

University of Washington

Faculty Council on Academic Standards

The Faculty Council on Academic Standards met on Friday, October 7, 2005 at 1:30. Chair Don Janssen presided.

Synopsis

1. Comments
2. Approval of Minutes
3. Subcommittee Administration (SCAP)
4. Subcommittee Business
5. New Business

Comments

Recent changes in Faculty Council structure resulted in Acting Dean Christine Ingebritsen serving as President designate, and her assistant Monica Banks as recorder. Donna Kerr, Secretary of the faculty council will hire a new person to perform all non-minute functions for FCAS. This person will attend FCAS meetings after November 1 and will be a link to the faculty councils.

Approval of minutes

The minutes of the June 3, 2005 FCAS meeting were approved as written.

Subcommittee Administration (Chairs and Membership)

SCAP: Janssen said, "Those of you who are new should know that a lot of work is done by subcommittees. The three primary committees are SCAP, Honors, and Admission. SCAP, the busiest of the subcommittees, could use 1-2 new members." Janssen also noted SCAP gives the first pass on any programs, they decide if a request is routine, a change in admission requirements, or routine major. There is an occasional major change or new program but not often. The whole committee would review a request for major changes, such as changes in graduation requirements, etc. The committee meets every other week, alternating with FCAS." Janssen will contact George Dillon from English to ask him to serve on this subcommittee.

Honors: Janssen said, we need one or two additional persons to serve on Honors. Last year Steve Buck filled in Autumn, and Steve Keith and I helped out in Spring, but I would prefer additional people who weren't already heavily involved in other committee activities. Brixey agreed to serve on this subcommittee. Janssen also mentioned that at this point, we're so short-staffed we cannot staff all subcommittees. Janssen will talk to the council secretary to ask for additional council members. Newell said, "This person does not have to come from the Council, but we need at least three faculty."

Admissions: Janssen said, "Laura, myself, Susan (Admissions chair-couldn't be here today) serve on this subcommittee, but it's probably not a bad idea to have an additional person on this one as well." Tripathi agreed to serve, but has conflicts for the upcoming Admissions Norming work (see under item 6, below)."

SCAP:

Keith said, that SCAP received five proposals, two of which had been approved previously at the first meeting, and three approved as routine.

Proposals addressed by the Subcommittee on Admissions and Programs (SCAP) September 30, 2005 SCAP Meeting (for October 7, 2005 FCAS Meeting)

1. Engineering / Medicine – Bioengineering (BIOEN-012105). Revised Admission Requirements for the Major in Bioengineering within the Bachelor of Science in Bioengineering. Revised Program Requirements for the Major in Bioengineering within the Bachelor of Science in Bioengineering. “Changes to admission requirements (Upper admission only). SCAP APPROVED THIS PROPOSAL ON JUNE 22, 2005 BY MEANS OF AN E-MAIL VOTE. (THIS WILL BE NOTED AT THE OCTOBER 7, 2005 FCAS MEETING.)

2. Business School – Management Science (MANSCI-050605). Revised Requirements for the Option in Information Systems within the Bachelor of Arts in Business Administration. “Courses sequencing and numbers were changed to more appropriately reflect the curriculum in the Information Systems option. Now the program must reflect those changes.

3. School of Music – Music (MUSIC-011805). Revised Program Requirements for all majors within the Bachelor of Music.

4. College of Public Health and Community Medicine – Health Services (HSERV-071205). New Program Leading to a Minor in Public Health. “While a minor in Public Health has been available for several years, requirements for the minor were never approved for inclusion in the University catalog.”

5. School of Medicine – Lab Medicine (LABMED-081605). Revised Admission Requirements for the Major in Medical Technology within the Bachelor of Medical Technology. There was some question in SCAP about whether the different deadline dates could be confusing, but this was not considered critical.

The committee also reported that it is working with Undergraduate Advising and Arts & Sciences on fleshing out the details of the new diversity minor.

SCAP will keep the same procedures for approval letters for the President’s signature with Diane (Hanks) getting the required signatures.

Other New Business:

Need for Tri-Campus Program Review - 10-year Reviews by Graduate School

Janssen stated that over summer a clarification was reached with respect to which programs require tri-campus review. The primary factor is if the change makes significant changes to something that appears on the transcript. For example, significant changes to entrance or graduation requirements that made the degree title harder to get (more competitive), new options (which are transcripted), etc. Internal changes, such as tracks or concentrations that do not show up on the transcript would not need tri-campus review. Corbett asked, “Is it still the case that each campus decides on whether they think a review is needed? Keith said, “Yes, this is what we agreed on.

Janssen stated, the committee was promised participation in the University’s ten-year review almost two years ago but it hasn’t happened. Dean Ortega is open to the idea since FCAS approved undergraduate degree program changes originally. Ingebritsen said, “If she (Ortega) is open to that, let’s really clarify what we want to see. Does the program have learning goals? Are they being assessed? Is undergraduate research and experiential learning included?” Janssen said the graduate school has a list of reviews. Janssen agreed to check on a list of programs evaluated this year and ask the council secretary if a graduate student can do some research. The

committee can request previous FCAS minutes from the last program reviewed to see if changes were suggested. The committee should design questions for the 2006-2007 programs scheduled for review. Dean Ortega also asked the committee to prepare a list of concerns whenever a program is approved.

Updates on Future Activities:

New Admissions Process

Phil Ballinger, Director of Admissions said, "In the early 1970's the UW used an admission index sponsored by the Higher Education Coordinating Board (HECB). After I-200 passed the index system was used less frequently and the point system was used more. As of last year, half of the freshman students were admitted via index and half by comprehensive review. Last spring the Regents moved to a holistic review effective this fall for students entering autumn 2006. This is not the point system used at many select universities across the countries. A reader will review the full application packet (please see review process on page 2 of handout). Next week a faculty committee will review as many as 50 applications. We'll ask them to read and apply this process." Ingebritsen said, "Don and I actually reviewed some applications and it was a difficult decision. I wondered if the writing was a sample of "good" writing. This is very hard work." Janssen said, "for me, as long as the writing wasn't so poor as to distract me from the content, it didn't concern me as much" and he emphasized that issues like this were some of the things that the Norming Committee would look at. Keith said, "testing this process with a faculty committee is a great idea". Writing is a big challenge. Keith also added that from his experience, "I'm surprised at how quickly groups converge." Ballinger said, "I'm concerned about writing too. I wanted to have a committee of faculty that roughly represents undergraduate education to provide an initial outlook, so I asked various deans to nominate faculty to serve on this committee." Janssen received nominations from deans and the provost wrote formal letters asking nominees to participate. Ballinger's practical concern is the timeline. We need to get this part out by the priority deadline, December 1. Ingebritsen asked, "are we sending letters to national merit scholars?" Ballinger said, "yes."

Distance Learning

Janssen said that last spring the council wrote a letter to all deans and directors reminding them that all distance courses that had temporary approval needed to be approved formally by the Curriculum Review Committee as DL by July 1st. He noted that Matthew Winslow, Assistant Registrar, had been asked to attend FCAS to update the council on the process. Winslow said that all that a DL course supplemental form is required for all new and existing courses that will be offered primarily through distance learning. Guidelines for the form were developed by FCAS in conjunction with the Faculty Council on Educational Outreach.

Winslow provided a copy of a completed supplemental distance learning course proposal for a section of Geology 101. Janssen asked about how the lab portion of the course was done. Winslow said that students are asked "to look at rocks around the neighborhood and other places. He said that the Curriculum office had received a variety of proposals, noting that "the I-School has a strong, effective way of conducting course descriptions." Proposals from other departments were returned for further work. Corbett noted that in some courses "there could be an advantage to having the history of a class easily accessible to students." Ingebritsen said, "I'm curious about assessments [for these courses], what students are saying." Janssen said, "The office of educational assessment has an on-line system specifically for DL courses. Course evaluations are a big issue both with non-DL and DL courses." Ingebritsen said, "Another challenge is larger classes that have separate sections of DL," as they are sometimes created on the spot.

Buck note that half of all DL applications were from departments. Winslow said, "Yes, percentage from departments is rising." Buck asked, "Are you getting ambiguity about DL requirements for graduate courses?" Winslow said that the issue came up when Assistant Vice President Tim Washburn was retiring and no graduate applications had been made since then. Mildon said that the issue about whether graduate courses should go through DL process came up in spring."

Janssen asked about the percentage classes that are being taught by regular UW faculty and those that are being taught by affiliated faculty. Winslow said, "I don't have those numbers." There was discussion about whether programs offered as DL were "asynchronous" and, if so, how much time was allotted for their completion. Newell said, "This is a big discussion: whether courses [offered as DL] are comparable. DL student with one year to complete and would have no expectation of being part of a cohort." Winslow said, "Many of the courses offered through OWEO are converted correspondence sources, which are asynchronous. Overall, about 70 percent of the DL courses are offered in the asynchronous form."

Distance Electrical Engineering Baccalaureate Proposal

Janssen said that he was approached by Educational Outreach to discuss what things that FCAS would look for in approving a distance Electrical Engineering baccalaureate. "I tentatively invited them to the next meeting." The council then discussed what kind of questions would help FCEO in their process. Keith noted that SCAP had drawn up a list of questions that could be used, saying that "one line of questioning is context; where does it fit into the overall UW plan/mission? Where does it fit with similar universities around the country?" Ingebritsen said that she raise the question of a distance degree in her next meeting with the Provost. Janssen said, "I would like her (provost) to have a chance to hear input from the council."

Janssen noted that a new committee on the undergraduate experience committee was set-up without chairs from faculty council involved with aspects of undergraduate education. Buck said that from "reading the charge, what Jerry's (Baldasty) group is intended to is really different: it doesn't address administrative structure relationship between faculty and administration," but focuses what students want out of undergraduate education.

Other

Ingebritsen described some new initiatives that may impact this group, including:

- 1) Creating global health for undergraduates;
- 2) 2) The social work dean proposed an undergraduate program in liberal arts, not a BS in social work. Their goal is to be ready by 2006." Corbett stated this discussion began about two years ago. A preliminary proposal was submitted to the Higher Education Coordinating Board (HECB) but it was rejected. Ingebritsen will remind the dean of this decision.
- 3) 3) Interdisciplinary program, child development and learning.
- 4) 4) The common book initiative, all entering freshman for 2006 are required to read America is in the Heart. Emmert feels new students should receive the book in the mail before coming to campus. Newell asked, "always a book?" Ingebritsen stated this year's choice is a book.
- 5) 5) Janice DeCosmo learned the University of Minnesota has transcripts that allow students to profile research, honors classes, and extra curricular activities." Mildon said, "this has almost reached a level of movement around the country. It will change what we think of academics." Buck and Newell weighed in on this discussion. Newell asked if, any thoughts to following-up on the new DL course? If using UW Extensions as model, attrition rate is high and students don't finish. Is the committee planning to get course

reviews? Janssen asked Steve (Buck) if there was a list of when new task force gets going. Buck said, "it's a matter of scheduling." Janssen said, "I will proceed with getting DL people invited to the next meeting; and I will keep in touch with Christine (Ingebritsen)."

Meeting adjourned.

PRESENT: Professors Janssen (Chair), Keith, Buck, Brixey, Newell, Tripathi
Ex officio members Ingebritsen
Regular guest Robert Corbett, Office of the Provost and Undergraduate
Education
Guest Todd Mildon, University Registrar, Office of the Registrar, Philip
Ballinger, Director of Admissions

ABSENT: Professors Dillon, Montine, Stygall, Woods