

**University of Washington
Faculty Council on Tri-Campus Policy**

October 29th, 2015

9am – 10:30am

Gerberding 36

Meeting Synopsis:

1. Call to Order
 2. Welcome/ Introductions
 3. Review of the minutes from May 28th, 2014
 4. FCTCP 2015-2016 charge letter review
 5. 1503 Process Review, Q & A (Jennifer Payne, Office of the Registrar)
 6. FCTCP Subcommittee activities/membership for 2015-2016
 7. Discussion item – Collective bargaining across three campuses – information gathering/communication process
 8. Good of the order
 9. Adjourn
-

1) Call to Order

Erdly called the meeting to order at 9:00 a.m.

2) Welcome/ Introductions

New and returning members of the council members introduced themselves. Several new faculty members and ex-officio representatives were present (full attendance available at end of document).

3) Review of the minutes from May 28th, 2015

The minutes from May 28th, 2015 were approved unanimously as written.

4) FCTCP 2015-2016 charge letter review

Erdly presented the FCTCP 2015-2016 charge letter to the council from faculty senate leadership, which includes three goals the council is tasked to report on in the 2015-2016 academic year (Exhibit 1). He noted the council will be addressing the relationship between the three UW campuses this year as part of its charge from faculty senate leadership. He explained the other two goals stated within the charge letter are:

- *Designating at least one council member to join Faculty Council on Academic Standards' meetings when discussions take place concerning activity-based budgeting effects on educational collaboration at the UW, and report outcomes to FCTCP*
- *Reviewing "tri-campus curriculum review of policy and procedures" with an intent to discover if the procedure is a useful, effective, and constructive process*

Erdly explained that FCAS (Faculty Council on Academic Standards) has a high degree of influence relating to admissions, curriculum, and programs within the University of Washington. He noted that council has been tasked with investigating Activity Based-Budgeting's (ABB) impacts on "educational collaboration" within the UW, and a member from the FCTCP will be designated to join FCAS discussions on this topic as there is a belief that it is a university-wide issue.

Erdly explained to the council that he would like to add a fourth goal to the council's 2015-2016 charge. He noted there has been some discussion of designating UW Bothell and UW Tacoma their own faculty legislative representation, similar to the work of JoAnne Taricani who has a role within the UW Seattle Faculty Senate & Governance Office representing faculty in Olympia. He noted he would like the council to decide if this should be in the form of a committee, or a full or part-time employee. Erdly noted in the past there was a legislative advisory group that had been formed, which met monthly, and ended up being an excellent forum for discussion of the three campuses as well as a place to frame legislative strategies. Erdly noted he wants to have Taricani join the FCTCP in a future meeting to discuss this topic.

5) 1503 Process Review, Q & A (Jennifer Payne, Office of the Registrar)

Several guests were present to explain the process for creating and altering curriculum and programs at the university, and how the FCTCP fits into the review for new curriculum and programs via "tri-campus curriculum review." Erdly explained this meeting may also be used for council members to ask questions about the process, and gain the best understanding possible.

Jennifer Payne (University Curriculum Procedures Analyst, Office of the Registrar) noted the 1503 form is used in accordance with altering and creating undergraduate programs - for degrees, majors, options, and minors. She explained the Medical School also uses this process. The process begins at the department level, Payne explained, where she receives 1503 forms and performs an initial review. During this review, she checks policies and guidelines on 1503s before initial approval is granted and the process can continue – many of these are FCAS-created and mandated, she explained.

Payne noted the curriculum process is separate but ultimately related to the 1503 process, as new course proposals cannot be approved until adjoining 1503s are also approved. Payne explained a major needs to be able to be completed (by a student) before it can be approved, with 60 available credits in the curriculum database.

Erdly noted faculty get involved with course offerings and are a part of the review process through campus' respective curriculum committees and councils. He explained courses are approved by other bodies before they are sent to FCTCP for tri-campus review.

Erdly questioned how it may be possible to make proposed new courses more descriptive for those who review them. He noted some faculty do not fully understand what is being taught in a course, and should be able to access more information at the tri-campus review point in the process. It was noted tri-campus review is important for offering comments, but is not used to veto new offerings. Erdly reiterated that those conducting review need more information on the course, which is not found within the 1503.

Robert Corbett (Coordinator of New Programs, Undergraduate Education) noted the tri-campus review is not heavily focused on content, as content review occurs at the department and unit-level. He noted

even FCAS only performs quality assurances, and does not necessarily check that learning objectives have been met.

A member explained the University Curriculum Committee has representation from each UW campus, and meets monthly. Payne added that each curriculum coordinator in every unit is sent list of all approved courses approved in the University Curriculum Committee, and comments can be offered at this point. She noted she is able to send a scan of complete course approval forms to whomever has an interest in reviewing them. Winslow mentioned UW-IT is working on new software to relieve the use of paper in the curriculum process and instead use online forms. He noted this project is in progress.

Payne noted the comment process includes a requirement for units to respond to comments before a proposal can continue. She explained the FCTCP is a part of the review process for 1503s, and is the last step for faculty review within the process. She explained FCTCP does have the ability to send back proposals with requests for more information. Erdly added that the FCTCP is very useful because representatives from all the UW campuses are present, and all proposal comments are reviewed collectively. He explained these comments can reveal important trends in problems with proposals.

Barsness (vice chair, UW Faculty Senate) asked about the ICRC, which appears within the 1503 approval flowchart. Payne noted that this body is a part of the program change process, and if a program's admissions are changed in a way which might impact transfer students, this body will review the change. Corbett noted the ICRC is a part of the planning for the state, as community colleges require equivalents for UW courses, and need to offer courses which are observed by the UW. Miller added that change usually have the greatest impacts on majors which are not open (often STEM majors). Payne noted SCAP (FCAS subcommittee) addresses transfer student's interests in its meetings, and a similar review is carried out at UW Tacoma and UW Bothell.

Erdly asked the guests what they would change in the 1503 process, if they could change anything. Payne noted her only problem is with the communication of a proposal's status relating to where it resides in the approval process - especially when proposals are sent back by a reviewing body, as this can create confusion.

6) FCTCP Subcommittee activities/membership for 2015-2016

Erdly noted each year, the FCTCP tasks a subcommittee to carry out the aforementioned curriculum review, and evaluate responses to questions which have percolated elsewhere in the 1503 review process. He asked council members to consider joining this subcommittee. Members who elected to sit on this subcommittee were:

- Joseph Tennis
- Margo Bergman
- Sarah Leadley

Barsness questioned if the FCTCP reviews the 1503 process making sure due diligence has been done with respect to providing feedback to proposals (process focus), or, is the intention to locate tri-campus concerns within proposals (content focus). Erdly explained that both areas of review have been carried out in the past, as the council boasts a membership that is able to address both concerns.

7) Discussion item – Collective bargaining across three campuses – information gathering/communication process

Erdly noted there is currently a collective bargaining (unionization) discussion ongoing between the campuses. He noted in response to this, the FCTCP will be addressing how UW Bothell and UW Tacoma are involved in the university governance process.

Barsness explained that the faculty senate is trying to be as neutral as possible in addressing unionization. She noted the current initiative of the senate is to gather the questions individuals have about unionization, and provide as many answers as possible within a town-hall style university-wide meeting. She noted she would like to use the FCTCP to garner some of these questions.

Erdly noted he wonders about the effects on shared governance at the three campuses if faculty unionization was to occur.

8) Good of the order

Erdly asked each member to consider issues from their constituents and campuses, as the council will work to address these throughout this academic year.

9) Adjourn

Erdly adjourned the meeting at 10:48 a.m.

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

Present: **Faculty:** Bill Erdly, Joseph Tennis, Ann Frost, Margo Bergman
Ex-officio representatives: Sarah Leadley, Casey Mann, Zoe Barsness
President’s designees: Patricia Moy, Susan Jeffords
Guests: Jennifer Payne, Robert Corbett, Tina Miller, Matt Winslow

Absent: **Faculty:** Kyle Crowder
Ex-officio representatives: Mark Pendras, Freddy Mora
President’s designees: Bill Kunz

Exhibits

Exhibit 1 – FCTCP 2015-2016 charge letter

October 6, 2015

Bill Erdly
Chair, Faculty Council on Tri-campus Policy

Dear Professor Erdly:

The Faculty Council on Tri-Campus Policy is charged with responsibility “for matters of academic and non-academic policy between and among the campuses of the University of Washington” (Faculty Code, Sec 42-46). Activities historically performed include conducting tri-campus review as part of the approval process for proposed curriculum changes, analyzing possibilities for synergy among UW campuses, and advising and informing key administrators from all three campuses on the issues and interests of the others.

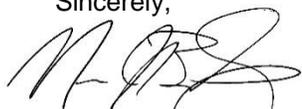
Our recommendation is that the council identify 3 specific goals that can be accomplished by the end of the 2015-16 academic year.

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:

- Reviewing “tri-campus curriculum review of policy and procedures” with an intent to discover if the procedure is a useful, effective, and constructive process.
- Creating or defining a vision for the relationship between the three UW campuses, reporting findings to faculty senate leadership, and the faculty senate at-large.
- Designating at least one council member to join Faculty Council on Academic Standards’ meetings when discussions take place concerning activity-based budgeting effects on educational collaboration at the UW, and report outcomes to FCTCP.

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 on their behalf.

Sincerely,



Norm Beauchamp
Faculty Senate Chair
Professor of Radiology

/nlb