

University of Washington
Faculty Council on Student Affairs
2 February 2016, 1:30 pm – 3:00 pm
26 Gerberding Hall

Meeting Synopsis:

1. Call to Order
 2. Approval of the Agenda
 3. Approval of the Minutes from 5 January 2016
 4. ASUW Report
 5. GPSS Report
 6. Student Affairs
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1) Call to Order

The meeting was called to order by Treser at 1:30 p.m.

2) Approval of the agenda

The agenda was approved as written.

3) Approval of the minutes from January 5th, 2016

The minutes from January 5th, 2016 were approved as amended.

4) ASUW Report

ASUW-Bothell

Chapman reminded the council that ASUW-Bothell is a separate body from ASUW at the UW-Seattle campus. She explained the goals of ASUW have not changed at Bothell since the last council meeting wherein they were detailed.

5) GPSS Report

A representative from the GPSS was not present and no report was given.

6) Student Affairs

UW "tent city"

Taylor (ASUW representative) explained the current ASUW leadership is interested in establishing a "tent city" (a large collection of tents typically forming temporary or makeshift accommodations for refugees or homeless people) at the UW Seattle campus. He explained a Class C resolution may come to the faculty senate pertaining to this effort, and Taylor explained it was his desire that it might do so with

sponsorship from the FCSA. Treser noted the ASUW should seek sign off from FCUFS (Faculty Council on University Facilities and Services) in addition to the FCSA, as that body has a membership tailored to consider the feasibility of such an installation. He explained the ASUW might draft language for this resolution for the FCSA to review, then forwarded to FCUFS, as the first series of steps in this process. Taylor thanked Treser for his insight.

Student debt

Taylor explained there is a Class C resolution pending from the last academic year (originally drafted by members of the ASUW) pertaining to student debt, which the FCSA had a chance to review in academic year 2014-2015. He noted he will return to the council in a future meeting to further address the issue of student debt, potentially with a similar resolution. Treser encouraged this effort, noting students should attempt to explain the effects the changing educational market is having on them to the rest of the university community, and to the Washington State Legislature.

Open textbooks

It was noted in addition to the efforts of several faculty councils and the faculty senate relating to open access and improving the UW's online repository, a workshop has been recently hosted by the UW libraries providing information to faculty, librarians and other university members on best practices for incorporating peer-reviewed open textbooks in UW courses. A member noted there should be an effort to forward this information (on utilizing open textbooks) to a wider swathe of faculty.

Taylor explained the price of textbooks tends to vary greatly in different fields of study. He noted the books' incorporated numberings within homework assignments and other worksheets comprise one reason why faculty prefer new versions of textbooks – though, he explained, it is fairly straightforward to draft this reordering of questions on one's own, allowing for the re-use of the same version. Laws agreed, and noted there is another side to the discussion, as many fields do change and need those changes reflected in materials used in university courses in order to adhere to a high standard of instruction. Taylor explained some instructor's use "course notes" drafted by the instructor in lieu of a standard textbook, which is beneficial to students.

7) Subcommittee Reports

Student Conduct Code

Laws explained negotiations are ongoing between the Community Standards and Student Conduct Office (CSSC) and members of the Faculty Appeal Board (FAB). He noted it is evident that all stakeholders are invested in making the Phase II Student Conduct Code revision process a positive result for students.

DRS/Mental Health

Mark Jenkins (Director, Hall Health Center) was present to provide information to the council on the policies of Hall Health (an on-campus clinic offering health care to University of Washington students and employees, as well as the general public) as they relate to student medical excuse notes. He noted he is relatively new to the UW, and formerly worked at Rice University.

Jenkins explained one useful policy implemented at Rice University was a restriction on their medical excuse note policy. He presented a handout highlighting some points as to why students should not routinely be required to present medical excuse notes when they sustain absences (Exhibit 1). These included:

- “Access – Hall Health is often (over) filled to capacity. Students who don’t really want to be a patient are diminishing access for those who do have a medical need to seek care, and wish to be seen. “
 - “Resources – Health care resources are expensive. Overconsumption to generate excuse noted is wasteful.”
 - “Safety – Exaggeration of symptoms leads to testing or procedures that have risk, and patients may be harmed as a result.”
 - “Education – The academic relationship between faculty and students belongs in the classroom.”
 - “Unrealistic expectation of provider-patient relationship – Lacking omniscience, a provider must rely on the patient’s description of the symptoms. Providers are trained to be advocates for their patients and so a note will be generated almost 100% of the time.”
- *(Text from Exhibit 1)

It was noted currently at the UW, the medical note policy varies from class-to-class, department-to-department (in if medical notes are required on behalf of students to validate absences). Jenkins explained the cost to a student for their visit to Hall Health is also a factor, as even one visit may be costly depending on the scenario. Additionally, he explained there is no metric to test whether or not a student’s situation legitimately warrants a retroactive medical excuse note, especially if their malady has run its course before their visit to Hall Health.

A council member noted that throughout his time at the university he has witnessed increasing problems with mental and physical health issues among students, and students being absent from courses for days or weeks at a time, returning, and seeking to still pass the course. He explained this phenomena has yielded an immense amount of work on his part to create/support circumstances under which students may make up work or tests missed during their absence. The member questioned what the alternative should be if students do not require substantiation of their claims when they miss class. Discussion ensued. It was noted there is a standard in that students be timely with requests to make up homework or exams due to extenuating circumstances; retroactive requests for make-up activities should not be granted (though there is no governing universal policy on the matter).

One member explained in her courses she implements a dropped-quiz policy, wherein students can drop the results of one quiz in her course for the duration of the course, and this is often used by students when they are ill or otherwise unable to attend class. Similar policies were noted wherein one midterm grade is able to be dropped under extenuating circumstances, and another exam is more highly-weighted - putting a risk factor in play and discouraging deception. Another member noted faculty in her department were urged this academic year to incorporate information in their syllabi on excuse policies, so that procedures for make-up may be standardized and understood by students taking courses early in the term. It was noted a student who is absent from a course for five weeks at a time should have medical documentation/evidence of that malady if the claims are truthful.

Council discussion moved to including standard make-up policy language in syllabi. There was some disagreement on if standardized language is able to be advised effectively for all UW departments and units. It was noted “best practices for syllabi” may be a more suitable, universal approach, if recommendations are given.

Jenkins clarified no longer issuing medical excuse notes at the Hall Health Center is a planned change in policy, and that he and Suite (president’s designee) are first visiting the FCSA to receive feedback on this change, and ideas for effectively forwarding this information (along with justification for the change) to faculty.

Treser asked the point of view of the students representatives. Chapman explained many students are fearful of speaking directly with faculty, and a small comment from instructors urging clear communication from students, at the outset of a course, might go a long way. Taylor explained student backlash from the proposed change in policy is not likely.

After some more discussion, Treser explained the council will work with Suite to craft a Class C resolution pertaining to student class excuse policies (informing the faculty senate of the change in Hall Health policy), which will also include best practices for incorporating information on syllabi relating to make-up policies. A member explained the resolution needs to support that the instructor has the right to develop their own syllabus, for it to be passed in the faculty senate.

It was noted students coming to faculty with the explanation of changing medications accounting for their absences, should be sent to the UW Disability Resources for Students (DRS) to arrange accommodations.

The council thanked Jenkins for joining the meeting and giving information, and he left the meeting.

8) Informational Reports

Parking system modernization

Josh Kavanagh (Director, UW Transportation Services) was present to provide the council with an update on the workings of UW Transportation Services. He explained Transportation Services is undergoing modernization in a variety of processes related to parking, and one positive change to come out of this in Summer 2016 will be the ability to charge parkers on the UW Seattle campus an hourly rate for parking, instead of the current flat daily fee. The change is due to modernization in gatehouses, he explained, and full-day parking passes (dailies) are expected to rise in cost as part of this change.

Student U-Pass & UW Transportation Services audit

Kavanagh explained the Student U-Pass Program is under a unique structure constituted by a statute in Washington State wherein a student-governed, student-populated (graduate and undergraduate) advisory board of nine members meets and sets the fee for the program for following academic years; he explained this is done with UW Transportation Services offering recommendations on rates that are feasible and fiscally sustainable (Kavanagh acting as one advisor to the board). He noted that UW Transportation Services was under audit by the City of Seattle over a tax dispute relating to the Transportation Demand Management (TDM) fee. The assessment has now been received and accepted by UW Transportation, and they have paid the City a large sum following this audit. Kavanagh explained

the Student U-Pass share of the cost was 2.3 million dollars, which has already been transferred to the City in the current fiscal year. He noted UW Transportation Services did not file an appeal, or take any kind of recourse against this decision. The potential unintended consequence of this, he explained, is that if the TDM fee is treated as a general parking fee by the City, and not a university fee, it will be liable to the sales tax (as it was not as a university fee), yielding additional tax liability.

Kavanagh explained the Student U-Pass Program is not bankrupt, as there is still 1.1 million dollars remaining in the program's reserve. He noted the formerly set two-year rate agreement between students and administration for the program will stick and not be re-assessed, though, the reserve of the program has been greatly lessened, and students may need to be more conservative in the future. After question, Kavanagh explained this is the highest amount the program's trust has been tapped.

The council thanked Kavanagh for attending and presenting, and he left.

9) New Business

Competitive majors

Treser explained a Class C resolution on Competitive Majors is likely to seek the FCSA's endorsement in the coming future. The resolution is currently being drafted by the Faculty Council on Academic Standards (FCAS), and will encourage that holistic review be a part of the application process for new students into competitive majors. The resolution will be brought to the council in a later meeting wherein the chair of that council, Patricia Kramer, will provide more details.

10) Adjourn

Treser adjourned the meeting at 2:55 p.m.

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

Present: **Faculty:** Holly Barker, Jasmine Bryant, Mabel Ezeonwu, Anthony Gill, Bruce Hevly, Chris Laws, Sara Lopez, Chuck Treser
Ex-officio representatives: Kathleen Collins, Roy Taylor, Zynia Chapman, Martha Tran
President's designee: Denzil Suite
Guests: Mark Jenkins, Josh Kavanagh

Absent: **Faculty:** Christopher Campbell
Ex-officio representatives: Jewel Evenson

Exhibits

Exhibit 1 – Medical excuse note policy.pdf

Exhibit 2 – Commute Options Student Business Plan.pdf

Commute Options Student Business Plan

DRAFT

	2014-15 Actual	TDM @60% 2015-16 Projected	TDM @59% 2016-17 Budget
Operating Revenues			
UPASS - Student	10,132,841	10,892,538	11,591,101
UPASS - Studentn Subsidy	1,492,260	1,747,517	1,659,824
UPASS - Student TDM Fee Revenue	4,600,756	3,926,201	3,972,228
Tax Liability Reserve	(2,313,997)	(409,736)	(393,448)
Revenues Total	<u><u>13,911,860</u></u>	<u><u>16,156,520</u></u>	<u><u>16,829,705</u></u>
Operating Expenses			
Salaries/Wages	211,936	265,611	360,194
Benefits	62,714	87,521	117,547
Transit Service - Metro	11,926,059	13,498,871	12,498,976
Transit Service - Community	907,675	1,076,316	963,174
Transit Service - Sound	1,271,857	1,661,040	2,073,556
Transit Service - Other	34,706	29,458	27,643
Camp Svcs - Phy Pl, other	267,006	335,921	185,620
Other Operating Expenses	257,848	272,999	371,526
Expenses Total	<u><u>14,939,801</u></u>	<u><u>17,227,738</u></u>	<u><u>16,598,237</u></u>
Net Operating Income	<u><u>(1,027,941)</u></u>	<u><u>(1,071,218)</u></u>	<u><u>231,468</u></u>
Change in Fund Balance	(1,027,941)	(1,071,218)	231,468
Reserve Sales Tax Liability	-	(319,442)	(302,168)
Reserve Sales Tax Liability Prior Years	-	(1,118,978)	-
Beginning Fund Balance	<u><u>4,675,073</u></u>	<u><u>3,647,133</u></u>	<u><u>1,137,494</u></u>
Ending Fund Balance	<u><u>3,647,133</u></u>	<u><u>1,137,494</u></u>	<u><u>1,066,794</u></u>
One Month Operating Reserve	1,244,983	1,435,645	1,383,186
Available Balance	<u><u>2,402,149</u></u>	<u><u>(298,151)</u></u>	<u><u>(316,392)</u></u>
Months Reserve on Hand	2.9	0.8	0.8