to 443 and adding two classes (319 and 444) to the Industrial Design major increasing it to 103 credits. They are also requesting to reformat the way the courses required for the major are displayed in the catalog. Compare their suggested layout with the proposed layout at the end of the pdf. The "current" layout was structured to display the commonalities between the majors in the Bachelor of Design degree.

Action Taken: 02/28/2014 - Hold for clarity on catalog copy vs School website requirements.

Update: All course updates have been made and will be reviewed by the University Curriculum Committee on June 3<sup>rd</sup>. Would like this to approved pending course approvals.

Action Taken: 05/09/2014 – Pending approval of course applications at the June 3<sup>rd</sup> Curriculum meeting.

2. **Laboratory Medicine - ([LABM-20140228](#))** Revised program and continuation requirements for the Bachelor of Science degree Medical Laboratory Science.

Background: The department has submitted course applications to split the required LAB M 428 into two courses, 428 and 435, effective AUT/2014 for the April 15th Curriculum Committee. They also would like to extend their current grandfathered 2.0 grade in each LAB M course required for the major to all didactic and clinical rotation courses (add IMMUN and MICROM courses). These changes will also require the continuation policy to be updated.

Action Taken: 03/14/2014 - Hold. Need to more information about when students take the IMMUN and MICROM courses in the program. Also need a probationary period and an appeals process in the Continuation Policy. Make 2.0/2.00 consistent in the catalog copy and continuation policy.

Update: The department has reinstated their probation and appeals process into the continuation policy and provided the first year schedule for students which show that the IMMUN and MICROM courses are taken within the first 3 quarters of the program. They also edited the existing document to show that they meant a 2.0 in all places the 2.00 was listed. They will have the document edited in Word once it is approved to post on their website.

Action Taken: 04/25/2014 - Hold. What is LAB M 427 and why is it worth dismissing students from the major if they do not receive credit? For dismissal policy remove 1 & 2 and move #5 to #1.

Update: Passing LAB M 427 has been removed from the updated continuation policy and dismissal criteria have been streamlined per suggestions.

Action Taken: 05/09/2014 – Pending SCAP chair conversation with Bree Callahan on the continuation policy.

**New Non-Routine Business:**

1. **English - ([ENGL-20140203](#))** New minor in English

**NEXT MEETING: May 23, 2014**

Background: The English department is one of the remaining few departments not offering a minor and there is demand for one from students.

Action Taken: 05/09/2014 – Pending confirmation of the exclusion of 100-level ENGL courses.

Update: 05/12/2014 – Confirmed exclusion of 100-level ENGL courses from the minor.

2. **Evening Degree: Communication** - ([COM-20140321](#)) Suspend admissions for the Communication major within the Evening degree program through SPR/2015.

Background: The Evening degree program has seen dramatic enrollment drops and needs to evaluate the long-term future of the program. The last cohort will be admitted SUM/2014

Action Taken: 05/09/2014 – Approve and forward to FCAS.

3. **Evening Degree: English** - ([ENGL-20140321](#)) Suspend admissions for the English major within the Evening degree program through SPR/2015.

Background: The Evening degree program has seen dramatic enrollment drops and needs to evaluate the long-term future of the program. The last cohort will be admitted SUM/2014

Action Taken: 05/09/2014 – Approve and forward to FCAS.

4. **Evening Degree: Social Sciences** - ([SOCSCI-20140430](#)) Suspend admissions for the Communication major within the Evening degree program through SPR/2015.

Background: The Evening degree program has seen dramatic enrollment drops and needs to evaluate the long-term future of the program. The last cohort will be admitted SUM/2014

Action Taken: 05/09/2014 – Approve and forward to FCAS.

5. **School of Public Health** - ([SPH-20140401](#)) Revised program and continuation requirements for both the Bachelor of Arts and the Bachelor of Science degrees in Public Health.

Background: The School of Public Health is asking to add a minimum grade of 1.7 to the four core SPH courses for the majors (SPH 380, 381, 480, 481) to align with accreditation criteria being developed for baccalaureate programs by the Council of Education for Public Health (CEPH). This change will also require updating the continuation policy for the 1.7 minimum grade and they would also like to add criteria for student conduct to contention policy.

Action Taken: 05/09/2014 – Hold. SCAP chair to investigate the University Community Standards/Conduct Code and whether inclusion of conduct in a continuation policy (i.e grounds for removal from the major) is double jeopardy for the students.

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

1. **Comparative History of Ideas** - ([CHID-20140311](#)) Revised program requirements for the Bachelor of Arts degree in Comparative History of Ideas.

Background: The CHID program feels that students need to complete at least 10 credits of Senior Thesis to allow them time to develop a quality final product. This will increase the major from 55 to 60 credits.

Action Taken: 05/09/2014 – Approve and forward to FCAS.

**NEXT MEETING: May 23, 2014**

2. **Mathematics: ACMS** - ([ACMS-20140227](#)) Revised admission requirements for the Bachelor of Science degree in Applied and Computational Mathematical Sciences.

Background: The ACMS program wants to require CSE 143 for admissions and remove MATH 300 as an option for admissions as it now restricted to Mathematics majors only.

Action Taken: 05/09/2014 – Approve and forward to FCAS.

3. **Mathematics** - ([MATH-20140317](#)) Revised program requirements for both options within the Bachelor of Science degree in Mathematics

Background: The Mathematics department wants drop MATH 326 as an Intermediate Core Mathematics requirement for both options within the Bachelor of Science degree in Mathematics. They will move the 3 credits to approved upper-division Mathematics electives.

Action Taken: 05/09/2014 – Approve and forward to FCAS with complete catalog copy.

4. **Philosophy** - ([PHIL-20131118](#)) Change name of program from a minor in Values in Society to a minor in Ethics.

Background: The Philosophy departments wants to rename the Values in Society minor to an Ethics minor to make the content of the minor clearer to student and outside populations.

Action Taken: 05/09/2014 – Approve and forward to FCAS.

5. **Political Science** - ([POLS-20140212](#)) Revised admission requirements for the Bachelor of Arts degree in Political Science.

Background: The Political Science department wants to remove the sophomore standing requirement for students declaring the major and also wants to set defined quarterly admissions deadlines as they now have the staffing to accommodate it.

Action Taken: 05/09/2014 – Approve and forward to FCAS.

**NEXT MEETING: May 23, 2014**