Executive Council Meeting
June 3, 2009, 1:00 pm, UW2 327

Present: Chuck Jackels, EC Chair, Dan Jaffe, Pam Joseph, Bruce Kochis, Pete Nye, Suzanne Sikma and Kelvin Sung

Guests: VCAA Jeffords, Carolyn Brennan, Ann Cox and Jill Orcutt

Adoption of Agenda

The agenda was adopted.

Review of EC Minutes of May 27, 2009

The EC minutes of May 27, 2009 were approved.

Report of GFO Officers

A. GFO Chair - Dan Jaffe - no report

B. GFO Vice Chair - Chuck Jackels

Chuck reported on the work of the CCPTFA over the academic year. The CCPTFA submitted an annual report and a draft of the Policies and Procedures of the Council. The EC will review and provide feedback to the Council Autumn Quarter.

Chuck updated the EC on FCTCP issues, the discussion about tri-campus relations continues. Chuck will be replaced on this Council next year by our newly elected Vice Chair, and Steve Collins will chair the Council. There is one additional position open for a UWB representative. This is an important Council for UWB involvement and relevant to our future planning.

Reports from Program Representatives. None.

Reports of Standing Councils/Committees. None.

Unfinished Business

A. New center proposal: Center for Serious Play. Discussion and action

Carolyn Brennan opened discussion on the proposal for the Center for Serious Play. The EC had resource questions on how the Center could impact programs at UWB. VCAA Jeffords spoke to these issues stating that the Center is designed to be self-sustaining after the first two years, with the Worthington Technology Fund providing funds to start the Center. There are financial commitments from some external individuals once the Center is operational.
**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).

**B. Discussion and action: TOEFL scores for international students.** An earlier proposal has been revised with Dan Jaffe’s collaboration. Supporting information from the ELP program has been provided as well (Jill Orcutt).

Jill Orcutt submitted the Proposed English Proficiency Policy (Appendix A) to the EC for review and feedback. This revised policy will provide additional pathways for international students to demonstrate English proficiency without the TOEFL exam.

**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.

New Business

A. Policy for Creation of Subunits within Programs (VCAA Jeffords)

VCAA Jeffords presented the Policy for Creation of Subunits within Programs (Appendix B). The purpose of this policy is to establish a process through which an Academic Program may create sub-units from within the Program. The STEM Task Force recommended that new programs be structured giving these programs authority to create sub-units, UW Board of Regents supported this recommendation. This policy outlines a process to guide any UWB program that proposes to sub-divide. The 30-day comment period is completed, no comments were received on this proposal.

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).

B. Procedure for handling tricampus review responses over summer months (Kochis)

Bruce moved to pass the motion:

The EC approves the procedure to allow endorsement of program responses to the tri-campus review received over the Summer Quarter by an email vote of the EC. The minimum total number of electronic votes recorded is the same as the quorum required at ordinary meetings. For the action to pass, a majority of the votes cast must be favorable. If a favorable majority vote is not received, EC review of the responses will be conducted Autumn Quarter.

The motion was seconded, the question was called, and the motion was approved unanimously (5-0).
Additional Unfinished Business

C. PNOI from S&T for BS in Climate Science and Policy, 2nd reading and action.

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).

Appendix A

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

<table>
<thead>
<tr>
<th>Test Title</th>
<th>English Proficiency for Admission to UW Bothell</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL Internet-based</td>
<td>70* Reading, Writing, &amp; Listening sections only</td>
</tr>
<tr>
<td>TOEFL computer-based</td>
<td>237</td>
</tr>
<tr>
<td>TOEFL paper-based</td>
<td>580</td>
</tr>
</tbody>
</table>
*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.
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.
- 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.

Appendix C

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."

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Procedure:

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**Background notes:**

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