Executive Council Meeting

November 20, 2006, 9:30 am, UW2 327

Present: Constantin Behler, Steve Collins, Bill Erdly, Kevin Laverty, Alan Leong, Carol Leppa, Nancy Place and Mike Stiber.

Guests: Tom Bellamy, Dannette Sullivan and Gray Kochhar-Lindgren

Approval of EC minutes of October 16, 2006

EC minutes of October 16, 2006 were approved unanimously.

Reports of Officers

A. <u>Chair - Steve Collins</u>

Steve updated the EC on GFO committees:

Student Relations Committee - Pete Nye has been mining data on admissions criteria and what aspects are predictive of academic performance. Jean Eisele will work on organizing a sub-committee to plan Commencement.

Curriculum Committee - The committee is identifying what criteria is needed to complete the evaluation of new proposals and how new courses fit into broader academic planning.

GFO - The GFO Bylaws are being revised, Steve did not receive any written feedback after the GFO meeting on November 9, so he is proceeding with the revisions drafted in consultation with Donna Kerr, UW Secretary of the Faculty. A working draft of the revised Bylaws, the discussion draft of the revised Bylaws presented at the GFO faculty forum and the current Bylaws (before revision) are posted on the GFO Blackboard website. The next step will be for the EC to review the revisions made since the faculty forum and that finalized draft will go to the GFO for vote. The role of GFO committees is also under review, do we want a bigger role in academic planning for the curriculum committee? Should that committee function as an Academic Standards Committee, or should that be the EC's role? Should curriculum development and approval be turned over to the programs? What committee is needed for a campus-wide review of curriculum? These are questions we need to answer in revising the Bylaws and assuring that we are in compliance with the Faculty Code. Other important issues involve clarifying the role of a campus versus a college in the Faculty Code. This issue is under discussion in the Faculty Council on Tri-Campus Policy. Steve met with Gail Stygall, Chair of the Faculty Senate and set a priority to propose legislation to clarify the definition of a campus and bring that to vote in the Faculty Senate. This makes it imperative for UWB to codify our definition of the UWB campus within the institution and identify what we value as autonomous for ourselves. Faculty wish to retain control over our curriculum and admissions as well as other important areas related to our mission.

Tom stated that there are two critical Faculty Councils that presently have no UWB representation, the Student Affairs Council and the Faculty Council for Academic Standards. The governance structure gives

each campus its own authority over these areas. The EC decided that the Bylaws would be revised once an agreement was developed and entered into the Faculty Code defining a campus. We could at that time make an informed decision on the Bylaws and the UWB Handbook.

<u>B. Vice-Chair - Mike Stiber</u>

Mike reviewed the Academic & Student Affairs Operating Procedure, Access and Confidentiality Agreement. A point of concern regarding the agreement involves clarification of how access and confidentiality will be handled when an Information Systems employee leaves the employment of the UWB, voluntarily or if terminated. The EC approved the procedure unanimously, once the concern of the EC is satisfactorily addressed.

Reports of Committees

A. Curriculum Committee

Constantin reported that he will be the new Chair of the Curriculum Committee, the former Chair, Sandeep Krishnamurthy resigned from the Committee. The Curriculum Committee held a procedural meeting to implement some changes concerning communication with the UWB programs on curriculum. The committee has requested that IAS provide the committee with a structured plan for the sophomore curriculum that establishes criteria for 200, 300 and 400 level course content. Until written criteria can be drafted, course proposals will outline the criteria in the justification on the course application. Information on the number of sophomore course applications generated comment and questions by the EC regarding the amount of courses being created and FTE to support those courses and the implementation plan for phasing in sophomore curriculum.   Are course sequences and pre-requisites being developed?

B. Faculty Affairs

FA will meet Autumn Quarter, Steve will charge the committee.

C. Instructional and Research Support Committee

IRSC will meet November 22, 2006, it was suggested that a representative from the TLC advisory board be invited to attend the committee meetings.

D. Strategic Planning and Budget

SP&B will meet December 8, 2006.

E. Student Relations

SR met and discussed the charge of the committee, a new representative will join the committee - Jane Decker, IAS.

New Business

A. Academic & Student Affairs Operating Procedure - Review of Academic Administrators

EC will review in the future.

B. Academic & Student Affairs Operating Procedure - Access and Confidentiality Agreement

The EC approved the procedure. A memo will be sent to the Vice Chancellor of Academic Affairs.

C. Winter and Spring Freshman Admissions

EC discussion points on Winter and Spring Freshman Admissions:

- If freshmen are admitted Winter or Spring Quarter, how will they complete the Discovery Core I course requirement?
- Gray has proposed a 2-credit guided study course that would introduce students to the UWB campus and resources and get students up to speed on issues of first year learning, this course would serve as a link to DC I and as preparation for DC II.
- Wouldn't the "catch-up" course give students coming after Autumn Quarter a way out of the Discovery Core I, they could circumvent the Discovery Core I cohort experience.
- The 2-credit guided study course would allow students entering Winter Quarter to catch up, what about Spring Quarter freshman admissions?
- One alternative for Spring Quarter freshman admissions would be their admission contingent on taking the full Discovery Core I the following Autumn Quarter.
- Spring Quarter freshman admissions would take electives Spring Quarter and begin the cohort the next Autumn Quarter.
- Winter and Spring Quarter freshman admissions could be allowed to only take electives and enter the cohort the following Autumn Quarter.
- Is Discovery Core I, II and III sequential? Gray - Discovery Core I and II are freestanding, III is interdependent (annual portfolio).
- Under-enrollment is the motivation to allow freshmen admissions Winter and Spring Quarter, the 2-credit guided study course is a flexible response to this need.

The EC determined that the integrity of the Discovery Core curriculum is best served by admitting freshman only in Autumn Quarter.

Motion:

Freshman will be admitted to UW Bothell only for Autumn Quarter. The motion carried.

D. Sophomore admissions criteria.

EC discussion points on Sophomore admissions criteria:

- There is currently a mechanism for admitting sophomore/transfer students to UWB into a major, what we do not have currently is a mechanism to admit sophomores into UWB in a pre-major status. The EC must decide if we should allow sophomores to enter the institution as a pre-major.
- The Discovery Cores will prepare freshmen for entering one of our majors, what happens when a sophomore enters without the pre-requisites that lead to a major? That is no different than any transfer student who will enter, they must meet the admission requirements.
- We must be sure that students can complete pathways into the majors we offer.
- We must make sure that we set criteria for sophomore admissions to the institution that will meet our program standards.

Motion:

UW Bothell will admit sophomores to pre-major status using criteria that the GFO Student Relations Committee deems will allow admission to at least one of UW Bothell's majors. The motion carried.

E. Development of fundamental principles guiding proposal evaluation

This item will be carried forward to the December 4th EC meeting.

Adjourn meeting at 11:40 am.

Minutes submitted by Barbara Van Sant