

University of Washington
Faculty Council on Academic Standards
May 11, 2012
1:30 - 3:00 p.m.
Gerberding Hall 142

Meeting Synopsis:

1. Call to Order
 2. Chair's Report
 3. Approval of the Minutes of April 13, 2012
 4. SCAP Report (Brad Holt)
 - Consent agenda (routine actions)
 - Non-routine actions
 5. Competitive Minors (Brad Holt)
 6. Update on Implementation of Satisfactory Progress Policy (Deborah Wiegand)
 7. Update on Quali and MyPlan (Deborah Wiegand and Jill Yetman)
 8. Adjournment
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1) Call to Order

Meeting was called to order at 1:32 p.m. by Chair John Schaufelberger.

2) Chair's Report

Schaufelberger informed that the Honors Subcommittee selected the both the transfer and undergraduate President's medalists for graduation. Professor George Dillon will be serving as Chair of FCAS next year while Schaufelberger is fulfilling the role of Interim Dean of the College of Built Environments.

Deborah Wiegand met with the Faculty Council on Teaching and Learning (FCTL) to discuss the Distance Learning Supplemental form, and FCTL expressed interest in eliminating this form in order to simplify the process, and adding questions onto the new course form. As some information from this form is important to continue, Schaufelberger requested for Wiegand and the Curriculum Review Committee to develop a draft revised course approval form that includes the recommended distance learning language for the FCAS meeting on May 25.

Brad Holt provided background on the existing Distance Learning Supplement. It was required as a compromise for counting Distance Learning (DL) courses towards GPA and removing the DL designation from official university transcripts. Discussion followed on what elements could be added to a new course application form if the supplemental form is removed. Continuation of similar questions were suggested to be helpful in determining whether DL and non-DL courses are comparable, measuring progress towards educational outcomes, and tracking required three year reviews of DL courses. The appropriate time for gathering such data was also debated as syllabi change after being proposed, and it was noted that office hours are not taken into account in such forms. Concerns have been expressed

that the current process is holding up DL offerings proposals. Also emphasized was the need for visibility on course delivery mechanisms at the time of course registration.

3) Approval of the Minutes of April 13, 2012

The minutes from the April 13th, FCAS meeting were approved without changes.

4) SCAP Report (Brad Holt)

Consent agenda:

1. **Statistics** - ([STAT-20120322](#)) Revised admission requirements for the Bachelor of Science degree in Statistics; revised program requirements for the minor in Statistics.

Background: The Statistics department dropped their admissions requirements in Summer 2010 from a 2.8 to a 2.5 and at the same time created a new junior year statistics sequence. The drop in the minimum admissions grade have contributed to an increase in students declaring the major from 39 in Spring 2012 to 82 in Winter 2012 and is subsequently threatening to swamp the new junior year sequence. The department wants to increase the minimum grade for admission back to a 2.8. Also the department wants to give students the option of using STAT 394 or STAT 395 in place of STAT 340 to provide more flexibility.

SCAP Action Taken: 05/04/2012 – Approve and forward to FCAS.

2. **Biochemistry** - ([BIOC-20120209](#)) Revised admission requirements for the Bachelor of Arts and Bachelor of Science degrees in Biochemistry; revised program requirements for the Bachelor of Science degree in Biochemistry;

Background: The Biochemistry department is renaming their admissions pathways to avoid confusion for students. They also want to allow students to take either the new 3 credit GENOME 361 or the current 5 credit GENOME 371, which will result in the a reduction in the minimum credits needed to graduate from 197 to 195.

SCAP Action Taken: 05/04/2012 – Approve and forward to FCAS.

3. **Laboratory Medicine** - ([LABM-20120101](#)) Revised program requirements for the Bachelor of Science degree in Medical Technology.

Background: The Laboratory Medicine department has gone through a major curriculum overhaul and is proposing new requirements which will bring the program in line with the most current accreditation requirements.

Action Taken: 05/04/2012 – Approve and forward to FCAS.

4. **Laboratory Medicine** - ([LABM-20120104](#)) Revised admission requirements for the Bachelor of Science degree in Medical Technology.

Background: The Laboratory Medicine department currently allows students to take either calculus or statistics for admissions, but their accreditation now requires all students to take a statistics course so they are removing the calculus course and adding additional statistics options.

SCAP Action Taken: 05/04/2012 – Approve and forward to FCAS.

The Consent Agenda was approved.

Non-routine Items:

1. **Mathematics** - ([MATH-20120214](#)) Revised admission requirements for all of the programs of study within the Bachelor of Arts and Bachelor of Science degrees in Mathematics; new continuation policy for all mathematics programs.

Background: The Mathematics department have analyzed their current admissions requirements for first year calculus and found that students who barely meet the existing minimum requirements struggle in the major and tend to drop out. They would like to modify the admissions requirements by program of study to the levels their data show students are successful at completing the major. They would also like to establish a continuation policy that would allow them to provide timely feedback to students have difficulty in the program and allow the department to clarify departmental expectations.

SCAP Action Taken: 05/04/2012 - Jennifer to contact Math Department with the following

1) In order to have a continuation policy with cumulative GPA requirements, the Subcommittee will want the requirements to also be program requirements.

2) The Subcommittee also has recommended that that the 2.20 cumulative GPA for the BS/BA Standard and the BA Philosophy option to a 2.00 cumulative GPA.

3) The Subcommittee has recommended that the BS Comprehensive and BA Teacher Preparation move to FCAS for discussion on the 2.50 cumulative GPA requirement, but want to point out that the 2.0 in each course + a 2.5 cumulative GPA is a reduction in the current BA Teacher Preparation requirements (2.5 in each course + 3.0 in physics courses) and those higher requirements would be difficult to have approved as part of the continuation policy if math were planning on keeping them.

This proposal was characterized as changes to minimum requirement, and not either the continuation policy and graduation requirements. Debate in SCAP centered on the GPA requirements proposed, however SCAP ultimately recommended approval. The differentiation between the higher and lower GPA requirements was attributed to guide students by presenting them with expectations of whether or not they should pursue graduate school. A question was posed whether or not employers would understand the difference between these options, which though will be noted on the student's diploma, would not seemingly be an issue. Holt had opposed these revised requirements during the SCAP meeting, and expressed concern on establishing precedence in allowing higher and lower tracks for students. Rick Keil informed that he considered the process too complicated, but would vote for it.

There was a motion for approval. The Motion Carried, with one “no” vote.

5) Competitive Minors

Holt provided proposed language on FCAS Policy on admission to minors (attached as Appendix A). This statement encouraging minors to be open, clarifies that the University system does not track student progress towards completion of minors, and clarified obligations of the department for students in a

competitive minor. Discussion followed on where burden would fall in the case of cross-departmental minors, which was unsure. Questions were raised on the enforcement of the process, and it was noted that a competitive minor would have to be created through a 1503 form.¹

There was a motion for approval. The Motion Carried.

6) Update on Implementation of Satisfactory Progress Policy

Deborah Wiegand presented the most recent draft to the Satisfactory Progress Policy, after reviewing the implementation of the policy in a committee, as suggested by John Schaufelberger. This policy was noted to apply to freshmen entering autumn 2012 and transfer students entering in 2014, and that the Bothell and Tacoma campuses are not currently planning on implementing the policy. Wiegand discussed the challenge of differentiating students subject to either the old or new policy within the system, and that she is exploring the costs of implementing this policy.

Upon discussing the language on the credit cap, as some academic programs require more than 180 credits, it was suggested to allow flexibility in such language. This has been accounted for in this draft for such cases. The topic of messaging for the new policy had yet to be finished by the group, Wiegand outlined notification and monitoring. Upon a student completing 150 credits, and reaches their 11th quarter (or equivalent for transfer students), they will receive a warning and be requested to meet with an advisor to set a graduation plan. Though a “hold” would be placed on a student if they complete 165 credits and apply for courses in their 12th quarter, an advisor could lift such a hold after forming a graduation plan. If a student reaches 30 credits beyond graduation requirements, they will be blocked from further registering.² Such a “block” would make a student ineligible for financial aid, which was not believed to affect many students. A mechanism for appeals will be established for students who have reached this cap, should they solely need one quarter of credits to be making sufficient progress.

Wiegand continued by discussing the quarters and credits within this policy, clarifying that quarter count serves as a “trigger” for the credit-limit to take effect. It was noted that some departments have more rigid satisfactory progress policy, and would have precedence over university policy if more rigorous. Though some exceptions were noted, extensions would not be granted in order to have additional time to complete a minor, meet requirements for graduate or professional programs, or enroll in an additional major or degree program cannot be used for exceptions. Extensions are often granted by advisors within colleges, and concerns were raised about whether departments should approve exceptions. The Registrar’s Office has visibility of extensions, but should UW Bothell and Tacoma seek to adopt this policy, further discussion would need to follow on how to track these extensions.

Using data from graduates between summer 2008 and spring 2011, the new policy would reduce the number of students needing to request permission to enroll beyond credit limits, across freshmen, community college and 4-year college transfer students. Further discussion was needed on the following items:

¹ Available online: <http://depts.washington.edu/registra/curriculum/resources/UoW1503.pdf>

² Note that such students will still be able to take summer courses

- Pre-major extensions: Should we change our approach to granting extensions before a student enters a major?
- Admission to Majors: How will/should this policy impact how we admit students to majors, particularly competitive majors? How should this policy impact the timing of decisions on admission to majors?
- Post-baccalaureate Study: Will this policy increase the demand for post-baccalaureate study? Should the admission practices for post-baccalaureate study align with the policy?
- Low-scholarship: Should we include more than GPA in considering which students are identified as low scholarship? How does the policy impact our handling of students who are removed from their major when close to the quarter and credit limits?

Wiegand will be meeting with a small group, including the Office of Minority Affairs and Diversity in order to develop an assessment plan for this policy. Emphasis was placed that the revised policy may be applied to current UW Seattle students if there would be a benefit to the student, but it was noted that transfer students pose a problem due to difficulty of calculating remaining quarters at UW. The justification for such a credit limit was expressed within the policy statement to encourage fair access for eligible applicants. Debate followed on the potential alteration of language at the beginning of the policy to emphasize maximum number of credits allocated, not quarters, to avoid confusion: “In order to allow fair access to the University of Washington to as many eligible applicants as possible each year, the University has set limits on the maximum number of credits allocated for each student.” Alternatively, could use “maximum number of quarters or credits.” Schaufelberger requested for members to consider this language and be prepared to suggest alternative wording at the next FCAS meeting.

7) Update on Kuali and MyPlan (Deborah Wiegand and Jill Yetman)

Jill Yetman, MyPlan Project Team Lead, was introduced to the Council to discuss MyPlan, which will be an online web tool to assist students with logistics of academic planning. She provided council members with screenshots from MyPlan. In the future, this tool would be integrated with course registration, however the initial focus is with choosing and mapping out courses to be taken and when.

Questions were posed on how students will be informed about courses currently not offered. Though MyPlan does not inform regarding future course offerings, if a course is not currently offered, students will be informed when it was last offered. In the first release MyPlan will not inform students of whether they have met prerequisites for course eligibility but will inform them of the prerequisites for courses they add to their plan. The search function within MyPlan will allow students not only to search for courses by keyword in the title and description, but also to refine the search by criteria such as specific quarters. Departmental requirements will not initially be available in search functionality, though available within a degree audit. It was suggested to form a list of all required courses in programs, and autopopulate a student’s plan. This function, adding a “sample plan” made up of such courses, will be available during the second year, thanks to continued funding from the Student Technology Fee.

A “soft” release will occur on August 28, followed by new features and fixes. The formal announcement will be made for students around November 2nd for winter quarter registration. Discussion followed on student orientation, noting that current UW students will adapt more quickly to this new process. New

students will be oriented in the system over the summer, and graduate students will also receive training.

Second year functionality was then discussed. Academic advisor will be enabled to have access to student plans, as well as the ability to enter comments into such plans. Though advisors will be able to initiate notification to students on their plans, an adviser will not automatically be notified when a student comments on a plan in order to protect advisers from unnecessary messages. It was suggested to allow functionality for professors to provide input on plans, as some departments may require students to have faculty mentors. Students will also be able to compare requirements for different degrees in the second year of MyPlan, and ability to have a backup plan.

In the first year updates in my plan will inform students if there are any changes to courses within the time schedule, however students will have to determine if they have conflicting times for courses during a quarter in the first year.

Functionality was requested to include planning for internships in non-course activities.

8) Adjournment

Meeting was adjourned at 3:00 p.m. by Chair Schaufelberger.

Minutes by Jay Freistadt, Faculty Council Support Analyst. jayf@u.washington.edu

Present: **Faculty:** Schaufelberger (Chair), Holt, Almgren, Pengra, Keil, Janssen, Taggart
President's Designee: Ballinger
Ex-Officio Reps: Wensel, Fugate, Williams
Guests: Edwards, Corbett, Wiegand

Absent: **Faculty:** Cunningham, Holman, Stroup, Kramer
Ex-Officio Reps: Smith, Sahr

Faculty Council on Academic Standards (FCAS) Policy on Competitive Minors

It is strongly encouraged that Minors be open. The University system does not track student progress toward completion of minors, grant class preference because a student is taking a minor, or grant extensions toward degree completion rules because a student is trying to finish a minor.

Should a department request a competitive minor, the department takes on the following responsibilities for students admitted to the minor:

- The department must provide the student with access to the department advisors.
- The department must have a continuation policy in place for students in the minor.
- The department must provide preferential access to the courses required for the minor to ensure the student can timely complete the minor.

Adopted by the Faculty Council on Academic Standards on May 11, 2012.