

University of Washington
Faculty Council on Tri-Campus Policy
February 23rd, 2017
9am – 10:30am
Odegaard Undergraduate Library 320

Meeting synopsis:

1. Call to order
 2. Review of the minutes from January 26th, 2016
 3. Discussion of tri-campus review with UW Registrar and curriculum council chairs from each campus
 4. Separate campus transcripts (Helen Garrett)
 5. International Travel Policy – (Jeff Riedinger)
 6. Good of the order
 7. Adjourn
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1) Call to order

The meeting was called to order at 9:00 a.m.

2) Review of the minutes from January 26th, 2017

The minutes from January 26th, 2017 were approved as written.

3) Discussion of tri-campus review with UW Registrar and curriculum council chairs from each campus (Helen Garrett, Sarah Stroup, Jeff Cohen, Eric Stewart)

The council met with several invited guests to assess the current state of tri-campus review as a university-wide approval mechanism for new and altered program offerings, including its overall effectiveness and potential for revision. Guests included academic program review committee chairs and campus registrars from both UW Bothell and UW Tacoma (respectively: Jeff Cohen, Eric Stewart, Pamela Lundquist, Andrea Coker-Anderson), Faculty Council on Academic Standards (FCAS) Chair Sarah Stroup, FCAS member Patricia Kramer, University Registrar Helen Garrett and Senior Associate Registrar, Tina Miller. It was clarified the policy establishing tri-campus review is housed in Executive Order (EO) No. IV, though the process outline is held by the UW Curriculum Office (Exhibit 1).

Overview

Stein summarized earlier discussions among tri-campus council members regarding how Stage II of tri-campus review seems outdated and no longer necessary given the age of the Tacoma and Bothell campuses and the maturity of their programs (Exhibit 1). She opened the floor for feedback from members and guests.

Discussion

Crowder explained Stage II review basically ensures Stage II.4.b has been satisfied. Stage II.4.b states:

Did the campus academic program review committee consider comments and respond appropriately in its review? The Council will send, within 14 business days of receiving the proposal, a memo describing the results of their review to the University Registrar. In short, at this stage the task of the Council will be to ensure that the process described in Stage I and the intent of the Executive Order was followed (Exhibit 1).

It was noted the above FCTCP review process does not have “teeth” and is essentially an administrative task. One member noted she is not aware of any program-level conflict that was adjudicated by the FCTCP. It was clarified that each UW campus has the right (via EO IV) to develop its own curriculum.

Stein presented some background into the original development of tri-campus review. She explained when the UW Tacoma and Bothell campuses were young, it was decided there needed to be some oversight relating to growth of those campuses’ program/curriculum offerings. FCAS originally carried out this function in consultation with the FCTCP. A member reiterated that there is value in facilitating undergraduate coordination, and the spirit of collaboration should be upheld. Another member noted that true collaboration (in relation to development of new programs) occurs earlier in the process than Stage I.5.

One member recalled that when the Higher Education Coordinating Board (HECB) (abolished by Senate Bill 5182) was helping to run curriculum, Robert Corbett (Coordinator of New Programs, Undergraduate Academic Affairs) worked on new program proposals between campuses as well as within individual campuses to mediate concerns and provide oversight; she recommended this mechanism be added back into the undergraduate curriculum coordination process.

There was some discussion of curriculum committees conducting reviews of program proposals earlier in their development – similar to the Planning Notice of Intent (PNOIs) model in the Graduate School. It was noted proposals within individual campuses might be reviewed by way of a similar model. A member reiterated that Stage II of the existing process (including FCTCP review) occurs towards the end of the program development process, affecting its ability to be effective and/or useful.

Outcome

Stein suggested removal of Stage II of the university campuses undergraduate curriculum coordination process, as well as addition of language along the lines of the following (as a new “Stage 0”): “Prior to submission to the appropriate campus bodies, a department must have registered interest in creation of major, minor, or option.” She suggested a smaller group work to develop the language, after which a recommendation can be reviewed by the FCTCP and the curriculum committees on each campus. If approved, the FCTCP may then suggest changes to EO IV and seek approval from executive leadership. There was some discussion.

Garrett commented that the Office of the Registrar and UW-IT are currently in the process of developing an online tool that will be used in part to automate the 1503 (program creation/change) process. She noted if a new review stage is desired, it could potentially be added into the tool during development.

Stein noted she would like a small group to develop the initial proposal and return to the council for review.

Guests were thanked for joining the discussion and providing their feedback.

4) Separate campus transcripts (Helen Garrett)

After a brief introduction from Stein, Miller spoke to some advantages of separating UW campus transcripts:

- ❖ The UW has three distinct campuses with distinct curriculum.
- ❖ The change would simplify transfer credit.
- ❖ The change would bring the UW in-line with other Association of American Universities (AAU) institutions (currently, the UW is the only AAU institution with a shared transcript for three separate campus curricula).
- ❖ The change would remove disadvantages of the current model that include issues related to cross-campus equivalencies, credit overlap, and confusion among students.

Garrett explained that implementation of the change could be configured relatively easily, though a robust review process would be necessary to formally make the change.

There was a question of how the change relates to UW diplomas. It was noted currently, diplomas indicate the degree-granting campus, and include the individual campus chancellors' signature.

Stein noted she believes a separate taskforce is necessary to evaluate the change. It was recommended that the topic be forwarded to the Tri-campus Issues Taskforce. Stein noted she would like the FCTCP to also be involved in the decision on whether or not to make the change. Sandison requested students be consulted before a decision is made.

5) International Travel Policy – (Jeff Riedinger) (Exhibit 1)

Jeff Riedinger (Vice Provost, Global Affairs) and Nicholas Hill (Global Travel Security Manager, Office of Global Affairs) were present to discuss a new Student International Travel Policy developed by the Office of Global Affairs (Exhibit 2). The goal of the policy is to provide support to students abroad, as well as to enable the university to make strong attempts to ensure safety of students abroad. Riedinger explained OGA was asked to bring the policy to the faculty governing bodies for transparency and to gather feedback.

Hill explained the policy is the first of its kind at the UW. Many of its elements have been tri-campus business practices for some time, though this is the first attempt to institutionalize those practices within a policy. It was noted the Office of Global Affairs provides 24/7 response to students abroad in emergency situations. It was clarified that campus chancellors have reviewed the document.

Council feedback

After a question, it was clarified that travel as part of student clubs, fraternities, sororities, and so on is not considered official travel and so is not applicable to the policy. Student research endeavors are considered official travel.

A member asked if the policy applies to professional students. Hill explained the policy does apply to professional students traveling abroad for academic purposes, and that the International Travel Risk Committee includes representation from UW's professional schools.

Hill noted the policy does include graduate students on leave who have gone abroad to do research to satisfy a degree. There was some discussion of denoting “independent learners” within the policy and a change in language was agreed to.

It was noted solving the problems of UW members overseas is carried out regardless of cost, but if the travel was not confirmed with OGA, than billing is likely to be much more expensive.

Stein requested that student bodies at the UW Tacoma and UW Bothell campuses be consulted.

Members thanked Riedinger and Hill for joining the meeting to present the new policy, and were thanked for their feedback.

6) Good of the order

Montgomery noted she would like to recommend that campus chancellors hold executive meetings with the provost rather than (or in addition to) this consultation occurring via the Board of Deans and Chancellors (as it does currently). Stein agreed and noted the issue should be brought up again after the Tri-Campus Taskforce has finished its discussions.

7) Adjourn

Stein adjourned the meeting at 10:30 a.m.

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

Present: **Faculty:** Kyle Crowder, Ehsan Feroz, Marcy Stein (chair)
Ex-officio reps: Lauren Montgomery, George Sandison, Linda Watts, Annette Anderson
President’s designees: Patricia Moy, Turan Kayaoglu
Guests: Sarah Stroup, Jeff Cohen, Tina Miller, Helen Garrett, Patricia Kramer, Jeff Riedinger, Nicholas Hill, Eric Stewart, Pamela Lundquist, Andrea Coker-Anderson

Absent: **Faculty:** Joseph Tennis, Megan Eagen-Torkko
Ex-officio reps: Lauren Pressley, Lesley Zimmer, Sarah Loeffler

Exhibits

Exhibit 1 – curriculumcoordinationprocess_winter2017

Exhibit 2 – studentinternationaltravelpolicy_draft_fctcp_winter2017

University Campuses Undergraduate Curriculum Coordination

Introduction

Executive Order, Sec. I 3-23C: 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, and certificate programs, or substantive changes to the same of a non-routine nature, 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 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.

Process

Stage I: Review of Developed Proposals

1. Each campus has the responsibility to develop its own curricular offerings. After a campus unit develops and approves a curricular offering, it should be forwarded to the appropriate academic program review committee for that campus.¹
2. The academic program review committee of each campus shall make an initial determination that the proposal is sufficiently developed to merit academic program review.² It shall also determine whether the proposed change meets the guidelines for tri-campus review.³ If a campus academic program review committee or the University Registrar has questions about the applicability of the Tri-campus review process, they should consult the Chair of the Faculty Council on Tri-Campus Policy (FCTCP).
 - a. If the proposal meets this threshold, it shall be forwarded immediately to the University Registrar, Curriculum Secretary. Materials to be forwarded to the University Registrar must include, in electronic form:
 - i. A completed university curriculum Form 1503
 - ii. The rationale for the proposal
 - b. If the proposal is not complete, it shall be returned by the University Registrar to the unit of origin for further development.
3. When the University Registrar receives the completed program proposal, it will be posted on the Web immediately for review. The proposal shall be available for review for 15 business days.⁴

4. Simultaneously with the posting of the proposal, the University Registrar shall send an e-mail to (1) the voting faculty of all UW campuses, (2) the Deans, Directors, and Chairs (DDC) list serve, (3) the Chair of each campus academic program review committee, and (4) the Chair of the Faculty Council on Tri-campus Policy informing them of the opportunity to review the curriculum proposal.
5. At the end of the comment period, the University Registrar shall compile all comments made on the proposal and forward the comments to the Chair of the academic program review committee at the originating campus. That committee shall then consider all comments as part of their academic program review process, and shall provide a summary of responses to the comments received from all campuses.

Stage II

1. The originating campus academic program review committee will obtain final campus approvals on the final proposal.
 2. When final campus approval has been received the proposal will be forwarded by the appropriate campus official to the University Registrar.
 3. The University Registrar shall forward to the Chair of the Faculty Council on Tri-campus Policy with a copy to the Chair of the Faculty Senate the following materials: the program proposal, all comments, the campus academic program review committee's response to the comments, the University Campuses Undergraduate Program Review checklist.
 4. The Council on Tri-campus Policy, or a delegated subcommittee of the Council consisting of the chair (or designee) and two council members (one representing the faculty of each of the other two campuses), will convene to determine if the review satisfied the following requirements
 - a. Was the final proposal made available for a 15 business -day comment period?
 - b. Did the campus academic program review committee consider comments and respond appropriately in its review? The Council will send, within 14 business days of receiving the proposal, a memo describing the results of their review to the University Registrar. In short, at this stage the task of the Council will be to ensure that the process described in Stage I and the intent of the Executive Order was followed.
 5. The University Registrar will forward the final proposal and a copy of the Council's memo to the President for final action and transmittal to the appropriate dean/chancellor and Chair of the Faculty Senate. Matters of non-adherence to procedures or unresolved issues related to comments received will be the responsibility of the President.
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¹ UW, Seattle: Faculty Council on Academic Standards (FCAS)
UW, Bothell: General Faculty Organization
UW, Tacoma: Faculty Assembly

² The originating campus' academic program review committee will review its own proposals, and should consider the following elements, using its own processes and criteria:

- Fit with campus and university mission
- Academic quality
- Need
- Effects on students
- Effects on other programs
- Feasibility/operational viability
- Adherence to University and Campus policies

³ As stated in the Executive Order, tri-campus review is required for new undergraduate degrees, majors, minors, and certificate programs, or substantive changes to the same of a non-routine nature. This includes, but may not be limited to:

- a. Changes that would alter the degree information that appears on a student transcript, for example, new or changed degree titles, minors, or options, etc.
- b. Changes in pre-requisites that would significantly increase or decrease the number of students admitted to the major, minor, or option.
- c. Changes in graduation requirements that would significantly increase or decrease the number of students completing the major, minor, or option.
- d. Any change in a program on one campus that could significantly alter enrollments in specific programs on one of the other two campuses, for example changing the format of a program to distance learning or fee-based offering.

⁴ The Registrar may grant a 5-business day extension of this deadline to any individual who submits a written request to the Registrar prior to the end of the original comment period.

Introduction

The University of Washington (UW) offers, supports and facilitates a wide variety of opportunities for student engagement abroad, including foreign study programs, international exchanges, research and service learning opportunities, and international internships. Student health, safety and security are top priorities for the UW. This *Student International Travel Policy*, which is administered by the UW Office of Global Affairs, establishes certain health and safety-related requirements and measures intended to minimize undue risks to students engaged in UW international activities.

The UW is committed to offering a diverse set of international opportunities for students. **However, the UW reserves the right to cancel or alter any international program or activity when, based on a review of the relevant information and resources, it is determined that there is undue risk to the health and safety of students in a particular locale.**

Scope

This policy applies to all undergraduate, graduate, and professional degree-seeking students from all three UW campuses participating in official UW international travel and activities, which include:

- UW-administered study abroad and international exchange programs;
- Research, internship and/or service learning activities that are funded or sponsored by UW or for which students are receiving pre-arranged UW academic credit;
- UW-funded or sponsored participation in international meetings and conferences; and
- Bonderman Fellowship travel and activities abroad.

Travel and activities abroad that are **not** funded, sponsored, administered, arranged or approved by the UW are not considered official UW international educational activities. Examples include: travel arranged independently by a student for which the student receives no UW funding support and no pre-arranged UW academic credit; travel arranged by or facilitated through UW student groups (including Registered Student Organizations); volunteer projects or activities not formally affiliated with the University; and travel funded by fellowships, grants, or scholarships that are not administered by the University. **Students participating in such non-UW international travel and activities abroad are considered independent travelers, are solely responsible for their health and safety while abroad, and may not receive UW assistance and support in the case of emergency.**

Roles

Office of Global Affairs (OGA): OGA oversees many of the UW's numerous global activities, including UW study abroad programs and international exchanges for UW students and faculty. OGA also provides support for UW international research and centers. Finally, OGA maintains the UW Travel Registry, where students (as well as faculty and staff) can register their locations and contact information while participating in official UW international travel and activities. Such information may be used in the event of an emergency to help locate UW travelers and communicate emergency information.

Global Travel Security Manager (GTSM): The GTSM, who is an OGA staff member, supports the welfare and safety of UW students, faculty and staff traveling in connection with official UW international activities. The GTSM serves as the UW's initial point of contact for international emergencies and coordinates the university response. The GTSM is also responsible for managing the UW travel registry and (in consultation with the International Travel Risk Assessment and Safety Committee) the Travel Warning Waiver review process.

UW Study Abroad (UWSA): As a unit of OGA, UWSA facilitates UW international educational opportunities for students through a wide variety of programming, such as faculty led study abroad programs and international exchanges, which are offered in collaboration with many academic units and student service offices on campus. UWSA also offers study abroad advising services, oversees the student registration process for many UW international educational opportunities, and provides

orientation programming for students and faculty. UWSA staff also provides backup support to the GTSM.

International Travel Risk Assessment and Safety Committee (ITRASC): ITRASC is an advisory committee to the Provost and chaired by the Vice Provost for Global Affairs that helps OGA assess travel risks and reviews requests for Travel Warning Waivers, allowing student travel to countries under travel warnings issued by the U.S. Department of State or the U.S. Centers for Disease Control. In addition, ITRASC advises the Provost on managing other health, safety, and security risks abroad.

Restrictions on Travel to High Risk Destinations and Travel Warning Waivers

Statement of Policy

UW students participating in official UW international educational activities are not authorized to travel to or in countries subject to active travel warnings issued by the U.S. Department of State or the U.S. Centers for Disease Control (CDC), or otherwise determined by ITRASC to be high risk travel, unless a Travel Warning Waiver for the travel has been approved by the Provost (or Provost's designee.)

Students who travel to countries under a travel warning or to other high risk destinations (as determined by ITRASC) in violation of this policy will be considered independent travelers, and may not receive UW support or assistance in the event of an emergency.

Rationale and the Travel Warning Waiver Process

Travel warnings are issued by the U.S. Department of State and the CDC so that travelers can carefully consider the risks associated with travel to a specific country. Reasons for issuing travel warnings might include unstable government, civil war, ongoing intense crime or violence, a high risk of terrorist attacks, and extreme health concerns. Travel warnings remain in place until the situation changes; some remain in effect for years.

The University recognizes that travel warnings may be specific to a particular area of a country and that there may be exceptionally compelling academic reasons for a student wanting to travel to a country that is subject to a travel warning (or to a country determined by the UW to be a high risk destination). In such a case, a student may submit a request for approval to travel to such location in connection with an official UW international educational activity through the Travel Warning Waiver review process.

Student requests for a Travel Warning Waiver will be evaluated on a case-by-case basis. (Travel Warning Waiver requests may also be submitted by UW faculty or staff in connection with international travel or research programs involving multiple students. Students participating in a program that has received a programmatic waiver obtained by UW faculty or staff do not need to apply for an individual waiver.)

To initiate the Travel Warning Waiver review process, a waiver application, available on the OGA website, must be submitted at least 45 days prior to the desired departure date. The GTSM or another OGA official may request additional information beyond that provided on the application. The waiver application will be reviewed by ITRASC and the waiver must be approved by the Provost before travel to the country begins. Unless otherwise indicated, an approved waiver applies to the specified trip only. Subsequent desired travel to the same destination requires subsequent waivers if a travel warning remains in effect.

If, during the course of an official UW international activity, a travel warning is issued relating to the location of that activity (or if the UW determines that the location of the activity has otherwise become a high risk destination), the UW may cancel or alter the activity as it deems necessary to protect the health and safety of participating students.

Registering Student Travel with the Office of Global Affairs

Statement of Policy

All students participating in official UW international travel and activities are required to follow UW procedures for registering their travel with OGA prior to their departure. The registration process for student travel differs based upon length of time abroad and type of academic activity involved.

Information about how to register travel is available from OGA. Students who fail to register their international travel in accordance with this policy may not receive UW assistance in case of emergency.

Rationale

OGA's global travel security management protocols include maintaining a global travel registry, 24/7 global emergency support, assistance in pre-departure emergency planning and preparedness, liaising with international insurance providers, providing training and information on emerging health, safety, and security risks and best risk-management practices. These services are intended to support students' health and safety abroad. The global travel registry assists UW students, faculty and staff in preparation before and during international travel. It is not an approval process.

Student Insurance Abroad

Statement of Policy

Students traveling abroad in connection with official UW international educational activities must purchase (and maintain for the duration of their official UW activities abroad) comprehensive international medical and emergency assistance and evacuation insurance. Students are required to purchase the UW Student Abroad Insurance Plan unless they receive a waiver of this requirement based upon proof of equivalent coverage. Students must provide OGA proof of UW Student Abroad Insurance (or alternative insurance with an approved waiver) prior to traveling abroad. Students who fail to purchase and/or maintain required insurance may not be permitted to participate (or to continue participating) in their UW international program or activity.

Rationale and Implementation

The UW Student Abroad Insurance Plan is administered by a preferred insurance provider and managed by the Office of Risk Services and Compliance, ensuring that students traveling abroad have at least basic insurance. Coverage under the UW Student Abroad Plan is required (absent a waiver) because a strong, working relationship between the University and the insurance provider better enables support for students during an emergency.

Students with personal insurance that provides equivalent coverage to the UW Student Abroad Plan can petition for an insurance waiver. OGA manages this waiver process and will approve waivers only for alternate insurance plans that are equal to, or greater than, the coverage provided by the UW Student Abroad Insurance Plan. Special consideration may be given for international students returning to their home country for study.

Additional Information

For additional information contact the Global Travel Security Manager, Office of Global Affairs.

For more information about how to comply with this policy please visit:

<http://www.washington.edu/globalaffairs/global-travelers/>