

University of Washington
Faculty Council on Student Affairs
1:30-3:00 p.m., March 5, 2013
36 Gerberding Hall

Meeting Synopsis:

1. Call to Order.
2. Discussion with Verjean Edwards, University Registrar, Office of the Registrar
- the responsibilities of the Office of the Registrar.
3. Report from the chair.
4. Report from the GPSS/ASUW representatives.
5. Approval of minutes from the February 5, 2013, meeting.
6. New business.
7. Adjournment.

1. Call to Order.

Chair Fabien called the meeting to order at 1:32 p.m.

**2. Discussion with Verjean Edwards, University Registrar, Office of the Registrar
- the responsibilities of the Office of the Registrar.**

Fabien introduced Verjean Edwards, who distributed copies of a handout, “Quick Stats – Seattle Campus, from Autumn Quarter 2008.” Earlier in the day, Fabien had distributed to Council members via e-mail three other handouts, “Time to Degree and Degree Efficiency Report – Seattle Campus” for academic years 2010-11 and 2011-12, and a summary of the number of various degrees awarded in the past ten years. Edwards encouraged anyone with questions about these statistics or how they were derived to Nevena Lalic, Policy Development Analyst in the UW Office of Institutional Research.

Edwards began by describing how the Office of the Registrar is involved in the workings of the University. A representative of the Registrar (if not the Registrar himself) attends meeting regarding academic policy because the office is often the one that implements the policy or manages it in some way, e.g. SPP, hardship withdrawal, excessive withdrawals, low scholarship, and honors. The Office of the University Registrar regularly works with staff, faculty and all students – undergraduate, graduate, professional and professional and continuing education. These include:

- Faculty Council on Academic Standards (FCAS)
- Subcommittee on Academic Programs (SCAP – a subcommittee of FCAS): Program review
- Pass Council
- Husky Card Policy Committee
- KUALI/Core KS/SIS (Status check)
- Chair curriculum committee
- Student enterprise reporting
- Internal Staff meetings
- University Disciplinary Committee (UDC)

The Office of the Registrar includes the following offices which she briefly described:

Data Management:

- Learning manager
- Web master
- Time schedule/curriculum associate registrar
- Report developers or senior computer analysts
- Data entry/running reports

Graduation and academic records plus degree audit reporting system (DARS):

- Grading
- Degrees (undergraduate reviewed and approved)
- High and low scholarship
- Comments on UW record (from death to quarters abroad)
- Assist with commencement

Residency:

- Review residency applications
- Meet with students regarding the guidelines
- English as a second language – students with requirement

Registration:

- Assist students with questions about registration
- Review and enter returning student applications
- Current quarter issues, withdrawals, adds, changes to record
- Transcript ordering and mailing

Time schedule/room scheduling:

- Assign classrooms to departments
- Make changes as needed.

She ended by reiterating that the Office of the Registrar is a critical part of this University. Very few people on campus know just how much this Office does to serve the community, and she expressed appreciation for the opportunity to talk with the Council about their work.

Fabien thanked Edwards and assured her that he would expect to invite her back on specific issues in the future.

3. Report from the chair.

Fabien reported that he had been assigned to the search committee to replace the University Ombuds. It's an internal search, and he will keep the Council apprised of its progress to the extent that he is able without breaching confidentiality requirements.

4. Report from the GPSS/ASUW representatives.

ASUW representative Michael Kutz reported that there are a lot of activities taking place this quarter. One of particular concern is the current proposed diversity credit requirement which is now under consideration in the Faculty Council on Academic Standards. He hopes it will make it to the Faculty Senate for discussion and approval this year. He and his colleagues are also working hard to get a (permanent) voter drop box; they are working to secure and expand resources in support of Teaching Assistants; and they are considering the question of requiring information on criminal background on

applications for prospective students. Fabien suggested he could invite Phil Ballinger to inform the Council on this matter.

Will Scott, GPSS representative, continues working to secure travel support for conference attendance. GPSS is also working on the possibility of getting a GPSS representative seat at the table at college council meeting and they are discussing the possibility of changing the fee structure for international students.

5. Approval of minutes from the February 5, 2013, meeting.

The minutes of the February 5, 2013, meeting were approved as written

6. New business.

There was no new business.

7. Adjournment.

The meeting was adjourned at 3:03 p.m.

Minutes by Susan Folk, Faculty Council Support, sfolk@u.washington.edu

Present: **Faculty:** Fabien (Chair), Treser, Svircev, Ezeonwu, Laws, Schwartz
Ex-Officio Reps: Scott, Hanken, Christenberry, Kutz, Wiles
Guests: Verjean Edwards

Absent: **Faculty:** Berninger, Burke
Ex-Officio Reps: Jones
President's Designee: Johnson