

**UNIVERSITY OF WASHINGTON
FACULTY COUNCIL ON TRI-CAMPUS POLICY**

The Faculty Council on Tri-Campus Policy met at 10:30 a.m. on Tuesday, **June 1, 2004**, in 36 Gerberding Hall. Chair Marcia Killien presided.

PRESENT: *Professors* Killien (chair), Primomo and Stein;
 Ex officio members Barsness, Cameron, Heath and James.

ABSENT: *Professor* Behler and Leppa;
 Ex officio members Campbell, D’Costa, Decker, Fugate, Miller-Murray, Nelson, Stygall and Watts.

Approval of minutes

The minutes of the May 4, 2004 meeting were approved as written.

Review Annual Report – Marcia Killien

Killien said she emphasized “what the council accomplished during the academic year” in her Annual Report.” She wanted the Annual Report to be “outcome-oriented.” She received suggestions from council members and from Associate Vice-Provost Cameron (who is also an ex-officio member of the council) for emendations to the report. She will consider those suggestions in her preparation of the final report to the council. **THE COUNCIL UNANIMOUSLY APPROVED THE ANNUAL REPORT.**

Status of Curriculum Review Process – Marcia Killien

Killien said she sent the draft of the “Three Campus Undergraduate Curriculum Review Procedures” to three different groups [one group at each of the three campuses]. She received no comments from UW, Tacoma. Linda Watts said that UW, Bothell had internal comments only. And Carolyn Plumb sent a few suggestions from FCAS after the council reviewed the Procedures at its May 28, 2004 meeting. Certain of these suggestions were incorporated into the May 31st draft which Killien distributed to the council today.

In Phase I [“Developed Proposal Comments”], Procedure #3, the words “its own” appear twice, to clarify that the originating campus’s curricular review body will be conducting a review of its own proposals, using its own processes and criteria.

A suggestion from FCAS that Killien did not use was to include “FCTCP” in the title of Phase II. Killien, and the council as well after a brief discussion, preferred the title: “Final Three Campus Proposal Process Review.”

Faculty Senate Vice-chair Ross Heath said, “We will have to see what President Emmert wants. President Huntsman wanted to go through the Faculty Senate chair.” [In the “Final Three Campus Proposal Process Review,” under Procedure #1, “when the President receives a final proposal for a new undergraduate degree, major, minor, certificate program or substantive change in these, the proposal will be sent to the Faculty Council on Tri-Campus Policy (representing the Faculty Senate).” Under Procedure #4, “The Council chair will forward a report of the review to the President (cc. to Faculty Senate Chair). Matters of non-adherence to procedures or unresolved issues related to comments received will be the responsibility of the President.”]

Killien noted that FCAS “was confused about the Appendices.” But, as she and other council members pointed out, “Appendix A was for our – FCTCP – internal use. Appendix B was a “tabular form of the [narrative] document itself. FCAS urged that the narrative text alone be sent to Doug Wadden and the President, and the appendices be set aside. Primomo, however, said, “To me, the Appendices allow faculty to see the difference between course and curricular approval. And faculty are not always clear on this.”

Stein concurred: "There is a huge problem of communication on all campuses." Heath said, "To me, the Appendices add clarity; why remove them?" Killien said, "This is not about courses; that's distracting."

Heath said, "Make it clear, in the 'Courses' column [of Appendix A] that you're not talking about courses per se." Killien said, "FCAS does not review for all these things; but all three campuses need to review these elements [listed in italics under 'Each campus should consider' in the third column], and none do now." Heath said, "I think 'Each campus should consider' preferable to 'Each campus reviews for'."

Killien said, "The principle is to have all three reviewing bodies look at, and review, the same elements. So yes, 'considers' is a good choice of wording. And I could put asterisks below the tables, and clarify 'Courses' ['Existing procedures, not modified by this proposal, provided for information only'], 'Undergraduate degrees, majors, minors, certificates and substantive changes' [New procedures proposed], and 'Collegiate level' ['Collegiate level' includes programs at UWT and UWB]." Killien stressed that "people do feel that the tables have pragmatic purpose." Stein added: "People do read tables."

Killien said, "Now, we took up our charge to develop a curricular review process. Once completed and properly vetted by groups already mentioned, this would go to the Faculty Senate Chair and the President simultaneously [and to the Secretary of the Faculty and the Faculty Senate Vice-Chair]. This is now our record." Heath asked, "Do you see this being institutionalized?" Cameron said, "You're making operational the Executive Order."

Heath added: "I worry about random documents disappearing. Perhaps a Class 'C' Resolution would be appropriate. A lot of implementation does go into the Faculty Code." Killien said, "But we see this as temporary." Heath said, "It could just get lost [operatively, if not literally]." Killien informed the council that she would send the Procedures to Doug Wadden et al, and copy Cameron. "Give this recommendation your consideration," she requested. "If you decide it should be Class 'C' Legislation, we could go in that direction, but we could not go beyond Class 'C' [i.e. Class 'B' or Class 'A']." Primomo suggested that the "faculty body chairs at Tacoma and Bothell" be "cc"-d on the Procedures when the document is forwarded. Killien said, "Until it is a directive, we can't send it to Tacoma and Bothell."

Heath said, "If it's Class 'C', it represents all three campuses." Killien said, "What if I say, 'This is where it's gone,' in an e-mail, but don't send it to Tacoma and Bothell. We wondered if it should be Class 'C' or what." Primomo suggested: "State that in the cover letter." Killien said, "It should be stated that this is undergraduate." With regard to the Appendices, Primomo said, "Definitely leave the Appendices in, and send them with the narrative."

It was pointed out that the words "Summary of" should be added to the title in Appendix A. It was also pointed out that point two, page two in the narrative needs to be represented in column two of Appendix B. Primomo said, "Leave the table and change the narrative." Killien said, "The narrative change would be substantive, so it would be best to leave the narrative." Heath said, "Then the table needs to be changed to be the same as the narrative. You want this information to go to the campus curricular review body."

Cameron asked, "Who will do the posting? The Website may not be there, or some person may not be there to do the posting." Heath said, "But you don't want to send an e-mail to the whole faculty." Cameron said, "You could copy the Provost's Office; there are two places where the Provost's Office is involved." Killien said, "We don't control the Office of Undergraduate Education, but we do control the Faculty Senate Website. We could put the Secretary of the Faculty in Appendix B."

THE FACULTY COUNCIL ON TRI-CAMPUS POLICY UNANIMOUSLY APPROVED THE "THREE CAMPUS UNDERGRADUATE CURRICULUM REVIEW PROCEDURES [06/02/04]". THE DOCUMENT WILL BE SENT FORWARD BY FCTCP CHAIR MARCIA KILLIEN TO ALL APPROPRIATE RECIPIENTS.

FCTCP membership

Killien said the regular voting membership is comprised of two faculty members from each campus. Marcy Stein and Johann Reusch will represent UW, Tacoma in 2004-2005. Carol Leppa and Constantin Behler will represent UW, Bothell. Killen and another faculty member yet to be determined will represent UW, Seattle. The ex-officio positions are one-year appointments, but renewable each year.

Tri-Campus Presidential Task Force Steering Committee

Heath said the Tri-Campus Presidential Task Force Steering Committee has met with faculty members and administration from all three campuses, and has asked them about the benefits of being part of a three-campus university, as opposed to being free-standing institutions. He said there were more pluses than minuses about being part of a three-campus university evinced in the responses.

Heath said the Steering Committee has mostly engaged in “broad deliberations” thus far. He noted that each campus is in a different stage of development, and that, as Fred Campbell has pointed out, each campus is subject to different outside forces. Also, he added, there are no long-term upper-division models any more; all two-year institutions will become four-year institutions.

Asked about “stakeholders at UW, Seattle” in tri-campus issues, Heath said, “There is considerable ignorance on these issues at UW, Seattle. What happens in tri-campus matters is important to UW, Bothell and UW, Tacoma, but not to folks at UW, Seattle. Whom do we poll, and pose these questions to? [the questions raised in the Steering Committee meetings concerning tri-campus issues].” Killien said, “FCTCP would be a good group to pose such questions to. So far, there has been no input from FCTCP on these issues.” Heath said, “We want to hear from administrative, staff, faculty, and community groups.” Killien suggested that “there could be an open stakeholders meeting for UW, Seattle.” Heath said, “Past members of FCTCP could be approached, but we want a snapshot of people active today, in particular.” Killien said, “Past FCTCP members and faculty and others involved with programs that go across campuses could be invited, and they in turn could be asked to invite others.” Cameron said, “Deans could identify individuals whom they could designate. And the Graduate School could send someone as well.” Heath said, “You could try e-mailing folks first, over the summer.”

Heath said the Task Force Steering Committee has worked hard, and has had several very good meetings, but “has a lot of work to do.”

Next meeting

This was the last FCTCP meeting of the 2003-2004 academic year. The council will next meet in October of Autumn Quarter 2004.

Brian Taylor
Recorder