

University of Washington
Faculty Council on Academic Standards

Friday, 19 January 2007
224 Mary Gates Hall

Chair George Dillon called the meeting to order at 1:33 pm.

Meeting Synopsis:

1. Chair's Report
2. Admissions and Graduation Subcommittee Report
3. SCAP Report
4. Proposed Guidelines for Interdisciplinary Minors
5. New Business: Renumbering Graduate Course Request & Hours per Credit

1. Chair's Report

Dillon said that Douglas McManaway would be taking the ASUW Representative position on the Council for winter quarter, as Erin Shields has a class scheduled during the Friday meeting time. Minutes for the previous meeting were not available, due to weather delays and Monica's illness, but would be available by the next meeting. Dillon indicated also that Gerry Philipsen would be named interim Secretary of the Faculty, as Donna Kerr has moved into the Office of the President to focus on her work on college and campus codes and governance.

2. Admissions and Graduation Subcommittee Report

Don Janssen reported that the data on students enrolled as "special admits"—students admitted to the university on the basis of special skills—had been received, but not properly sorted; the report will be available at the next meeting. He noted that the Council is interested in looking at the academic performance of these students, because for the first time students have been specially admitted to university on the basis of skills other than athletic ability. The Council wishes to look these students' records determine if the students require academic support, as well as whether there needs to be a baseline for holistic admission process.

3. SCAP Report

Steve Keith reported that the following proposals from the January 12, 2007 meeting were recommended for approval to FCAS as routine program changes.

1. **Information School** – (INFO-20061227) Revised program and admissions requirements for the Bachelor of Science in Informatics.

Background: The department would like to move CSE 143 from an admissions requirement to a program requirement and then add QMETH 201 as a possible alternative to the STAT 311 admissions requirement.

Justification: Moving CSE 143 would allow for a more diverse population of applicants and adding Q METH 201 would give students more options and make students more qualified for admission.

Action Taken: 1/12/2007 – Approved Routine, pending catalog edits. Forward to FCAS.

2. **Health Informatics and Information Management** – (HSERV-20061212) Change name of program from Health Information Administration to Health Informatics and Information Management.

Justification: More accurately describes the content of the program. Mirrors the accrediting board name change.

Action Taken: 1/12/2007 – Approved Routine. Forward to FCAS.

Keith said that the committee had also discussed the following proposal for an extension program in Oral Health from MEDEX as new business, but had asked to meet with a faculty and representative from the Graduate School to discuss the issue of undergraduate certificates.

1. **MEDEX** – (MEDEX-20061204) New program leading to a certificate in Oral Health within the existing major in MEDEX Northwest Physician Assistant Program.

Background: MEDEX Northwest has entered into a contract with the Alaska Native Tribal Consortia (ANTHC) to train Oral Health Therapists. Students will spend the first year in Anchorage under the supervision of MEDEX and the second year in tribal clinics under the supervision of practicing dentists in the clinics, MEDEX dental therapy faculty and ANTHC. However, the certificate will be awarded at the end of year one, the didactic year.

Justification: Alaska Natives living in remote areas have limited access to proper dental care. This program would enable tribal organizations to better serve their areas. Built off of an Alaska/New Zealand training program.

Action Taken: 1/12/2007 – Invite MEDEX and Graduate School representative to next FCAS meeting. Ask MEDEX to prepare answers to the following questions.

- a) Who are the Students
- b) Admissions requirements
- c) Prerequisite requirements
- d) Graduation requirements
- e) Will the certificate/program be accredited by ARCPA?
- f) What is the relationship to MEDEX Bachelor's program?
- g) What is the relationship between the certificate/program with the School of Dentistry?
- h) Do you have a Memorandum of Agreement – can you provide a copy?

Special Note: Inform MEDEX that they can still offer the classes to the currently enrolled students.

As a preliminary, the Council discussed the issue of offering undergraduate certificates in general. (Generally, it is understood in cases where a program might wish to offer a certificate, they should do so as a minor or an option.) Don Janssen asked whether it was the certificate would be recorded on the student's transcript. (At this time, certificates are not recorded on transcripts.) Keith said that the problem for SCAP is that there seemed to be no set policy on certificates, so the subcommittee had questions about whether it could make a recommendation, whether for or against. He said that an additional complexity is that MEDEX plans to migrate their physician's assistant program, the Bachelor of Clinical Health Services, to the graduate level. Janssen recommended searching the records of the Council, since the issue of certificates had been dealt with in previous years. He said that FCAS did control the general catalog and student transcripts through the Office of the Registrar. Debbie Wiegand said that there were a few certificates grandfathered in when the Council previously took up its policy on undergraduate certificates.

Laura Newell recalled that there had previous efforts by departments and administrators to offer certificates and that the Council had advised the program be called a coordinated-study program. At the same time, she noted the policy did not pertain to the Graduate School or to continuing education programs offered by UWEO. Keith said that in order to answer these questions and others related to

the proposed MEDEX offering, the committee had invited MEDEX and David Canfield-Budde of the Graduate School to its next meeting. Janssen noted that students in online program in Construction Engineering may receive either certificates or degrees (MS in Civil Engineering or Construction Management). (UWEO uses this model in other online or fee-based programs such as Medical Engineering.)

4. Proposed Guidelines on Interdisciplinary Minors

Dillon circulated the latest version of guidelines for interdisciplinary minors, including existing code language on minors. Richard Keil noted that the limit of ten credits in a student's own major was no longer included. Dillon said that the Council had agreed that a significant amount indicated the necessary amount of coursework applicable to a minor that a student should take outside their major, but the language gives SCAP flexibility.

Newell questioned whether "service learning" should be suggested as appropriate "integrative academic experience," since most of these courses are run by individual departments and, thus, are not necessarily interdisciplinary. Keith said that it was important that policy leave open discretion for SCAP as an oversight committee. Corbett suggested the term "experiential learning." Newell said that the term "capstone course" was probably sufficient, since these are meant to integrate a student's academic program. Mariko Navin said that it was important to include "seminar" as an example, since "capstone" itself carries connotations, and not all disciplines have such courses. She noted that using one term creates the impression that the Council is looking for a particular academic experience, rather than adapting to the particular program.

Janssen motioned that "service learning" be deleted from section four of the proposed guidelines, and that they be adopted, with editorial corrections. Keith seconded the motion. The Council approved the motion, and requested that Corbett make the necessary revisions and see that the guidelines are posted on the web. Janssen asked about the guidelines could be further publicized. Corbett suggested sending them to the advisers list, when they were up on the web. (The guidelines as approved by the Council are below.)

Guidelines on Interdisciplinary Minors

1. An interdisciplinary minor should involve a faculty from at least two distinct academic units, and faculty from these units should form a joint coordinating/supervising committee to provide academic oversight.
2. A significant amount of coursework from units outside a student's major department or program should be required for such minors.
3. One department or program should be appointed to provide administrative oversight.
4. There should be a mechanism for intellectual integration, such as a capstone course or seminar.

5. New Business

A. Course Numbering for Graduate Classes

Michelle Trudeau presented a memo from the Provost requesting that departments submit course numbering change requests for classes that consist of mostly graduate students that are listed as 300- or 400-level classes. This includes providing separate numbers in cases where graduate students take an undergraduate course, but do more work. John Sahr said that there were two issues involved: 1) whether the legislature or the Office of Financial Management wants the university to generate more graduate FTE; and 2) whether there are courses that are incorrectly numbered. Todd Mildon said that neither the Legislature nor OFM necessarily want the university to generate more graduate FTE, but since some of these classes are listed at the 300- or 400-level for historical reasons, they act as a drag on total enrollment of graduate students. Newell noted that Anthropology uses a number of 400-

level classes for their graduate students. Janssen said that only 15 credits of graduate course work are required for a graduate degree. Richard Nobles said he was concerned that if some of the classes became graduate-only, they would not be offered or not offered often enough. Sahr that dual course-numbering is already in place with cross-listed courses, so further numbering could introduce unwanted complexities.

Johnson said that the issue seemed to be one of enrollment management and not necessarily one of academic standards, as is the charge of the Council. Mildon said that there was also an opportunity for academic improvement, since the courses themselves would be reviewed. Dillon noted that the process for creating new graduate classes was difficult in itself. It was noted that, to some degree, the memo did not account for the amount of time and staffing that making the requests would require. Mildon said that an additional issue is that the state funds graduate FTEs at a higher level. Sahr noted that the difference in degree production—and, thus, seemingly faculty productivity—between a professional or terminal master’s program and a mainly doctoral one. He noted the question was how to best account for the ongoing activity of the university. Mildon noted that the Dean Ortega of the Graduate School raised concerns about accreditation for some graduate programs.

Dillon said he would notify leadership of the Faculty Senate about the issue, while Sahr said he would bring it up with Dean Taylor of UAA and the Provost.

B. Credits per Course Hour Data

Janssen noted that it is the policy of the university that every hour spent in class should require a student to spend two hours outside the classroom—in effect, 1 credit hour should be the equivalent to 3 hours of work in and out of class. He brought to the council’s attention data from student evaluations, where students are asked how much time in total they spend on a class. He noted that in some cases the median averages for undergraduate classes was an hour or less per course hour. Newell said that she had noticed that instructors may also suffer in their student evaluations if enough coursework is assigned to reach the standard level. Mildon said that grade inflation has been traditionally accompanied by declines in the amount of work required in classes. Wiegand said that this data could be included as part of a program’s 10-year review.

The meeting was adjourned at 3:01 PM.

Minutes by Robert Corbett.

Present: Faculty members:

Dillon, G.; Keil, R.; Keith, S.; Janssen, D.; Johnson, J.; Newell, L.

Ex officio members:

McManaway, D. (for E. Shields); Navin, M.; Nobles, R.; Rickerson, C.; Sahr, J. (for E. Taylor)

Regularly invited guests:

Corbett, R.; Mildon, T.; Trudeau, M.; Wiegand, D.

Absent: Faculty members:

Brixey, S. (with excuse); Cunningham, S. (with excuse)