

GFO Executive Council Annual Report 2008- 09

Executive Council Motions

October 21, 2008

EC Motion

The EC recommends to Chancellor Chan that the interim Promotion and Tenure procedure dated November 21, 2007 be extended through September 15, 2009. Pete called the motion, Bruce seconded and the motion carried unanimously.

EC Motion

The EC recommends appointing Kelvin Sung co-chair of the GFO Instructional and Research Committee. Kelvin called the motion, Bruce seconded and the motion carried unanimously.

EC Motion

The EC will co-sponsor the Enrollment Management Task Force forum with Academic Affairs to present the task force report to the UWB campus for comment and feedback. Bruce called the motion, Pete seconded and the motion carried unanimously.

November 4, 2008

EC Motion

The EC concur with the recommendation for the nominating process for the Distinguished Teaching Award approved by Chancellor Chan and VCAA Jeffords. Bruce called the motion, Dan seconded and the motion carried unanimously.

EC Motion

The EC requests that the Campus Council on Promotion, Tenure and Faculty Affairs (CCPTFA), in accord with its responsibility under section VI.1.A of the GFO ByLaws, consider the interim procedures for consideration of cases of promotion to full professor in academic units with insufficient number of full professors to carry out the Handbook procedures (memo, Kenyon Chan, Oct 31, 2008) and make any appropriate recommendations for their revision to the EC. It is requested that these recommendations be conveyed to the EC by Jan 15, 2009 in order to provide an opportunity for a revision of the interim procedure prior to the next round of faculty promotion declarations. This motion was approved with the accompanying discussion points below. Suzanne made the motion, Dan seconded, the motion carried, 5 in favor, 1 abstain.

In its deliberations, the Council is encouraged by the EC to include the following considerations:

- The number of full professors within a program necessary for it to be considered sufficient to conduct its own review. The UW practice is three full professors, but the Chancellor invites us to consider whether or not that is appropriate to UWB.
- Who shall make the presentation of a case to the Committee of Fulls, when needed. *The CCPTFA has previously recommended the chair of the review committee.*
- The use of smaller "standing committees" of full professors for the programs with insufficient numbers of full professors. This practice is in effect in the College of Arts and Sciences (see

attachment) and may be something we wish to consider. If the Council would recommend this, how would the committees be constituted?

- Consideration of the recommendation on page 2 of the Chancellor's memo regarding the makeup of review committees appointed by the Program Directors: would a recommendation for majority membership by UWB faculty (when feasible) be desired? (*see excerpt from "old" UWB Handbook.*)
- Information from the Secy of the Faculty, which Jackels will convey to the CCPTFA, regarding Handbook implications for restriction of "double voting" by full professors who have served on a review committee for the case.

EC Motion

The EC requests a report from the Campus Council on Promotion, Tenure and Faculty Affairs (CCPTFA) following the three-year review required of the Council by the GFO Bylaws (section VI.2) no later than the beginning of Autumn Quarter 2009. The motion was called by Dan, Bruce seconded and the motion carried unanimously. *Charles Jackels will provide the CCPTFA with input from the Secretary of the Faculty regarding Handbook issues that may bear upon these considerations.*

EC Motion

The EC moved to accept the UW Bothell Repeat Policy submitted by Jill Orcutt, Director of Admissions. Suzanne called the motion, Bruce seconded, the motion carried 5 in favor, 1 opposed.

November 18, 2008

EC Motion

The EC is not opposed to the acceptance of absentee ballots for use by the Committee of the Fulls in promotion and tenure cases. Dan called the motion, Bruce seconded, the motion passed, 4 yes, 1 no.

EC Recommendation

The EC working jointly with VCAA Jeffords will charge the CUSP Review Committee. The EC recommends that appointments to the Committee include an EC member to serve as co-chair, at least three representatives from the programs, one academic advisor and administrative support.

December 2, 2008

EC motion

It was moved and seconded that the EC support the Transfer Admission Proposal without modification. Dan made the motion. The motion went to debate.

EC Motion

It was moved that the Transfer Admission Proposal be modified to become effective Spring Quarter 2009, inserting a sunset clause to re-visit the policy Winter Quarter 2010. Dan made the motion. The question was called by Chuck, hearing no objection, it was then voted on. The motion failed.

With the principle motion again being discussed,

EC Motion

It was moved to close debate on the motion. Hearing some objection, Chuck called the motion, the motion failed to achieve the required 2/3 vote.

With the principle motion again being discussed,

EC Motion

Noting the expiration of time allotted for debate and scheduled agenda items pending, Chuck moved that the motion be tabled. The motion was brought to a vote. The motion carried by majority vote.

December 16, 2008

EC motion

Suzanne moved to pass the motion #1 proposed by the EC Chair regarding the procedures for appointment of the initial set of full professors in the Science and Technology Program of UWB, the motion was seconded, discussion followed raising the following questions:

- The search committee that is proposed to review applications of UWB full professors who wish to move their entire or joint appointments to the S & T Program functions more as a review committee, the language of the motion should clarify this.
- Appointment to a program is based on credentials to that program, how does this differ for a secondary joint appointment ?
- Are there implications to Motion 2 from the specifics suggested for Motion 1? Motion 1 is understood to be a temporary recommendation, for one-time action.

EC motion

Bruce moved to amend the original motion by changing some of the language to clarify meaning and intent. In particular, word choices were strengthened to express that this is a policy and not simply a preference. Language was also suggested to clarify the temporary nature of the proposed committee and that all voting rights recommendations would be consistent with the Handbook. The motion was seconded. The motion carried unanimously.

EC motion

Chuck called the question on the original motion as amended. Hearing no objection, he called for a vote on the original motion. The motion carried unanimously. (text below)

The Executive Council of the GFO approves the following procedure for appointment of the initial set of full professors in the Science and Technology Program of UWB, with the understanding that these procedures are for academic appointment recommendations and not for administrative ones:

1. The VCAA shall appoint a temporary committee of full professors from UWB and possibly UWS to serve to review the applications of any UWB full professors who apply to move their entire or joint appointments to the S&T Program. This select committee shall include individuals from among the UWB fulls who are not administrators and who are not expected to apply for initial appointment to S&T but do have expertise broad enough to warrant review of these science applications.
2. The select committee will solicit and receive any applications from UWB full professors. After voting on those seeking primary appointments in S&T, the committee could then consider any full professors applying for secondary appointments. If the committee recommends favorably in any of the latter cases, it will also then decide whether or not to grant voting rights consistent with the UW Handbook

to the secondary appointees. As with any faculty appointment recommendations, the committee will forward them to the VCAA, who will then be responsible for endorsing these recommendations to the higher level administration and for any discussion required with the applicants' present program directors.

Motion 2, dealing with S&T appointments at less-than-full rank, was not pursued to action as the matter will be addressed by Motion 3.

Motion 3 was discussed and is to be carried over to the January 13, 2009 EC meeting for action.

January 13, 2009

EC motion

Suzanne moved to pass the motion:

"The EC endorses forwarding the BS in Electrical Engineering degree proposal to the UW Registrar for Tri-campus review."

The motion was seconded, and the discussion following included concerns about funding and resources:

If the proposal goes forward will it be adequately funded, and will it be adequately supported if started with two senior lecturers? The program is encouraged to consider multi-year appointments for these lecturers to give the program needed stability.. The EC reviews proposals for academic integrity and for adequate resourcing as presented in the proposal. It is understood that a commitment by the administration to launch the program should imply support at the level proposed.

Chuck called the question on the original motion. Hearing no objection, he called for a vote on it. By show of hands, the motion carried unanimously.

The EC considered drafting a recommendation to VCAA Jeffords stating that EC endorsement of proposals comes with the understanding that adequate funding will support these programs. This was requested to be a business item on the Jan 27 agenda.

EC motion

Pete moved to pass the motion:

"The EC endorses forwarding the BA in American Studies degree proposal to the UW Registrar for Tri-campus review."

The motion was seconded, and discussion followed.

Chuck called the question on the original motion. Hearing no objection, he called for a vote on it. By show of hands, the motion carried unanimously.

EC Motion

After some discussion and editing of a draft proposal, Jaffe moved that:

The "Joint/Transfer Appointments – UWB" proposal be endorsed and recommended by the EC as UWB policy.

The motion was seconded, and further discussion ensued.

The question was called by Chuck, hearing no objection, he called for a vote on it. By show of hands, the motion carried unanimously. (text is included below).

Joint/Transfer Appointments - UWB

Processes

1. Faculty member requests of a different unit consideration for joint status or for transfer of appointment or
The different unit requests faculty member to consider such change in status
2. Faculty member indicates preference for which unit will have primary status in a joint appointment or if it is being proposed to shift the entire primary appointment.
3. Faculty member prepares appointment materials as required by the unit in which the new appointment is being requested.
4. The candidate's requested new unit, which may be secondary or primary, votes on recommendation for faculty appointment and determines if voting rights are to be conferred.
5. Director of the primary unit conveys appropriate appointment materials to VCAA.
6. Formal appointment letter written to record distribution of effort and assignments.

Promotion, Tenure, and Merit Review

1. Primary unit will take responsibility for convening, overseeing, and processing materials for merit, promotion, and tenure review
2. Review committees can be constructed as a single committee including faculty members from both the primary and secondary units, with membership formed through consultation between heads of both units
3. Annual reviews will be conducted through collaborations between primary and secondary units; for merit considerations, heads of personnel committees from each unit will confer and make recommendation to Program Directors; Directors from each Program will confer on final recommendation.

Budget Guidelines

Joint appointments can be budgeted in two ways:

1. Budget is divided to reflect proportions of appointment, or Budget rests in primary unit, with secondary unit reflected as a WOS (Without Salary) appointment.
2. Funding related to sabbaticals, buy-outs, or teaching replacement for faculty members holding joint appointments:
 - a. "Funding follows teaching": in other words, funding distribution is related only to replacement of course responsibilities that will not be met due to leave, research, or administrative or other re-assignment.
3. Directors of units will discuss resource needs with Vice Chancellor for Academic Affairs.

January 27, 2009

EC motion

Dan moved to pass the motion:

The EC approves the Joint/Transfer Appointments – UWB policy as modified. The text of the motion is attached as Appendix A.

The motion was seconded, and discussion followed.

Chuck called the question on the original motion. Hearing no objection, he called for a vote on it. By show of hands, the motion carried unanimously.

EC motion

Bruce moved the motion:

"The EC endorses forwarding the Media and Communications Studies Option proposal to the UW Registrar for Tri-campus review."

The motion was seconded, and discussion followed.

Chuck called the question on the original motion. Hearing no objection, he called for a vote on it. By show of hands, the motion carried, 5 yes, zero "no", and 1 abstain.

February 10, 2009

EC motion

Bruce moved to pass the motion:

The EC approves the Academic Transition Program Proposal. The text of the motion is attached as Appendix A (will attach to minutes).

The motion was seconded, and discussion followed:

- The proposal sets up the Bridge Program for one year, an EC review could then recommend that the program continue, with adequate funding.
- The proposal would put in place faculty mentors for each Bridge Program student; are faculty ready for mentoring at the level that these students require?

- Will there be training for mentors? Academic guidance is one thing, but life skills support is more intensive.
- Workshops to train faculty could be arranged, mentors would need to be knowledgeable about resources and referrals.
- The sequence of required courses for Bridge Program students should be encouraged to ensure the success of students. Ongoing scholarship support would help guide students into taking all the courses in sequence with the Discovery Core.

Chuck called the question on the original motion. Hearing no objection, he called for a vote on it. By show of hands, the motion carried unanimously.

**Academic Transition Program
Proposal**

2009-2010

February 10, 2009

Purpose: To increase the University's implementation of the *21st Century Initiative* by widening student access and diversity.

Students: The Program will recruit motivated students who are historically disadvantaged, low income, and/or first generation college students. Although these students may not perform well on traditional measures of college preparedness, they will show the potential to thrive in a university environment, given adequate support during the transitional year.

Approval: The EC and the VCAA approve the Program.

Admissions Process:

- ❖ The Admissions Office will actively recruit promising students.
- ❖ FOCUS will review these applicants and choose the students to participate in the program.
- ❖ A maximum of 20 students will be admitted in the pilot year.

Essential Elements of the Program:

1. **September Launch Experience.** The Program will begin with a 3-credit college preparation course (September 7-24, Monday-Thursday, 9 am-4 pm). The course will be highly interactive and conclude with a public exhibit and a reception. Program components will include:
 - an introduction to university culture and resources
 - practice in study skills, writing and quantitative skills
 - an introduction to collaborative learning strategies.
 - a range of social activities
2. **Learning Strategies Course.** Each quarter of the first year, students will participate in a 2-credit "learning strategies" seminar. A student earning a cumulative GPA of at least 2.9 after winter quarter may place out of this seminar in the spring.

3. **Faculty/Staff Mentors.** Each student will be matched with a faculty or staff mentor, who will meet with the student regularly (at least biweekly), help the student access needed resources and listen to the student's concerns. CUSP will recruit at least 10 faculty and staff mentors, as well as 2-5 peer mentors.
4. **CUSP Supervision.** CUSP will be closely engaged with each of these students, tracking their progress, providing pedagogical and personal encouragement, engaging with student focus and feedback groups, and insuring a smooth integration into the Discovery Core sequence and electives.

Finances:

We hope the university can offer scholarships for the 9 credits of tuition of all of the students. If not, then the tuition costs for the September Program will be folded into the autumn tuition costs. All eligible students will receive the Husky Promise and the usual array of grant and loan opportunities.

Program Review: A review facilitated by the CUSP Director and the Director of Admissions will evaluate the pilot program and, in particular, student progress. In order to insure timeliness, the review should be completed by November 20, 2009.

Budget and Resources

(all figures approximate)

Student Tuition: Tuition for the 08-09 AY at 9 credits is \$2002 per student x 20 students=40,004.

Faculty: 7,000-10,000 (approximately: one month's salary)

Faculty/Staff Mentors: 5000

Program Coordinator: 6000-7000 (approximately one month's salary)

Peer Tutors and OAs: 2000

Writing Center Tutors: 1000

QSC Tutors: 1000

Student Life Activities: 3000

Total (with Tuition)= 65,000-69,000

Total (without Tuition)= 25,000-29,000

Resources:

CUSP Director: general oversight of the program [**in place**]

Faculty: Teach the course; promote active participation in the other sessions. [**need to hire**]

Program Coordinator: day-to-day relationship with students, facilitation, and coordination of the program. Liaison with students, campus resources, faculty, staff, and Director. Assist in planning the course and all related activities. [**need to hire; possible part-time of position with Admissions**]

Student Life Coordinator: Work with program coordinator, faculty, and peer mentors. [**in place; may require additional funds**]

Tutors: Writing and Quantitative Skills [**need to be trained and paid for**]

Librarian: Coordinate Information Literacy Sessions [**in place**]

IT and Media Coordinator: Work with faculty and program coordinator to provide tools and expertise [**in place, but will need to be scheduled; might require additional funds**]

Support Team

Director: Teaching and Learning Center

Director: Student Affairs

Director: Writing Center

Director: Quantitative Skills Center

Director: Library

Director: IT

Faculty and Staff Development:

Summer and academic year faculty and staff development will be offered through the Teaching and Learning Center, as well as the CUSP Retreat and summer mini-workshops. [**normal funding needed**]

EC motion

Suzanne moved the motion:

"The EC endorses forwarding the Master of Education (M.Ed.) in Educational Leadership to the UW Graduate School and the HEC Board."

The motion was seconded.

Chuck called the question on the motion. Hearing no objection, he called for a vote on it. By show of hands, the motion carried unanimously.

EC motion

Dan made the motion:

"The EC endorses forwarding the Biological Sciences NOI to the UWB Academic Council and the HEC Board ."

The motion was seconded and discussion followed.

- At what point will minimum start-up costs be identified? Start-up costs will be included in the final proposal.
- This degree will prepare students for health sciences degrees and professions in health sciences, this is one of the highest demand areas.
- Why is the degree called Biological Sciences, rather than a Biology degree? Professor Servetnick will ask for feedback from the planning committee on this, with the possibility of changing the name to "Biology."

Chuck called the question on the motion. Hearing no objection, he called for a vote on it. By show of hands, the motion carried unanimously.

February 24, 2009

EC motion

Kelvin moved to pass the motion:

"The EC endorses forwarding the BA in Culture, Literature and the Arts degree proposal to the UW Registrar for Tri-campus review."

The motion was seconded, and discussion followed.

Chuck called the question on the original motion. Hearing no objection, he called for a vote on it. By show of hands, the motion carried, 4 yes, 1 opposed and 1 abstained.

March 3, 2009

EC motion

Suzanne moved to pass the motion:

"The EC endorses forwarding the BA in Community Psychology proposal to the UW Registrar for Tri-campus review."

The motion was seconded, there was no further discussion.

Chuck called the question on the original motion. Hearing no objection, he called for a vote on it. The motion carried unanimously.

March 10, 2009

EC motion

Suzanne moved to pass the motion:

The EC approves the Recommendation for Promotion Procedure for Full Professors in Small Programs to be carried forward to the Chancellor.

The motion was seconded, and discussion followed.

- Appointments to the Standing Committee made by the VCAA would be reviewed by the CCPTFA. It was concluded that "review" does not imply approval, but only consultation.
- The Standing Committee would be the body that reviews the recommendation of the Candidate's Review Committee for programs with less than 3 voting full professors.
- The Business Program has discussed the new procedure and feels that the current "Committee of the Fulls" meets their needs and is not in favor of a standing committee appointed by the VCAA.
- The potential for overlap between the program review committee and the Standing Committee could present problems similar to what can happen now in programs with three or four full professors
- There are protections built into the process, the CCPTFA will review the recommendations of the VCAA for the Standing Committee and documentation goes forward to the Provost on each case.
- In a related matter, it was noted with concern that if a candidate is pressured to withdraw from consideration, the case would never be reviewed by the CCPTFA.

EC motion

Dan moved to postpone the original motion until the April 1 EC meeting. The original motion will be amended to reflect the discussion and brought back to the EC for vote. The motion was seconded and carried unanimously.

Alan updated the EC on the work of the CCPTFA; the Council is drafting a written policy that outlines criteria for promotion and tenure and procedures that set clear deadlines for the process. The Council has also appointed a subcommittee to recommend an electronic process to review converting the documentation for promotion and tenure from paper to electronic form.

EC motion

Suzanne moved to endorse forwarding the BA degree in Science, Technology and Society to the UW Registrar for Tri-campus review.

The motion was seconded and further discussion followed.

- Faculty supervision and control over the curriculum is sufficient.
- The EC role is to examine the rigor of proposals.

Chuck called the question on the original motion. Hearing no objection, he called for a vote on it. The vote was 2 yes, 3 no and 1 abstain. The motion failed to pass.

April 1, 2009

EC motion

Suzanne moved to pass the motion:

The EC approves the Recommendation for Promotion Procedure for Full Professors in Units with Fewer than Three Voting Full Professors to be carried forward to the Chancellor.

The motion was seconded, and discussion followed.

- One question arose – could the candidate’s review committee and the Standing Committee appointed by the VCAA be composed of the same faculty members? It was decided that, as it is a possibility at present in larger programs with their internal committees, that it was in principle a possibility in this case as well.

Chuck called question on the original motion, hearing no objections, he called for a vote. The motion carried unanimously.

EC motion

Suzanne moved to pass the motion:

The EC gives final approval of the Media and Communications Option and endorses sending the proposal to the VCAA for further approval and review.

The motion was seconded, no further discussion followed. The motion carried unanimously.

EC motion

Bruce Kochis moved to endorse forwarding the proposal for the BA degree in Global Studies to the UW Registrar for Tri-campus review.

The motion was seconded and discussion followed:

- The course list was narrowed so that optional course offerings clearly relate to the degree.
- There is still considerable overlap between the IAS degrees leaving students to choose the degree pathway.

Chuck called the question on the original motion, hearing no objection, he called for a vote. The motion carried, 4 yes, 1 no and 1 abstain.

April 15, 2009

EC motion

Dan moved to endorse forwarding the proposal for the BA degree in Society, Ethics and Human Behavior to the UW Registrar for Tri-campus review.

The motion was seconded and discussion followed:

- The course list was narrowed so that optional course offerings more clearly relate to the degree and have reduced overlap with Global Studies.
- Learning objectives and the social theory research component are articulated more clearly.
- A question was asked regarding the 2.0 minimum grade requirement, rather than 1.7 – Ron stated that was a graduation requirement.
- The required core could be strengthened with a more rigorous requirement in the psychology of ethics.

Chuck called the question on the original motion, hearing no objection, he called for a vote. The motion carried unanimously.

EC motion

Suzanne moved to endorse sending the NOI Proposal for BA degree in Interactive Media Technology to the UWB Academic Council and the HECB.

The motion was seconded and discussion followed:

- The BA degree in Interactive Media Technology is more conceptual than Digipen University or community college programs. It explores the teaching methods, principles and concepts behind interactive media. Students will be leaders in the industry, not technicians.
- What lower division pathways lead to this degree?
- FTE count must be considered. It is a large target, and if courses outside of this unit do not count toward the FTEs, the degree could be short of its estimated enrollment.
- Initial resources call for 2 full time instructors and 2 jointly appointed faculty, infrastructure support and 1 full time support staff.

Chuck called the question on the motion. Hearing no objection, he called for a vote on it. By show of hands, the motion carried unanimously.

EC motion

Suzanne moved to endorse forwarding the proposal for the BA degree in Science, Technology and Society to the UW Registrar for Tri-campus review.

The motion was seconded and discussion followed:

- The course list was focused and streamlined so that optional course offerings clearly relate to the degree.
- Learning objectives were clarified and students are encouraged to take science and math within the major. Courses retain demonstrable connection to learning objectives.
- Approved courses were added from other programs (CSS, Nursing) which tie together science and technology conversations across the campus.

Chuck called the question on the original motion, hearing no objection, he called for a vote. The motion carried unanimously.

May 13, 2009

EC motion

Suzanne moved to endorse forwarding the proposal for the BA degree in Interdisciplinary Arts to the UW Registrar for Tri-campus review.

The motion was seconded, no further discussion followed.

Chuck called the question on the original motion, hearing no objection, he called for a vote. The motion carried unanimously (5-0-0)

EC motion

Kelvin moved to pass the motion:

The EC gives final approval of the BS in Electrical Engineering and endorses sending the proposal to the Academic Council for review. The EC has determined that the proposing faculty have duly considered and responded to the comments posted by faculty from across the three campuses during the tri-campus review period. In consideration of the UW Handbook issues, the EC's endorsement ensures as in all cases that the curriculum and its courses remain in compliance with the UW Handbook, including areas pertaining to on-line learning.

The motion was seconded, discussion followed:

EC discussion. In discussion with Professor Berger, it was noted that: This is a hybrid course, not a distance learning degree, and that delivery of only some of the curriculum will be online. It will be a decision for the EE faculty how they want curriculum delivered on a course by course basis.

Chuck called the question on the original motion, and hearing no objection, called for a vote on the motion. The motion passed unanimously (5-0-0).

EC motion

Bruce moved to endorse forwarding the proposal for the BA degree in Environmental Studies to the UW Registrar for Tri-campus review.

The motion was seconded, discussion followed.

EC discussion The following points were raised during the discussion:

- This degree will influence policy in environmental issues, but it is not a science degree.
- There is cross over with Environmental Science with a sustainability emphasis.
- Management practices are more prominent in this degree than in Environmental Sciences.

Chuck called the question on the original motion, hearing no objection, he called for a vote. The motion passed unanimously (4-0-0).

May 27, 2009

EC motion

Dan moved to pass the motion:

The Executive Council (EC) of the General Faculty Organization of University of Washington Bothell reviewed the responses from the tri-campus review of the IAS omnibus proposal for BA degrees in American Studies, Community Psychology, Culture, Literature and the Arts, Global Studies, Science,

Technology and Society and Society, Ethics and Human Behavior. The EC has determined that the proposing faculty have duly considered and responded to the comments posted by faculty from across the three campuses during the tri-campus review period.

The motion was seconded, no further discussion followed.

Chuck called the question on the original motion, and hearing no objection, called for a vote on the motion. The motion passed unanimously (6-0).

EC motion

Pete moved to pass the motion:

The EC, having considered Dawnelle Dutcher's case on its merits, determines that she qualifies for Faculty Honors in 2009.

The motion was seconded, no further discussion followed.

Hearing no objection, Chuck called the question, the motion passed unanimously (6-0).

June 3, 2009

EC motion

Kelvin moved to pass the motion:

The EC endorses the proposal to establish the Center for Serious Play.

The motion was seconded and discussion followed, raising the following points:

- One concern is the RCR monies from grant revenues coming into the Center. Center charters provide the center director with some latitude for allocation of RCR funds between the center and the PI. Does this structure provide an incentive for faculty to submit grants through the Center rather than through their programs? Academic programs could conceivably lose grant money.
- The level of support offered faculty through the Center could be greater than the programs are able to offer, which would be another incentive for faculty to work with the Center for grant funding.
- The Center will provide support through the Library, the Development Office, staff support and IT.
- The Center will begin operations at the Truly House, which will serve as a space to launch innovative ideas.
- The expenditures and cash flow estimates need to be clarified to eliminate some apparent inconsistencies..

Chuck called the question on the original motion, hearing no objection, he called for a vote. The motion carried unanimously (5-0).

EC motion

Bruce moved to pass the motion.

The EC approves the revised Proposed English Proficiency Policy.

The motion was seconded and discussion followed, with the following points being raised:

- Students need more than one option (TOEFL) to gain admission to UWB.
- Many students are motivated to succeed but cannot pass the TOEFL exam.
- The AEP program through UWS has been a good indicator of student success for matriculated students, although this program did not apply to US citizens.
- It is not clear to some that ELP data actually establishes that success in it is predictive of success at UW.

Chuck called the question on the original motion, hearing no objection, he called for a vote. The motion carried 5 yes, 1 no, 1 abstain.

University of Washington Bothell
Proposed English Proficiency Policy
March 16, 2009

International Student

An international student is an applicant who is not a United States citizen or permanent resident and plans to attend a college, university, or other post-secondary education institution in the U.S. This includes applicants that hold U.S. visas as students, exchange visitors, or other nonimmigrant classifications.

Current policy requires that all international students submit English proficiency scores that meet the University's minimum requirement for admissions. They may meet this requirement by adequate scores on the TOEFL or IELTS exams or by the other means listed below. International students currently enrolled in U.S. high schools or colleges are still required to submit official exam scores to fulfill the English proficiency requirement.

Standardized Test Minimum Scores (current UW Bothell policy)**TEST SCORE REQUIREMENTS**

Test Title	English Proficiency for Admission to UW Bothell
TOEFL Internet-based	70* Reading, Writing, & Listening sections only
TOEFL computer-based	237
TOEFL paper-based	580
International English Language Testing System (IELTS)**	7

**For the internet-based TOEFL only, the minimum scores required are based on the combined total of the Reading, Listening, and Writing sections. We will not include the Speaking portion of the test in our admission review at this time.*

***Students can register to take an official IELTS exam through the [UW Testing Center](#).*

TOEFL scores are only valid for two years from the exam date. If scores are more than two years old, new exam scores will need to be submitted. Institutional TOEFL exams administered by other colleges/universities will **not** be accepted.

We propose to provide additional pathways to demonstrate English proficiency. These are shown below. Any international student completing any of the pathways below would no longer be required to take a TOEFL examination.

New Options for Proving English Proficiency

Applicants may have the TOEFL waived if they complete one of the following options:

- Complete UW Seattle's English Language Program with a grade of at least 80 percent and obtain a recommendation from the Director of UW Seattle English Language Program. (This policy is currently in effect for students with 0-79 credits.)

OR

- Complete a Direct Transfer Agreement/Associate of Arts Degree with a minimum grade of 3.0 in both English Composition (Eng 131) and Writing from Research (Eng 182) from a community college in Washington State and have earned a minimum of a 2.75 cumulative gpa.

OR

- Have completed a minimum of four years of high school English with grades of 3.0 or higher and a minimum SAT critical reading score of 500 or an ACT English score of 22.

Exception. Non-U.S. citizens whose primary *and* secondary education took place in Australia, Canada, Great Britain, Ireland, New Zealand, or the U.S. are exempt from this requirement. Students who were born in one of these countries but were educated elsewhere, will still be required to satisfy the English proficiency requirement.

International applicants who have completed a bachelor or masters degree in the U.S. are not required to submit a TOEFL or IELTS score.

EC discussion

- What is the path for faculty hiring decisions within sub-units, will the programs delegate hiring decisions to the sub-unit?
- Issues that should be clarified – faculty hiring, P&T, full professors, curricular.

EC recommendation:

The EC recommended that the proposal include specific recommendations for the tenured review of each junior faculty member currently in the program. (Amended Proposal – Appendix C)

EC motion

Suzanne moved to pass the motion:

The EC endorses the Policy for Creation of Subunits within Programs as amended.

The motion was seconded, there was no further discussion.

Chuck called the question on the original motion, hearing no objection, he called for a vote. The motion carried unanimously (6-0).

Sub-unit Policy - Draft – 5/1/09

Title: Establishment of Sub-units within Programs at UW Bothell

Purpose:

The purpose of this policy is to establish a process through which an Academic Program may create sub-units from within the Program.

Background:

UW Bothell's strategic priorities call for growth in size and programs of study to serve the students of our region. A new Science and Technology Program was created by the University of Washington Board Of Regents in September 2008 to foster additional growth in STEM fields. Based on the recommendations of the STEM Task Force (4/08), the Science and Technology Program requires a structure to support disciplinary depth where faculty in STEM-related programs "have a degree of autonomy in matters relating to curricula, faculty recruitment, tenure and promotion comparable to that of faculty in departments housed in colleges." (STEM Report, 4/08). The Task Force further recommended establishing multiple "department-like entities."

This discussion, in turn, led to a larger consideration of the potential creation of sub-units within other programs, based on the size, complexity and needs of the individual program. This policy has been developed to outline a process to guide any UW Bothell program that proposes to sub-divide.

Authority:

In accordance with the University of Washington Handbook, Sections 23-43C and 12-24.2, the UW Bothell GFO Bylaws delegate to the faculties of its several programs the powers and duties to determine their own organization. (GFO Bylaws, Article XIII) The Chancellor of UW Bothell, as specified in the UW Handbook (Section 12-24.II) "is the final point of review and approval for issues of an academic nature on his/her campus."

Definitions:

The UW Handbook, Section 23-23 identifies a sub-unit of a school or college headed by a dean as a "department" and a smaller "area of specialization" as a program. At UW Bothell, however, the major academic units have been established as "programs" headed by directors. Using the director-led UW School of Art as a model, UW Bothell shall at this time use the term "division" for a sub-unit of a program established to provide "departmental" functions referenced in the UW Handbook. This terminology may be reassessed should the Regents establish Colleges or Schools at UW Bothell or as other circumstances warrant.

The GFO Bylaws, Article XIII, state that the UW Bothell faculty delegates to the programs powers and duties regarding admissions, curriculum and personnel. These powers and duties may be in turn delegated, in whole or part, to divisions within a program. (UW Handbook, Section 23.43) Programs have budgetary responsibilities, but may choose to delegate these functions as division growth warrants.

Procedure:

1. The creation of a division within a program shall be proposed to the Vice Chancellor for Academic Affairs by the program director after formal review and approval by program faculty. Proposals should include recommendations regarding delegation of responsibilities to the individual divisions and the leadership model that is appropriate to the size and complexity of each division. Proposals should include specific recommendations for the tenure review of each junior faculty member currently in the program.
2. The VCAA shall review the proposal and transmit it to the Academic Council and GFO Executive Council for review and recommendation.
3. The VCAA shall then recommend the proposal to the Chancellor for approval consideration.
4. Final approval shall be authorized by the Chancellor, who will notify the Provost and the Secretary of the Faculty.

Review:

The VCAA is responsible for reviewing this policy and shall recommend revisions as needed, in consultation with the Academic Council and GFO Executive Council. Sub-unit Policy - Draft – 5/1/09, page 2 ***Background notes:***

Proposed process for developing/approving this policy:

- 1) Discuss proposal at AC meeting (2/26/09).
- 2) Transmit proposal draft to AC and EC.
- 3) Distribute proposal to faculty for 30-day comment period.
- 4) Address comments and revise as needed.
- 5) Submit final proposal to AC and EC for review and recommendation.
- 6) VCAA will then make a recommendation to the Chancellor for approval consideration.

Selected Excerpts from UW Handbook and GFO Bylaws

Section 23-23. Campuses, Colleges, Schools, and Departments: Definitions

For purposes of the *University Handbook*:

- A. The word "campus" refers only to those listed in Section 23-11A.
- B. The words "college" and "school" refer only to those listed in Section 23-11B.
- C. The word "department" refers to any separately organized unit within a college or school which has been established by the Board of Regents or by the President, to any department-level interdisciplinary unit which has been established by the dean of a college or school, and to any department-level interdisciplinary unit involving two or more schools or colleges which has been established by the Provost.
- D. An academic program is an area of specialization which has one or more of the following characteristics: has program as part of its title; grants a degree or a credential; has a sequence of courses with a common prefix; has been identified as a program by a distinct faculty action. Ordinarily, an academic program shall be smaller than an administrative unit such as a department and larger than the activities of a single faculty member.

Section 23-43. Campus, College, and School Faculties other than the Graduate Faculty: Powers and Duties

In accord with Sections 13-23, 13-24, and 13-31, Subsection A.3, the President and the University faculty grant to the faculty of each campus, college, and school, with exception of the graduate faculty, the powers and duties enumerated below. This authority is subject, however, to the power of the Senate to determine policies which affect the general welfare of the University (Section 22-32, Subsection B) and to the procedures set forth in Sections 23-47 and 23-48 for the coordination of campuses, colleges, and schools. Except for the graduate faculty, the faculty of each campus, college, or school:

- A. shall, with respect to academic matters,
 1. determine its requirements for admission and graduation;
 2. determine its curriculum and academic programs;
 3. determine the scholastic standards required of its students;
 4. recommend to the Board of Regents those of its students who qualify for the University degrees;
 5. exercise the additional powers necessary to provide adequate instruction and supervision of its students;

B. shall, with respect to personnel matters, make recommendations to its chancellor or dean in accord with the provisions of Chapter 24 and of Section 25-41;

C. may, if it is departmentalized, delegate to the faculties of its several departments any of the powers and duties specified in paragraphs A and B of this Section.

Section 23-45. Campus, College, and School Faculties: Authority to Determine Organization and Procedure

A. Subject to the provisions of Section 23-46, the faculty of each campus, college, or school other than the Graduate School shall determine its own organization and rules of procedure except as stipulated in Subsections B and C. The organization and rules of procedure of a department may be determined by the department faculty, but shall be subject to review by the appropriate campus, school, or college faculty.

Sub-unit Policy - Draft – 5/1/09, page 3 **Background notes:**

B. The University of Washington Bothell and the University of Washington Tacoma shall each have an elected faculty council or councils that shall advise their respective chancellors on matters affecting the general welfare of their respective campuses, matters of faculty promotion and tenure, and on matters involving academic policy, including priorities, resource and salary allocation, and budgets. In accord with Subsection A, the faculty of each campus shall determine for itself the organization and structure of its council or councils and the procedure by which the members are elected.

C. Each school or college shall have an elected faculty council or councils which shall advise the dean on matters of faculty promotion and tenure, and advise the dean on matters involving academic policy, including priorities, resource and salary allocation, and budgets. In accord with Subsection A, the faculty of each school or college shall determine for itself the organization and structure of its council or councils and the procedure by which the members are elected.

D. The Advisory Committee on Faculty Code and Regulations shall review each campus's, college's, or school's procedure to assure that the councils are established in conformity with the provisions of this section.

E. The Graduate School shall determine its own organization and rules of procedure. It may directly control its affairs or may delegate to a council, executive committee, or other committees any of its powers, provided that such council or committees shall be representative of the various fields of graduate study.

UW Bothell Bylaws:

ARTICLE XIII

DELEGATION OF POWERS TO PROGRAM FACULTIES

Pursuant to section 23-43C and 13-24.2 of the Faculty Code, the faculty of the University of Washington Bothell delegates to the faculties of its several programs the following powers and duties:

A. Each program shall, with respect to academic matters,

1. Determine its requirements for admission and graduation;
2. Determine its curriculum;
3. Determine the scholastic standards required of its students;
4. Recommend to the Board of Regents those of its students who qualify for the University degrees;
5. Exercise the additional powers necessary to provide adequate instruction and supervision of its students;

B. Each program faculty shall, with respect to personnel matters, make recommendations to its program director in accord with the provisions of Chapter 24 and of Section 25-41.

C. Should the Regents of the University of Washington establish schools or colleges within the University of Washington Bothell, each school and college shall have the authority to determine its own organization and rules of procedure consistent with Section 23-45. The organization and rules of procedure in programs, schools and colleges within the University of Washington Bothell shall be subject to review by the GFO Executive Council (23-45.A). Should such a school or college code (bylaws) be inconsistent with that at the campus level, the latter takes precedence. In cases where a Dean of a school or college forwards a recommendation to the Chancellor, the Chancellor shall be advised by the GFO Executive Council in accord with Section 13-24.2.

EC motion

Kelvin moved to pass the motion:

The EC endorses forwarding the S&T Program's PNOI for a BS in Climate Science and Policy to the UWB Academic Council and the Higher Education Coordinating Board.

The motion was seconded. No further discussion followed.

Chuck called the question on the original motion, hearing no objections, he called for a vote. The motion carried unanimously (5-0).