

**University of Washington**  
**Faculty Council on Academic Standards**  
October 9, 2020  
1:30 p.m. – 3:00 p.m.  
Zoom

**Meeting Synopsis:**

1. Call to Order
2. Chair's Welcome and Review of 2020-2021 Charge Letter
3. Council Orientation
4. Introduction to form 1503 and process (Scott Fallgren)
5. Introduction to the Subcommittee on Admissions and Programs (SCAP) (Jennifer Payne)
6. Introduction to the Subcommittee on Admissions and Graduation (SCAG) (Marjorie Olmstead)
7. Introduction to the Honors Subcommittee (Tina Miller)
8. Review minutes from June 5, 2020
9. SCAP Report
10. Good of the Order
11. Adjourn

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**1) Call to Order**

The meeting was called to order at 1:31 p.m.

**2) Chair's Welcome and Review of 2020-2021 Charge Letter**

Chair Huppert started the meeting with introductions by council members.

Council members discussed the 2020-2021 charge letter and the topics included. FCAS will continue their work on reviewing and revising their policies, as charged in 2019-2020. This item will need to be unpacked as it currently covers many issues.

Members from the previous council year discussed admissions to majors for transfer students and the issues students face as a result of different deadlines for UW and specific major admissions. FCAS was most recently charged with exploring a request for expanding undergraduate diversity credit requirements.

Chair Huppert asked council members to deliberate on additional topics.

Members noted that the admissions of students already at UW is not a coordinated process, in which students can confirm which majors they have been rejected from especially capacity constrained. It was also stated there is still no concrete definition of areas of knowledge. Another member mentioned admissions to majors, especially a standard definition of holistic admission review, particularly with students facing hardships. A council member remarked on the English Language proficiency requirements, which have vague practices. The impact to students who are facing this language requirement, as UW no longer requires test scores, is a pressing issue. Another member noted there is a growing movement for the requirement of an environmental credit.

The council will review a revised version of the charge letter at the next meeting.

### **3) Council Orientation**

Members were provided a PowerPoint presentation on the basics of faculty councils (Exhibit 2).

### **4) Introduction to form 1503 and process (Scott Fallgren)**

Scott Fallgren shared a presentation with the council (Exhibit 3).

### **5) Introduction to the Subcommittee on Admissions and Programs (SCAP) (Jennifer Payne)**

Jennifer Payne shared a link with the council to review and learn about the SCAP process through the UW Curriculum office (<https://registrar.washington.edu/curriculum/1503-process/>).

### **6) Introduction to the Subcommittee on Admissions and Graduation (SCAG) (Marjorie Olmstead)**

Marjorie Olmstead described an overview of the SCAG process and priorities of 2020-2021, for UW Seattle admissions only.

### **7) Introduction to the Honors Subcommittee (Tina Miller)**

Tina Miller described an outline of the Honors subcommittee function and their annual work.

### **8) Review minutes from June 5, 2020**

The minutes from June 5, 2020 were approved as written.

### **9) SCAP Report**

Non-routine Business:

#### **#1 - Jackson School of International Studies**

The proposal is for revised program requirements for the Bachelor of Arts degree in International Studies (Europe). The department is proposing revising the program requirements.

The council voted to approve.

### **10) Good of the Order**

Nothing was stated.

### **11) Adjourn**

The meeting was adjourned at 3:00 p.m.

**Present:**

**Faculty Code Section 21-61 A:** Ann Huppert (chair), Tom Lee, Mike Lockwood, Zhi Lin, Marjorie Olmstead, Scott Spaulding, Jennifer Turns, Yusuf Pisan

**Faculty Code Section 21-61 B:** Sarah Garner, Luz Iniguez, Jennifer Payne, Susanne Redalje, Clara Coyote

**President's Designee:** Phil Reid

**Regularly invited guests:** Dan Feetham, Helen Garrett, Scott Fallgren, Jason Johnson, Tina Miller

**Absent:**

**Faculty Code Section 21-61 A:** Joel Ross

**Exhibits**

Exhibit 1 – FCAS 2020-2021 charge letter.docx

Exhibit 2 – Orientation to University Faculty Councils.pptx

Exhibit 3 – FCAS 1503 overview.pptx

Exhibit 4 – SCAP Meeting Report 20-10-02.pdf

October 19, 2020

Professor Ann Huppert  
Chair, Faculty Council on Academic Standards

Dear Professor Huppert:

The Faculty Council on Academic Standards is charged with responsibility “for matters of university policy relating to the academic affairs of the university, such as admissions policy, scholastic standards, university graduation requirements, and inter-institutional academic standards” (Faculty Code, Sec 42-34). Activities historically performed include approval of undergraduate degrees, majors and minors for the University of Washington Seattle Campus; evaluation of admissions and graduation requirements; and the selection of honors medalists and honors GPA cutoffs.

Our recommendation is that the council identify specific goals that can be accomplished by the end of the 2020-21 academic year.

The Senate office did a background review to help identify goals for your council. This included review of minutes from last year’s meetings, review of discussions at Faculty Senate meetings, and selected outreach for topics. Recommended goals and / or topics for discussion include:

- Admissions to majors for transfer students
- Review and revision posted FCAS policies, guidelines, and procedures
- Expansion of diversity credit requirements for undergraduate students

After your first council meeting, we will be available to discuss the goals your council identified. Thereafter, we will post your council’s goals on the Faculty Senate website to communicate the important work you are doing.

Many thanks to you and the members of your council, on behalf of Senate Leadership and the faculty of the University, for all your time and work this coming year. I wish you all the best and look forward to working with you.

Sincerely,



Robin Angotti  
Faculty Senate Chair

# Orientation to university faculty councils

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*JOEY BURGESS, UW FACULTY SENATE OFFICE*

# Welcome to the Faculty Senate

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- ❖ Robin Angotti, Faculty Senate Chair
- ❖ Chris Laws, Faculty Senate Vice Chair
- ❖ Joe Janes, Chair, Senate Committee on Planning and Budgeting
- ❖ Mike Townsend, Secretary of the Faculty
- ❖ Jacob Vigdor, Faculty Legislative Representative
- ❖ JoAnn Taricani, Deputy Faculty Legislative Representative
- ❖ Jordan Smith, Assistant to the Chair
- ❖ Joey Burgess, Assistant to the Secretary
- ❖ Alexandra Portillo, Council Analyst

# Faculty councils

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- ❖ Address issues of the faculty as a whole for the general welfare of the university
- ❖ Standing committees appointed by the Senate Executive Committee and confirmed by the Faculty Senate
- ❖ Advise both the provost and the Senate Executive Committee on issues of faculty and university concerns
- ❖ Roles include:
  - ❖ Prepare legislation and resolutions to the Senate Executive Committee
  - ❖ Submit reports to the senate chair
  - ❖ Receive and make recommendations on behalf of university faculty
  - ❖ Request information/assistance and appoints ad hoc committees to address university concerns
  - ❖ Receive reports from university administrators and provides recommendations/feedback
  - ❖ Represent faculty through service on university-wide committees

# Faculty councils and subcommittees

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- ❖ Academic standards
  - ❖ Admissions and programs (SCAP)
  - ❖ Admissions and graduations (SCAG)
  - ❖ Honors
- ❖ Benefits and retirement
- ❖ Faculty affairs
- ❖ Multicultural affairs
- ❖ Research
  - ❖ Classified/restricted research
- ❖ Student affairs
- ❖ Teaching and Learning
- ❖ Tri-campus Policy
- ❖ University facilities and services
- ❖ University libraries
- ❖ Women in academia



# Council membership

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- ❖ Voting members of the university faculty (3-year terms)
  - ❖ Appointed by the Senate Executive Committee
- ❖ President's designees (1-year terms)
  - ❖ Appointed by the president
- ❖ Ex officio members (1-year terms)
  - ❖ Associated Students of the University of Washington (ASUW)
  - ❖ Graduate and Professional Student Senate (GPSS)
  - ❖ Association of Librarians of the University of Washington (ALUW)
  - ❖ Professional Staff Organization (PSO)

# Faculty council chairs

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- ❖ Provide leadership of council activities and meetings
- ❖ Represent university faculty and their concerns to stakeholders across UW
- ❖ Work closely with Faculty Senate leadership to pass legislation/resolutions
- ❖ Work with other council chairs on issues that impact multiple stakeholder groups
- ❖ Serve as ex officio voting members of the Faculty Senate

# Meetings

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- ❖ Meetings last 1.5 hours
- ❖ Quorum is 50% of all voting members
- ❖ When quorum is met councils can take official actions (approve minutes/legislation/etc.)
- ❖ When quorum is not met councils can still meet, but not take official action on agenda items
- ❖ Ex-officio representatives vote on some councils, and do not vote on others

# Google drive

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- ❖ Used to host council meeting materials and facilitate council collaboration
- ❖ No securities on folders, all are accessible via a hyperlink sent in meeting announcements

# Senate legislative process – class A

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- ❖ “All changes to the Faculty Code”
- ❖ Begins with a faculty council
- ❖ Approved by the Senate Executive Committee (1<sup>st</sup> round)
- ❖ Approved by the Senate (1<sup>st</sup> round)
- ❖ Reviewed by the code cops and the president
- ❖ Approved by the Senate Executive Committee (2<sup>nd</sup> round)
- ❖ Approved by the Senate (2<sup>nd</sup> round)
- ❖ Approved by a full faculty vote
- ❖ Approved by the president

# Senate legislative process – class A

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- ❖ Professor of Practice
- ❖ Faculty Salary Policy
- ❖ Updates to the Faculty Code
- ❖ Academic Freedom and Responsibility
- ❖ Modifying Procedures and Promotions

# Senate legislative process – class B

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- ❖ “Legislation that is not class A”
- ❖ Begins with a faculty council
- ❖ Approved by the Senate Executive Committee
- ❖ Approved by the Senate
- ❖ Approved by the president
- ❖ Legislation is sent to the full faculty for feedback
- ❖ If less than 5% of voting members object, the legislation is approved
- ❖ If 5% or more object, the legislation returns to the senate to consider feedback

# Senate legislative process – class B

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- ❖ Updates to Scholastic Regulations Chapters 101-117
- ❖ Revisions to Student Conduct Code
- ❖ Revisions of Scholastic Regulations to create a diversity graduation requirement for undergraduates.
- ❖ Revisions related to Scholastic Regulations.
- ❖ Procedures related to Honorary Degrees.



# Senate legislative process – class C

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- ❖ Senate resolutions, not legislation
- ❖ Begins with a faculty council
- ❖ Approved by the Senate Executive Committee
- ❖ Approved by the Faculty Senate
- ❖ Announced to the entire voting faculty
- ❖ Non-binding; therefore used sparingly to support specific policy actions or garner awareness on exceptional issues
- ❖ Alternatives to Class C's:
  - ❖ Collaborating with other councils
  - ❖ Consulting with Senate Leadership to find the most effective way to address the issue

# Senate legislative process – class C

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- ❖ Resolution Concerning Transgender Coverage
- ❖ Resolution Concerning University of Washington International & English Language Programs Extension Lecturers
- ❖ Resolution Addressing Faculty Demographic Concerns
- ❖ Resolution Concerning Repairing Shared Governance and the Faculty Salary Policy
- ❖ Resolution Concerning the Provost Search Process
- ❖ Resolution Concerning the Faculty Fund for Library Excellence

# Questions?

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# Undergraduate Program Approval Process & the 1503

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UNIVERSITY *of* WASHINGTON

Division of Enrollment Management



# Acronyms, nicknames, and abbreviations

1503

FCTCP

NWCCU

SCAP

NOP

FCAS

UWCO



# Acronyms, nicknames, and abbreviations

**UNIVERSITY OF WASHINGTON**  
**CREATING AND CHANGING UNDERGRADUATE ACADEMIC PROGRAMS**  
 After college/school review, send a signed original and 1 copy to the Curriculum Office/PCAS, Box 355850.  
 For information about when and how to use this form, see <http://depts.washington.edu/curriculum/1503instructions.pdf>

**OFFICE USE ONLY**

College/Campus \_\_\_\_\_ Department/Unit \_\_\_\_\_ Date \_\_\_\_\_

**New Programs**

☐ Leading to a Bachelor of \_\_\_\_\_ degree.

☐ Leading to a Bachelor of \_\_\_\_\_ degree with a major in \_\_\_\_\_.

☐ Leading to a \_\_\_\_\_ Option within the existing major in \_\_\_\_\_.

☐ Leading to a minor in \_\_\_\_\_.

**Changes to Existing Programs**

☐ New Admission Requirements for the Major in \_\_\_\_\_ within the Bachelor of \_\_\_\_\_.

☐ Revised Admission Requirements for the Major in \_\_\_\_\_ within the Bachelor of \_\_\_\_\_.

☐ Revised Program Requirements for the Major in \_\_\_\_\_ within the Bachelor of \_\_\_\_\_.

☐ Revised Requirements for the Option in \_\_\_\_\_ within the Bachelor of \_\_\_\_\_.

☐ Revised Requirements for the Minor in \_\_\_\_\_.

**Other Changes**

☐ Change name of program from \_\_\_\_\_ to \_\_\_\_\_.

☐ Change delivery method or location of program.

☐ New or Revised Continuation Policy for \_\_\_\_\_.

☐ New Honors Requirements for \_\_\_\_\_.

☐ Eliminate program in \_\_\_\_\_.

Proposed Effective Date: Quarter: ☐ Autumn ☐ Winter ☐ Spring ☐ Summer Year: 20 \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Box: \_\_\_\_\_

**EXPLANATION OF AND RATIONALE FOR PROPOSED CHANGE**  
 For new program, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support, and departmental feedback. Use additional pages if necessary. See online instructions.

**OTHER DEPARTMENTS AFFECTED**  
 List all other departments/units affected by your new program or changes to your existing program and acquire the signature of the chair/director of each department/unit listed. Attach additional pages if necessary. See online instructions.

Department/Unit:	Chair/Program Director:	Date:
Department/Unit:	Chair/Program Director:	Date:
Department/Unit:	Chair/Program Director:	Date:

**1503:** the number of the undergraduate program change or proposal form. Technically the “Creating and Changing Undergraduate Academic Programs” form.

**UNIVERSITY OF WASHINGTON**  
**Notice of Proposal for Undergraduate Academic Programs**

A unit planning to offer a new undergraduate program, or make a substantive change to an existing undergraduate program, must complete a Notice of Proposal (NOP). After college/school review, send the signed, original form to the [University of Washington Curriculum Office](http://depts.washington.edu/curriculum), Box 355850.

Date	
College/Campus	
Department	
Academic program name and type (degree, major, option, or minor)	
Contact (name, phone, email)	
Program delivery (campus, offsite, distance learning, other)	
Expected enrollment (specify program size or annual class/short term, and expected/planned enrollment changes)	
New program or substantive change to existing program (2-4 sentence summary and rationale)	

Chair/Program Director:	Date:
College/School Administrator:	Date:

Updated October 2019

**NOP:** Notice of Proposal, the first step in a “substantive” program proposal.



# Acronyms, nicknames, and abbreviations

**FCAS:** Faculty Council on Academic Standards (this one).

**SCAP:** Sub-committee on Admissions & Programs.

**FCTCP:** Faculty Council on Tri-Campus Policy.

**Tri-Campus:** refers to the all-faculty review of a “substantive” 1503 that happens after the initial approval by the campus governance process.

**NWCCU:** Northwest Commission on Colleges and Universities. The UW’s regional accrediting agency

**UWCO:** UW Curriculum Office



# UG Program Proposals



**OFFICE OF THE UNIVERSITY REGISTRAR**

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Division of Enrollment Management





# Faculty Council for Tri-Campus Policy

## University Campuses Undergraduate Curriculum Coordination

*Updated February 19, 2019*

### Introduction

Executive Order IV, Policy Directory, Faculty Code and Governance, Chapter 13 Section 13-23.C: Legislative Authority of the Faculty (3 February 2004) requires the President to refer the following types of undergraduate program changes to the Faculty Senate for coordinated faculty review by all three campuses: undergraduate degrees, majors, minors, or other transcriptable programs, or substantive changes to the same, regardless of campus of origin. The purpose of this process is to enhance the quality of undergraduate course offerings through peer review, promote coordination and communication among the colleges, schools, and campuses, and to promote faculty collaboration that can lead to greater quality and optimal use of resources. This memo describes the process for carrying out the University Campuses Review Process. Please note, however, that no campus has the power or authority to veto a program or program change proposed by another campus. Finally, this review is designed to generate feedback at a point in time where the proposals are developed but not approved so that the originating campus can make full use of any feedback that is provided.

- **Stage 0:** Notice of Proposal
- **Stage 1:** 1503 development, academic committee review, Tri-campus review
- **Stage 2:** Post Tri-campus academic committee review, Presidential approval (NWCCU, if necessary)



# Substantive vs Non-Substantive

## Non-Substantive

Changes that do not significantly alter existing admission or graduation requirements, but do require changes to the general catalog.

## Substantive

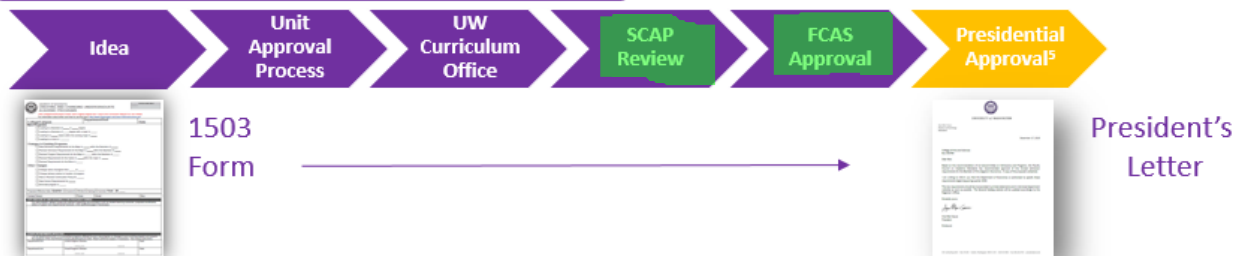
- Changes that alter degree information on a student transcript.
- Changes in prerequisites that would significantly increase or decrease the number of students admitted to the major, minor, or option.
- Changes in graduation requirements that would significantly increase or decrease the number of students completing the major, minor, or option.
- Program changes on one campus that could significantly alter enrollments in specific programs on one of the other two campuses.

**SCAP agenda and minutes refer to as “routine” and “non-routine.”**

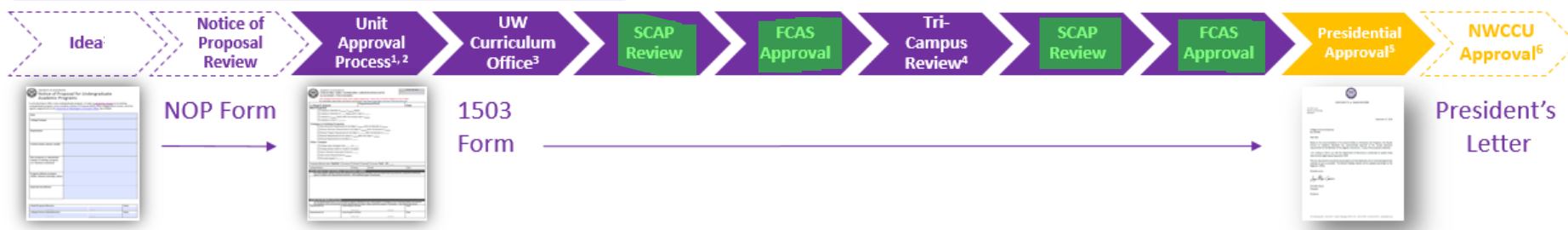


# UWS 1503 Process

## Non-substantive Program Changes



## New Program or Substantive Program Changes



### Acronyms

- **FCAS:** Faculty Council on Academic Standards
- **SCAP:** Subcommittee on Admissions and Programs
- **IRC:** Intercollege Relations Commission
- **ICAPP:** Interinstitutional Committee for Academic Program Planning
- **NWCCU:** Northwest Commission on Colleges and Universities
- **UWCO:** University of Washington Curriculum Office

<sup>1</sup>Reported to ICAPP as "Idea."

<sup>2</sup>Sent to ICAPP as a "Notice of Proposal."

<sup>3</sup>IRC FYI occurs at this stage, if necessary.

<sup>4</sup>Sent to ICAPP for "30-Day Review."

<sup>5</sup>Northwest Commission on Colleges and Universities (NWCCU) approval may not be required depending on the type of substantive change (does not apply to non-substantive changes); if not, no advertising or enrollments are permitted until UW Presidential approval has been received.

<sup>6</sup>If necessary. No advertising or enrollments are permitted until NWCCU approval has been received.



# 1503 Undergraduate Program Form



## UNIVERSITY OF WASHINGTON CREATING AND CHANGING UNDERGRADUATE ACADEMIC PROGRAMS

After college/school/campus review, send a signed original and 1 copy to the Curriculum Office/FCAS, Box 355850.  
For information about when and how to use this form: <http://depts.washington.edu/uwcr/1503instructions.pdf>

OFFICE USE ONLY

Catalog #

College/Campus	Department/Unit	Date
<b>New Programs</b> <input type="checkbox"/> Leading to a Bachelor of _____ in _____ degree. <input type="checkbox"/> Leading to a Bachelor of _____ degree with a major in _____. <input type="checkbox"/> Leading to a _____ Option within the existing major in _____. <input type="checkbox"/> Leading to a minor in _____.		
<b>Changes to Existing Programs</b> <input type="checkbox"/> New Admission Requirements for the Major in _____ within the Bachelor of _____. <input type="checkbox"/> Revised Admission Requirements for the Major in _____ within the Bachelor of _____. <input type="checkbox"/> Revised Program Requirements for the Major in _____ within the Bachelor of _____. <input type="checkbox"/> Revised Requirements for the Option in _____ within the major in _____. <input type="checkbox"/> Revised Requirements for the Minor in _____.		
<b>Other Changes</b> <input type="checkbox"/> Change name of program from _____ to _____. <input type="checkbox"/> Change delivery method or location of program. <input type="checkbox"/> New or Revised Continuation Policy for _____. <input type="checkbox"/> New Honors Requirements for _____. <input type="checkbox"/> Eliminate program in _____.		
Proposed Effective Date: <b>Quarter:</b> <input type="checkbox"/> Autumn <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <b>Year:</b> 20 ____		
Contact Person:	Phone:	Email: Box:

### EXPLANATION OF AND RATIONALE FOR PROPOSED CHANGE

For new program, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support and departmental handouts. (Use additional pages if necessary).

### OTHER DEPARTMENTS AFFECTED

List all departments/units/ or co-accredited programs affected by your new program or changes to your existing program and acquire the signature of the chair/director of each department/unit listed. Attach additional page(s) if necessary. \*See online instructions.

Department/Unit:	Chair/Program Director:	Date:
	PRINTED NAME SIGNATURE	
Department/Unit:	Chair/Program Director	Date:
	PRINTED NAME SIGNATURE	

### CATALOG COPY

Catalog Copy as currently written. Include only sections/paragraphs that would be changed if your request is approved. Please cross out or otherwise highlight any deletions.

### PROPOSED CATALOG COPY

Reflecting requested changes (include exact wording as you wish it to be shown in the printed catalog. Please underline or otherwise highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in department publications). Please note: all copy will be edited to reflect uniform style in the General Catalog.

### APPROVALS

Chair/Program Director:	Date:
PRINTED NAME SIGNATURE	
College/School/Campus Curriculum Committee:	Date:
PRINTED NAME SIGNATURE	
Dean/Vice Chancellor:	Date:
PRINTED NAME SIGNATURE	
Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair:	Date:
PRINTED NAME SIGNATURE	
<b>POST TRI-CAMPUS APPROVAL (when needed)</b>	
Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair:	Date:
PRINTED NAME SIGNATURE	

# Use the SCAP Report as a Guide

- Summary of actions and updates so far.
- Page numbers for reference.

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**The Information School** ([INFO-20181012](#)) Revised requirements for the Minor in Informatics.

Background: The department is proposing to change the grade requirements and the number of credits required for the minor.

Action taken 10/05/2018: SCAP requested the department revise or remove the proposed grade requirement for the minor.

Update 11/07/2018: The department has responded (p.4) and revised their 1503 proposal (p.1-2)

Action taken 11/16/2018: Approved and forwarded to FCAS.

Action taken 11/30/2018: Approved by FCAS.

Update 12/24/2018: Posted to Tri-Campus, 0 comments received (p.7).

Action taken 01/18/2019: Approved and forwarded to FCAS.

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# UNIVERSITY OF WASHINGTON CREATING AND CHANGING UNDERGRADUATE ACADEMIC PROGRAMS

After college/school/campus review, send a signed original and 1 copy to the Curriculum Office/FCAS, Box 355850.  
For information about when and how to use this form: <http://depts.washington.edu/uwcr/1503instructions.pdf>

OCT 29 2018

OFFICE USE ONLY  
Control #  
INFO-20181012

<b>College/Campus</b> UW Information School	<b>Department/Unit</b> UW Information School	<b>Date</b> 10/12/2018
<b>New Programs</b> <input type="checkbox"/> Leading to a Bachelor of _____ degree. <input type="checkbox"/> Leading to a Bachelor of _____ degree with a major in _____. <input type="checkbox"/> Leading to a _____ Option within the existing major in _____. <input type="checkbox"/> Leading to a minor in _____.		
<b>Changes to Existing Programs</b> <input type="checkbox"/> New Admission Requirements for the Major in _____ within the Bachelor of _____. <input type="checkbox"/> Revised Admission Requirements for the Major in _____ within the Bachelor of _____. <input type="checkbox"/> Revised Program Requirements for the Major in _____ within the Bachelor of _____. <input type="checkbox"/> Revised Requirements for the Option in _____ within the major in _____. <input checked="" type="checkbox"/> Revised Requirements for the Minor in <u>Informatics</u> .		
<b>Other Changes</b> <input type="checkbox"/> Change name of program from _____ to _____. <input type="checkbox"/> Change delivery method or location of program. <input type="checkbox"/> New or Revised Continuation Policy for _____. <input type="checkbox"/> New Honors Requirements for _____. <input type="checkbox"/> Eliminate program in _____.		
Proposed Effective Date: <b>Quarter:</b> <input type="checkbox"/> Autumn <input type="checkbox"/> Winter <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Summer <b>Year:</b> 2019		
Contact Person: Kate Kerschbaum	Phone: 206-221-6450	Email: <a href="mailto:kkersch@uw.edu">kkersch@uw.edu</a> Box: 354985

## EXPLANATION OF AND RATIONALE FOR PROPOSED CHANGE

For new program, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support and departmental handouts. (Use additional pages if necessary).

The UW Information School faculty have approved the requested modifications to the Informatics Minor. To maximize flexibility and respond to the high demand for this Minor option, while still offering students what we believe to be the foundation of Informatics, the UW Information School proposes to modify the Minor requirements to require only **INFO 200, 201, and at least 15 credits of 300 or 400 level INFO electives. At least 3 of the elective credits must cover ethics, policy, and/or equity dimensions of information technology. (25 credits in total).** Requiring a minimum 2.0 cumulative GPA for courses applied to the minor will help maintain a baseline level of performance and engagement in our courses. Here are some of the many benefits of the proposed modifications to the Informatics minor:

- 1) it allows us to scale the minor to more students
- 2) it makes it easier for students to get into classes that satisfy the requirements
- 3) it allows us to graduate more minors
- 4) it reduces requests for substitutions and waivers
- 5) it reduces pressure to scale hard to scale classes like INFO 360 and INFO 330
- 6) it allows a closer fit between students' interests.

## OTHER DEPARTMENTS AFFECTED

UW 1503 (08/16)

001

<b>OTHER DEPARTMENTS AFFECTED</b>		
List all departments/units/ or co-accredited programs affected by your new program or changes to your existing program and acquire the signature of the chair/director of each department/unit listed. Attach additional page(s) if necessary. *See online instructions.		
Department/Unit:	Chair/Program Director:	Date:
	PRINTED NAME SIGNATURE	
Department/Unit:	Chair/Program Director	Date:
	PRINTED NAME SIGNATURE	

## CATALOG COPY

Catalog Copy as currently written. Include only sections/paragraphs that would be changed if your request is approved. Please cross out or otherwise highlight any deletions.

*Minor Requirements: Minimum 32-credits*

~~Core Courses: INFO 200, INFO 201, INFO 330, INFO 350, INFO 360 (24-credits) 2-~~

~~Electives (2 courses; minimum 8 credits)~~

1. ~~Two existing INFO 300-INFO 400 level courses (Students may substitute one technology related course from their major.)~~
2. ~~CSE 142 may fulfill one of the two electives and is recommended for all minors, as it provides additional exposure to code programming, and helps meet prerequisites for many other INFO classes.~~
3. ~~Minimum 2.00 quarterly GPA and minimum 2.0 grade in any class applied to the minor.~~

## PROPOSED CATALOG COPY

Reflecting requested changes (Include exact wording as you wish it to be shown in the printed catalog. Please underline or otherwise highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in department publications). **Please note:** all copy will be edited to reflect uniform style in the General Catalog.

*Minor Requirements: Minimum 25 credits*

1. INFO 200 (covering data and design) and INFO 201 (covering development) (10 credits)
2. INFO 300-400-level courses, providing depth in data, design, or development. Minimum 3 credits covering ethics, policy, and/or equity dimensions of information technology. See department/school for list of eligible courses. (15 credits).
3. Minimum 2.0 cumulative GPA for courses applied to the minor.

UW 1503 (08/16)

002

APPROVALS		
Chair/Program Director: <i>Andrew J. Ko</i> <small>PRINTED NAME</small>	<i>Andrew J. Ko</i> <small>SIGNATURE</small>	Date: 10/12/2018
College/School/Campus Curriculum Committee: <i>CRIS FOWLER</i> <small>PRINTED NAME</small>	<i>CRIS FOWLER</i> <small>SIGNATURE</small>	Date: 10/17/18
Dean/Vice Chancellor: <i>MATTHEW SAXTEN</i> <small>PRINTED NAME</small>	<i>MATTHEW SAXTEN</i> <small>SIGNATURE</small>	Date: 10/17/18
Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair: <i>SARAH C. STROUP</i> <small>PRINTED NAME</small>	<i>SARAH C. STROUP</i> <small>SIGNATURE</small>	Date: 11/30/18
POST TRI-CAMPUS APPROVAL (when needed)		
Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair: <i>Daniel Behr</i> <small>PRINTED NAME</small>	<i>Daniel Behr</i> <small>SIGNATURE</small>	Date: 4/25/2019

## SCAP 1503 RESPONSE MEMO

Issues that were raised by SCAP in the discussion of your 1503 are listed below. In order to expedite SCAP's consideration of your 1503 proposal, please insert below a brief response to each issue, including specific references to where and what was revised in the 1503 when appropriate. Your 1503 proposal will not be considered by SCAP without the receipt of this completed response memo.

Contact person: Kate Kerschbaum (kkersch@uw.edu)

Date completed: 11/8/18

Issue #1: In the proposed catalog copy, requirement #3 states, "Minimum 2.0 grade in any class applied to the minor."

To be compliant with FCAS policy, SCAP requested the department revise the requirement to state something like, "Minimum 2.0 cumulative GPA for courses applied to the minor," or to remove the requirement altogether.

The department may also choose to retain the proposed grade requirement, but must provide a more compelling justification than the one provided in the 1503 form.

Response #1: We are electing to take SCAP's recommendation and are revising requirement #3 to be compliant with FCAS policy. Requirement #3 should be revised to read as follows:

3) Minimum 2.0 cumulative GPA for courses applied to the minor



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Seattle, WA 98195  
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Addendum to Form 1503

October 26, 2018

UW Information School

List of courses that satisfy the required 3 elective credits substantially covering ethics, policy, and/or equity dimensions of information technology include but are not limited to:

INFO 350: Information Ethics and Policy

INFO 402: Gender, Race, and Information Technology

INFO 464: Value-Sensitive Design

Courses from other programs that substantially cover ethics, policy, and/or equity dimensions of information technology, such as:

SOC 225: Data And Society

Sociology approval for SOC 225

**From:** [Maura F. Nakamichi](#)  
**To:** [Kate Kerschbaum](#)  
**Subject:** Re: Approval needed for revision of the Information School's INFO Minor Proposal  
**Date:** Monday, October 29, 2018 12:50:04 PM  
**Attachments:** [Outlook-1505944799.png](#)

Hi Kate,

Thank you for reaching out. Other than removing the specific section for 225 that I mentioned in our phone call, the Sociology department is happy to approve these proposed changes.

Thanks,

**Maura Nakamichi**  
Academic Counselor & Curriculum Coordinator  
Sociology Student Services  
203 Savery Hall | Box 353340  
206.543.0696 | [naka@uw.edu](mailto:naka@uw.edu)  
[Website](#) [Blog](#) [LinkedIn](#)

**From:** Kate Kerschbaum <[kkersch@uw.edu](mailto:kkersch@uw.edu)>  
**Sent:** Friday, October 26, 2018 7:22:19 PM  
**To:** Maura F. Nakamichi  
**Subject:** Approval needed for revision of the Information School's INFO Minor Proposal

Hi Maura,

The Information School has just submitted a 1503 Form to the UWCC proposing changes to our Informatics Minor. I have just recently joined the UW and this is my first 1503 Program change submission. Scott Fallgren reached out and let me know that I need to obtain approval from the Sociology Department in order for our proposal to be considered as is. He said that an emailed acknowledgement/approval from your department would be fine.

Attached I have included a copy of our 1503 Program change proposal as well as the addendum which lists SOC 225 A: Data And Society as a course that will satisfy a requirement of the Informatics Minor to take at least 3 elective credits substantially covering ethics, policy, and/or equity dimensions of information technology.

Please let me know if your department approves of this proposal? If you are able to respond by the end of the day on Monday that would be ideal. Thanks for your consideration. If you have questions don't hesitate to reach out.

Best,  
Kate



12/24/2018

Seattle: Revised requirements for the Minor in Informatics (INFO-20181012) - Forums | Office of the University Registrar

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December 3, 2018, 9:49 am [Edit](#) [Quote](#)

Please review the hyperlinked 1503 pdf file and post comments by 5:00 pm on Friday, December 21, 2018.

INFO-20181012: Revised requirements for the Minor in Informatics.

If you have any problems viewing the proposal or need disability accommodations, please contact the University Curriculum Office at uwcr@uw.edu.

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### ASK THE REGISTRAR



### This Week's Hottest Questions:

- [My grade hasn't been posted.](#)
- [The first step is to contact your instructor. Note that late grades and grade changes can take up to 4 business days to be entered.](#)

# Remember...

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**UW Curriculum Office**

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## Subcommittee on Admissions and Programs (SCAP) Report

October 2, 2020, 1:30pm-3:00pm

### **Non-routine Business:**

**Jackson School of International Studies ([JSIS-20180920](#))** Revised program requirements for the Bachelor of Arts degree in International Studies (Europe).

Background: The department is proposing revising the program requirements.

Action taken 10/05/2018: SCAP requested the department revise or remove proposed major requirement #7 for program-based grade requirements. The committee also requested the department provide a list of the approved courses referenced in the major requirements.

Update 01/11/2019: The department has responded (p.6).

Action taken 01/18/2018: SCAP requested the department provide stronger justification to support the proposed minimum 2.5 cumulative GPA in the major and minimum grade of 2.0 in all courses counted toward the major.

Update 05/07/2020: The department has responded (p.6), updated the proposed catalog copy (p.5), and provided a course list (p.8-13)

Action taken 05/15/2020: Forwarded to FCAS.

Action taken 05/22/2020: Approved by FCAS.

Update 06/17/2020: Posted to Tri-Campus, 0 comments received (p.14).

Action taken 10/02/2020: Forwarded to FCAS.