

**University of Washington**  
**Faculty Council on Student Affairs**  
June 5<sup>th</sup>, 2018  
1:30pm – 3:00pm  
Odegaard Undergraduate Library 320

**Meeting Synopsis:**

1. Call to order
  2. Review of the minutes from May 1<sup>st</sup>, 2018
  3. Medical Leave Policy Development Report – Elizabeth Lewis, Community Standards & Student Conduct
  4. Immunization Requirements and Procedures – LeAnne Wiles, First Year Programs
  5. Good of the order
  6. Adjourn
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**1) Call to order**

Laws called the meeting to order at 1:30 p.m.

**2) Review of the minutes from May 1<sup>st</sup>, 2018**

The minutes from May 1<sup>st</sup>, 2018 were approved as written.

**3) Medical Leave Policy Development Report – Elizabeth Lewis, Community Standards & Student Conduct**

Elizabeth Lewis (Director, Community Standards and Student Conduct), Bree Callahan (Director, Disability Resources for Students), and Megan Kennedy (Manager of Strategic Initiatives for Student Wellness) were present to discuss conceptualizing a medical leave policy for students at the UW. A slide deck was used as part of the presentation (Exhibit 1).

Basic components of the Jed Campus Program were highlighted. Operating in 12 universities in Washington State, the Program includes a primary recommendation that a medical leave policy be implemented at the UW. An image of the JED comprehensive approach to suicide prevention was shown (Exhibit 1).

An ADA consultant to the UW conducted a broad-based assessment and a medical leave policy was also recommended during a review of policies impacting students with disabilities. It was recommended that options should be available for students with disabilities to take time away from the university in a process separate from emergency suspension or dropping out. It was noted the U.S. Office for Civil Rights has also encouraged the implementation of medical leave processes at universities.

Lewis explained a Task Force was charged in September 2016, which so far has researched policies of other comparable universities, participated in webinars and training opportunities, met with ADA Consultants on multiple occasions, and held two large informational meetings. It also held listening sessions at UW-Bothell and UW-Tacoma, hosted online and in-person meetings with representatives

from other WA State institutions considering leave policies, and drafted/flowcharted a potential process. An initial policy draft was completed but then put on hold to consider new topics before finalization. The Task Force re-charged in June 2018 to include formal representation from UW-Bothell, UW-Tacoma, and Hall Health.

### *Overview of Voluntary Medical Leave*

Voluntary Medical Leave is for situations wherein a “serious condition causes impairment in successful or safe functioning as a student.” The time away is to be used for treatment and recovery. For students needing to make these kinds of exits, the aim is for the process to become centralized and the systems able to be navigated with aid from university personnel. An example was given of a student who became afflicted by a serious illness, and the process to exit the university during that time involved working with financial aid, their academic program (especially as it was capacity-constrained), housing, and several other necessary “checkboxes.” This envisioning of the process allows the university to communicate with the student while they are away, and plans can be made for their absence and return. There are many options for students in terms of taking course incompletes – those will not be added to, but additional resources made available to students to understand the options. The policy is for undergraduate students, as the graduate policy of this nature is already in place. The Registrar has been a partner in this work, as there have been efforts to reevaluate the timing of the hardship withdrawal review and notice, including potentially allowing for more than hardship withdrawal per year.

The principle has been to create a better process for students in a mental/physical health crisis to more effectively support them. Students often miss pieces while doing this on their own, to their detriment. Thus, a centralized HUB is being developed to deposit necessary documentation in one place. CSSC is also looking into gathering data concerning student departure from the UW (including for transfers). These elements are being considered from a student retention perspective. The idea is to give students a pathway to return to study rather than drop out due to hardship.

### *Overview of mandatory leave*

When a student’s behavior is at an elevated risk for harm to self or others, or their behavior poses a significant disruption of the educational operations of the university, mandatory leave may be necessary. The idea is to provide a tool outside of the Student Conduct Code for this process that is flexible and individualized for each student, and provides support for their transition back to the UW. CSSC is also focused on due process relating to mandatory leave, thus opportunity to appeal decisions is an included mechanism. This process is in lieu of “emergency suspension,” which creates a student conduct record for the student. An example was given of a student who was mentally incapable of participating in the student conduct process. The university had nothing but a disciplinary process to work through the situation, and the student did not return to the UW.

### *Next steps*

A slide was shown on next steps. Lewis explained UW Bothell and UW Tacoma do not have the same resources as UW Seattle, meaning each campus may have its own procedures with some scaffolding upholding the basic process. The idea is to complete the initiative this summer (2018). Implementation is planned for academic year 2019-2020.

## *Questions*

A member questioned what constitutes a “serious condition,” or what is the range of causes that fall into the category. Mental health has been the primary driver of some of these conversations: PTSD, eating disorders, disabilities (medication changes, balancing medications), diabetes management (where DRS accommodation fails); it could be as simple as this or something like chronic depression. A member noted there are students who have undiagnosed anxiety issues, how is this targeted, how do instructors communicate to a central body about it, or how are the students informed of resources they asked. Lewis explained having the flu for two weeks is not an example of what is addressed by this policy. It was noted this will likely not be the answer for grappling with medical excuse notes, an ongoing issue being addressed by the FCSA and other groups. Currently with hardship withdrawal, there are parameters dictating acceptance of student requests. Timing (within the academic quarter) is a consideration in this initiative. Medical leave means missing a full academic quarter, it was noted. Hardship withdrawal or incompletes are alternatives.

A member noted there is space in between serious mandatory/voluntary leave and the need for an incomplete. He noted in-quarter challenges that compound are the most difficult. Snowballing issues with students who miss courses for the first five weeks of a course is an example. DRS is less effective in these cases it was noted. A guest noted these situations end up being about minimizing stress and locating mechanisms for minimizing stress, and require case-by-case approach.

Lewis explained web portals are imagined to be included as part of the initiative, for faculty to be able to funnel need for student support and connect them to the right resources instantaneously. The resource is being worked on currently. Lewis noted she would update in fall 2018.

A member questioned right to appeal mandatory leave on the part of a student. It was noted right of appeal may involve an improvement plan. It is a iterative process, a way to work with students who are in a vulnerable place. Members requested additional details. Due process is defined external to the UW, and accommodation assessment process is working within those parameters.

Lewis and guests were thanked for presenting on the topic.

#### **4) Immunization Requirements and Procedures – LeAnne Wiles, First Year Programs**

LeAnne Jones Wiles (Director, First Year Programs) explained there is work being done surrounding new immunization requirements/processes for students. A memo was shown (Exhibit 3). No immunizations are currently required at the UW, it was noted.

Mark Jenkins (Director, Hall Health Center) explained it is important to have a policy for immunizations at the university. He explained a lot of work has been done across the nation, and a lot of advising materials from various domestic and international health agencies have been disseminated. There are also various resources specific to Washington and the UW. Experts gathered to discuss these, and the group members evaluated current public health recommendations and developed a list of required and recommended immunization, as well as screening criteria. The relevant medical literature was reviewed to construct recommendations appropriate for the University of Washington. The required recommendations are as follows, with a few exemptions based on the age of a student:

- Measles, Mumps, Rubella (MMR) Vaccine

- Meningococcal Quadrivalent (A,C,Y,W-135) Vaccine

A member questioned why these two, and not additional requirements. It was noted the list may change, thus a built in annual review mechanism has been added. Immunity for some infectious diseases is only effective for short periods. Much is related to logistics and cost. Some schools have deeper requirements.

Academic Registration is the leverage used for students to comply with immunization policies (verification of immunity is required before registration). "Submitting documentation" was highlighted in the exhibit. There are four recommended best practices (Exhibit 2).

Next steps were shown, which include consultation with FCSA. It was noted there are no parallel policies for faculty and staff.

### *Questions and concerns*

A member questioned if there is a need to delineate international students, visiting students, graduate/undergraduate students, and other types. It was noted traditional grad/undergrad/international students will all be subject to the requirements. Continuum College was involved in the discussion and some of those students were given latitude in a way, as there are specific variables with respect to that UW unit. Work is still being done surrounding short-term students, non-matriculated students, summer programs, etc. as far as requirements. The conversation around Continuum College will likely be an evolving conversation, as the program does not have the same registration hold mechanisms as traditional UW programs. Currently, exempted students include:

1. Distance Learning (19 SDB Fields) and or 100% Online students (Use SDB Field) for example Integrated Social Sciences.
2. Students born before 1957 for Measles, Mumps, Rubella Vaccine only.
3. Students over the age of 21 for Meningococcal Quadrivalent (A, C, Y, W-135) Vaccine only.
4. Students monitored by Health Sciences Immunization Program (HSIP)

It was noted the first stage of this process included making recommendations for minimizing campus outbreaks, not necessarily bolstering personal health.

The guests were thanked for presenting and asked to return to update in a future meeting.

### **5) Good of the order**

A member noted aspects of the highlighted medical leave policy are still not addressed, like need to appear for a court date in another state, being a primary caregiver for a family member, or pregnancy.

An inventory of membership was taken for AY 2018-2019. Members agreed medical excuse notes topic will likely dominate the council's work in the fall. Laws noted FCTL is interested in partnering on the topic, and Faculty Senate is aiming attention at the issue, as well.

Laws noted Martin, Bryant, and Azodi will be off the FCSA next year. The members were thanked for their service on the council.

## 6) Adjourn

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

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*Minutes by Joey Burgess, jmbg@uw.edu, council support analyst*

**Present:**       **Faculty:** Ann Culligan, Bruce Hevly, Chris Laws, Jasmine Bryant  
**Ex-officio reps:** Aileen Trilles, Carolyn Martin, Navid Azodi, Warisha Soomru  
**President's designee:** Lincoln Johnson  
**Guests:** Mark Jenkins, Megan Kennedy, Elizabeth Lewis, Bree Callahan, Helen Garrett

**Absent:**       **Faculty:** Mabel Ezeonwu, Holly Barker, Christopher Campbell  
**Ex-officio reps:** Sumire Nakamura, Arwa Dubad

### Exhibits

Exhibit 1 – FCSA Med Leave.pdf

Exhibit 2 – Immunization Taskforce Recommendations\_fcsa\_060518