

## UNIVERSITY OF WASHINGTON FACULTY COUNCIL ON ACADEMIC STANDARDS

The Faculty Council on Academic Standards met on Friday, **October 8, 2004** at 1:30 p.m. Chair Don Janssen presided.

### **Synopsis**

1. Welcome and Introductions: FCAS Chair Don Janssen.
2. Approval of the minutes of the June 4, 2004 FCAS meeting (see attachment).
3. Subcommittee Administration (Chairs and Membership).
  - SCAP
  - Honors
  - Admissions
4. Subcommittee Business.
  - SCAP (Subcommittee on Admissions and Programs).
5. Other New Business.
  - Transfer Credits (see attachment).
  - Status of Transfer Admission Procedures.
  - HEC Board
6. Topics for this Year. Topics for this Year.
  - Capacities in Majors.
  - Access to Student Learning Objectives and other Course Information.

### **Welcome and Introductions: FCAS Chair Don Janssen**

2004-2005 FCAS Chair Don Janssen welcomed new and returning members to the Faculty Council on Academic Standards, and to the new academic year. Each member introduced himself or herself, adding position and department or administrative unit.

### **Approval of the minutes of the June 4, 2004 FCAS meeting**

The minutes of the June 4, 2004 FCAS meeting were approved as written.

### **FCAS Subcommittees (staffing)**

SCAP (Subcommittee on Admissions and Programs): Steve Keith will chair SCAP for the 2004-2005 academic year. PSO representative Mariko Navin volunteered to serve on SCAP.

HONORS: Laura Newell is on sabbatical in Autumn Quarter, but will be joining the Honors subcommittee for Winter and Spring quarters 2005. Steve Buck volunteered to chair the Honors subcommittee during Autumn Quarter. Janssen will ask new (and former) FCAS member Hannah Wiley if she is available to join this subcommittee. Keith and Navin offered to serve as back-up members.

ADMISSIONS: Gail Stygall is chair of the Admissions subcommittee. Janssen will ask Adam Simon if he is available to join this subcommittee. The Admissions subcommittee evaluates freshman, sophomore, and junior medalists in Autumn Quarter. The President's medalist is evaluated in Winter Quarter.

### **SCAP (Subcommittee on Admissions and Programs)**

#### **THE FOLLOWING PROPOSALS WERE APPROVED BY SCAP ON OCTOBER 1, 2004:**

1. College of Arts and Sciences – Psychology (PSYCH-050404). Revised Program Requirements for the Major in Psychology within the Bachelor of Science. “We are proposing two changes to the Psychology BS degree (in addition to the change proposed on a separate form to take effect for students entering the

MAJOR WQ 2005). These two additional changes, detailed below, are to take effect for students entering the UNIVERSITY WQ 2005.

a. Change the list of permitted related-fields math courses to exclude Math 111-112.

We have found that students who take the business calculus sequence (math 111-112) rather than Math 124 or Math 144 are more apt to struggle (and fail) in the Psychology BS statistics course Psych 317. Consequently we are dropping the Math 111-112 option for prereqs for 317 and eliminating it as a possible option for graduation with a BS. The Math department has approved this change. The attached e-mail correspondence – including approval from Selim Tuncel, Chair – includes the data on enrollment changes projected for math.

b. Add a related-fields requirement to take either Phil 120 or Phil 160; the other related-fields courses to be completed with a 2.0 minimum.

Adding the philosophy requirement will strengthen our students' understanding of the role of logic in the scientific method (both deductive and inductive inference and their relationship to exploratory and confirmatory research), and it will help our students appreciate logic as an important tool for analytical thinking and argumentation. We anticipate that no more than 50 added students per quarter would need to take Philosophy courses. Psych advisors estimate that about 15% of BS students already take philosophy. In addition we will be encouraging community college transfer students to complete the Philosophy requirement at the community college before they transfer. The Philosophy Department has approved the change as detailed in the attached e-mail correspondence from Ken Clatterbaugh, Chair."

**THIS PROPOSAL WAS DEEMED "ROUTINE".**

2. Interdisciplinary Education – Program on the Environment (POE-042704). Revised Major Requirements. "Substitute Biology 100 as one of the course options listed under the Quantitative and Science requirements with Biology 116. Restrict the number of 100 and 200 level courses a student takes towards the Matrix requirement."

**THIS PROPOSAL WAS DEEMED "ROUTINE".**

3. School of Music – Jazz Studies (MUSIC-050604). Revised Program Requirements for the Major in Jazz Studies within the Bachelor of Music. [Note: This is what is typed in: "Bachelor of Music".] "This wording change is to allow more flexibility for Jazz Studies Undergraduate students. In the past, students in Jazz Studies have had to choose from a small number of courses to satisfy their 9 credits of 'division-approved upper-division MUSIC or HUHST electives,' many of which are no longer offered frequently. Jazz Studies is deleting wording to allow students to choose from any of the approved upper-division MUSIC or MUHST courses."

**THIS PROPOSAL WAS DEEMED "ROUTINE".**

4. College of Engineering – Industrial Engineering (IND E-060104). Revised Program Requirements for the Major in Industrial Engineering within the Bachelor of Science in Industrial Engineering. "The Industrial Engineering program has concurrently requested an increase in the number of credits (from 3 to 4) for twelve (12) IND E courses. We are adding new material and contact hours to these courses. If approved, the course credit change will affect the graduation requirements in Industrial Engineering, since 5 of the courses are required core courses. This request is intended to reflect that change. Specifically, we request the following changes to the graduation requirements for a B.S.I.E.:

- An increase from 19 to 24 required credits in Industrial Engineering Core Courses. This accounts for one additional credit each in IND E 237 (new number is IND E 337), IND E 324 and IND E 325 (new numbers are IND E 310 and IND E 311), IND E 311), IND E 316, and IND E 495.
- A change from 42 required Technical Electives to 37 required Technical Electives. This change would keep the total credits required for a BSIE at 180.

Please see the attached proposed change in graduation requirements."

**THIS PROPOSAL WAS DEEMED "ROUTINE".**

5. College of Engineering – Technical Communication (T C-051104). Revised Program Requirements for the Bachelor of Science in Technical Communication. CATALOG COPY AS CURRENTLY WRITTEN: “The Department of Technical Communication offers a program of study leading to the Bachelor of Science in Technical Communication degree, as well as a minor. Students must take a core set of courses that cover style, editing, project management, computer documentation, visuals, a senior study, and an internship. Additionally, students must develop a coherent and relevant area of specialization and propose 24 credits of upper-division electives relevant to this area. The specialization might be from engineering or the natural sciences. Other possible areas of specialization are computer science, human factors, psychology of technical communication, science writing, or instructional design.

Students with a degree in technical communication can pursue graduate education in the same or related fields or can secure employment in high-tech, scientific, or general business organizations.

Graduation Requirements: The B.S.T.C. degree requires 180 credits, distributed according to the following minimum number of credits in each component: 50 credits in mathematics and natural science (with a minimum of 15 credits in mathematics or statistics, and 15 credits in natural science); 13 credits of written and oral communications (including TC 231); 12 credits of technical/analytical course work (including either CSE/ENGR 142 or PHIL 120); 35 credits of VLPA and I&S; 35 credits of required TC courses; 24 credits of approved electives that demonstrate a coherent and relevant area of specialization; and 11 credits of free electives.”

PROPOSED CATALOG COPY, Reflecting Requested Changes: “The Department of Technical Communication offers a program of study leading to the Bachelor of Science in Technical Communication (BSTC) degree. Students must take a core set of courses that cover style, editing, project management, software user-assistance, visuals, a senior study, and an internship. Additionally, students must develop a coherent and relevant area of specialization and propose 21 credits of upper-division electives relevant to this area. The specialization might be from engineering or the natural sciences. Other possible areas of specialization are computer science, human-computer interaction, psychology of technical communication, science writing, information science, or instructional design.

Students with a degree in technical communication can pursue graduate education in the same or related fields or can secure employment in high-tech, scientific, or general business organizations.

Graduation Requirements: The B.S.T.C. degree requires 180 credits, distributed according to the following minimum number of credits in each component: 50 credits in mathematics and natural science (with a minimum of 15 credits in mathematics or statistics, and 15 credits in natural science); 13 credits of written and oral communications (including TC 231); 12 credits of technical/analytical course work (including either CSE/ENGR 142 or PHIL 120); 30 credits of VLPA and I&S; 46 credits of required TC courses; 21 credits of approved electives that demonstrate a coherent and relevant area of specialization; and 8 credits of free electives.”

**THIS PROPOSAL WAS DEEMED “ROUTINE”.**

6. College of Arts and Sciences – Earth and Space Sciences (ESS-073004). Revised Program Requirements. “Currently, there are some twenty courses on the list of Optional Supporting Courses for the BA major. Recently, the ESS Curriculum Committee approved additional science courses for this list, including those required for students seeking K-12 certification in earth sciences. At the suggestion of the Registrar’s staff, we think it more appropriate to work with a ‘departmental list’ format for this area of the BA major. The full list will be published within the department and with the Registrar’s staff.”

**THIS PROPOSAL WAS DEEMED “ROUTINE”.**

7. College of Arts and Sciences – Economics (ECON-080204). Revised Admission Requirements for the Major in Economics within the Bachelor of Science. “We propose to drop the requirement of an English composition course for admission to the major. This requirement dates back to a time when College writing requirements were weaker. The current substantial writing requirement of the College make our requirement redundant. In addition, English composition courses are not required as a prerequisite to any economics course.”

**THIS PROPOSAL WAS DEEMED “ROUTINE”.**

8. College of Arts and Sciences – Economics (ECONa-080204). Revised Admission Requirements for the Major in Economics within the Bachelor of Arts. “We propose to drop the requirement of an English composition course for admission to the major. This requirement dates back to a time when College writing requirements were weaker. The current substantial writing requirement of the College make our requirement redundant. In addition, English composition courses are not required as a prerequisite to any economics course.”

**THIS PROPOSAL WAS DEEMED “ROUTINE”.**

9. College of Arts and Sciences – Economics (ECON-020304). Revised Program Requirements for the Major in Economics within the Bachelor of Science. “We enclose a proposed change in the listing of courses, which may be used to complete a Bachelor of Science undergraduate degree in economics. We wish to add Economics 435 (Natural Resource Economics) to the list of Theory and Methods courses from which students select to complete their requirements for the BS degree in economics, and we would like to remove Economics 454 (Cost/Benefit Economics) from the list of Theory and Methods courses focused on the BS degree. Both courses will remain approved courses for completion of the Bachelor of Arts degree in economics and either may still be selected as an elective 400-level course.” [see following paragraphs]

**THIS PROPOSAL WAS DEEMED “ROUTINE”.**

10. College of Arts and Sciences – Arts and Sciences (A&S-092004). Revised Requirements for the Option in Humanities Major with the Evening Degree Program. “A review of student demand and the recent history of course offerings in the Evening Degree program suggests that students would be better served by eliminating the distinction between the two tracks currently offered within the Humanities Evening Degree Major (Track 1) – Interpretation and Communication; Track 2 – Literature, Arts, and Culture) and offer a single program of study. As with the previous two track program, the courses chosen for this major are selected by the Chairs of the Departments within the College of Arts and Sciences, in consultation with the Divisional Dean for Humanities, the A&S Curriculum, Standards, and Practices Committee, and UW Educational Outreach.”

**THIS PROPOSAL WAS DEEMED “ROUTINE”.**

11. College of Arts and Sciences – Law, Societies, and Justice (LSJ-072004). New Program Leading to a Minor in Disability Studies. “Disability Studies at the University of Washington involves a multi-campus interdisciplinary group of faculty, staff, students and community members, who share an interest in questions relating to society’s understanding of disability. The undergraduate Disability Studies Minor provides an opportunity for students to develop a strong interdisciplinary foundation in the social, legal and political framing of disability. The emphasis is on studying the cultural construct of disability, social justice, and disability policy, and the intersections of disability , race, gender, sex, age, class and other markers of diversity and difference. Students have the opportunity to enhance this foundation by studying disability through the arts, humanities and the social sciences, and the opportunities provided by the internship and/or independent research requirements.” [see following text as well]

**THIS PROPOSAL WAS DEEMED “ROUTINE”.**

12. Information School – Informatics (INFORM-092904). Revised Program Requirements for the Major in Informatics. “The Informatics Program Committee approved in spring 2004 a new representation (or conceptualization) of the required coursework for majors. Specifically, the Informatics program used to be described as being comprised of two ‘strands’ of core coursework, the ‘human-centered’ and the ‘technical’ strands. The faculty felt that it was important to articulate a third ‘strand’ – the Integrated Strand – to recognize and emphasize the set of courses that are unique to the Informatics approach, so the former 2-strand model was revised to become a 3-strand model. Major requirements will remain the same, but the degree audit will need to be revised to reflect the revised curriculum model.

“As this change applies only to majors, it will not effect admission nor impact prospective students. It will also not impact graduation for major in any way as the required courses remain the same; the core courses will simply be reformatted under the 3 stand-model.”

**THIS PROPOSAL WAS DEEMED “ROUTINE”.**

13. College of Arts and Sciences – Communication (COM-051704). Revised Requirement Within Existing Program: “No minor is available in Communication”. “We are having a hard time meeting the demand for our courses from majors. Minors have increased the demand for Communication courses beyond our ability to meet and allow students to graduate in a timely fashion.”

**THIS PROPOSAL WAS DEEMED “NON-ROUTINE”.**

SCAP Chair Keith said that the “non-routine” Communication proposal was brought to the council’s attention because it involved the dropping of a minor. The council agreed that the drop was reasonable, and approved the proposal, but supported submitting the following letter by FCAS Chair Don Janssen to President Mark Emmert expressing hope that future eliminations of this type can be avoided:

“The Faculty Council on Academic Standards (FCAS) has examined the request to eliminate the Communication minor in the College of Arts and Sciences. We find no reason to oppose this elimination of a minor based on the academic merits of the request; however we sincerely regret this loss of opportunity for UW students. We understand that this elimination of a minor is because of budgetary reasons, and we hope that future eliminations of this type can be avoided due to improvements in state funding.”

David Thorud, Acting Provost, Gerald Baldasty, Chair, Department of Communication, and Robert Stacey, Divisional Dean for Social Sciences, Arts and Sciences, were copied on this letter. Keith noted that, in general, people are “tidying up their requirements.”

### **Transfer Credits**

Janssen said the state is lifting its limit of 90 transfer credits to the University. The University needs to treat community colleges the same as four-year colleges now, with respect to allowing students to transfer credit. The downside is that a student with a lot of credits could be admitted to the UW who could end up on probation. Janssen and Washburn drafted the changes for the University Handbook (Volume 4, Part III, Chapter I), copies of which were sent to the council as an E-mail attachment.

An issue pointed out to the council is that, if a student “does more than 90 credits,” and only needs 45 resident credits to meet the degree requirement, he or she could get a degree here by taking only one class [at the University], while simultaneously getting a degree from the transfer school.

Washburn said that the requirements for a second Bachelor’s degree stipulate 45 credits beyond the requirements for a first degree; thus, 225 credits are needed for a second degree. Keith said 45 resident credits are definitely desired for each degree. Washburn added that more credits than can be applied toward a degree should not be allowed.

Following discussion, the council recommended that Section 6 (Acceptance of Transfer Credit), C., be amended to read: “No more than 135 credits may be accepted in transfer for a bachelor’s degree.” (The words “180 credit” were deleted.) Also, in Section 6, D., “Subsection D” was changed to read: “Subsection E”.)

Janssen said the council is still waiting to hear from the Tacoma and Bothell campuses, and from the Tri-Campus council, so voting on the recommended legislation will be deferred until those groups have had a chance to respond.

### **Transfer Admission Procedures**

Washburn said a specially-assigned committee will go through sample files to rate the transfer admission applications. Three representatives from each division area in Arts and Sciences (thus nine representatives in all), two representatives each from Ocean and Fishery Sciences and Forest Resources, one representative from the Office of Financial Affairs, and Gail Stygall and Don Janssen will participate in the calibration committee. Robert Corbett, Coordinator of New Programs, Office of the Provost, is a new member of the committee. There will be two meetings at alternative times, to allow people who cannot make the first meeting to make the second.

Washburn said the University is looking at various systems of transfer credit articulation. He said a system now being used in Arizona will be experimented with at the UW. He said it is more a document management system than a curriculum management system. He added that it could be used for programs other than transfer credit articulation, and could be adapted for use in SCAP. It would be particularly effective for three-campus usage, he noted. It impresses Washburn as being a very flexible structure. He said Arizona will be sending the University a version of this system. Hopefully, it will be up and running sometime during the academic year.

### **HEC Board**

Robert Corbett, who attends HEC Board meetings and works with the staff of the HEC Board in his capacity as Coordinator of New Programs, said the implementation plans for the proposals developed as a part of their Strategic Master Plan are now out. He will be talking to the council about these proposals in an upcoming meeting.

### **Topics for this Year**

1. Capacities in Majors. The council thought it would be useful to look at trends in capacities in majors. Efforts will be made to get useful departmental data. Some of this data has already been culled by Janssen, who showed his findings to the council last year.

2. Access to Student Learning Objectives (SLO’s) and other Course Information. The council is concerned that SLO’s be prepared as thoroughly as possible, and that access to SLO’s be improved. It was pointed out that what the University approves is the contract with the student. Every course should have all information regarding SLO’s available to students. Stygall asked if there shouldn’t be a review of SLO’s, as much current data does not match the original, historical description of many courses. Wiegand said a pilot effort is under way to expand on-line course descriptions to include learning goals and other course characteristics. And she said a solution should be found to the question: How is the course approval process to be plugged into creating these expanded course description pages on the Web? Washburn said the question: How often should courses be reviewed?, needs to be addressed. Janssen said a student should be able to take the course that the University has approved.

Buck said it would be best to construct a system that has widely available current usage, and not to be overly concerned with historical information. What was approved long ago, he suggested, is irrelevant

now. Janssen stressed that departmental review is program-based, and not course-specific. (SCAP, for instance, approves programs, and program changes, but not individual courses.)

Stygall said, “We’re not frozen in time,” and said what is worrisome is that the curriculum committee is very slow in its workings, and that it is hard to get feedback from the committee. Buck suggested placing periodic review into the program level instead of the course level, and to have units certify that they are up to date. Washburn said the date of the last review could be noted in the electronic curriculum file. Janssen said something is needed for students at the level of detail when the course is approved, so students have accurate descriptions when they sign up. Washburn said a system is needed that is integrated with the curriculum process.

3. Upper Division Credit. The University has no upper-division requirements; individual departments determine those requirements. It was suggested that the council could review existing degree programs, and make recommendations to departments that do not have upper-division requirements. Stygall said this would help her in Olympia with the legislature. Janssen said it would also help in the consideration of new programs at the University.

4. SCAP. Corbett asked: What needs to go to SCAP? The council could “flesh that out.” It was agreed that the council would consider what should and what need not go to SCAP.

5. Departmental limits on credits. Navin said it would be helpful to know the answer to the question: “Who can we *not* let in?” [to the Information School, in her own case, but also, to any school or department]

**Next meeting**

The next FCAS meeting is set for Friday, October 22, 2004, at 1:30 p.m., in 142 Gerberding Hall.

Brian Taylor  
Recorder

**PRESENT:** *Professors* Janssen (Chair), Buck, Keith, Labossiere and Stygall;  
*Ex officio members* Navin, Pitre, Richards, Washburn and Wiegand;  
*Regular guest* Robert Corbett, Coordinator of New Programs.

**ABSENT:** *Professors* Montine, Newell, Reusch, Simon, Wiley and Woods;  
*Ex officio members* Bridges, Nyquist and Parks