

MINUTES FOR THE SENATE EXECUTIVE COMMITTEE MEETING
February 12, 2:30 p.m.
142 Gerberding

Present: Stygall, Luchtel, Emmert, Wise, Annabi, Schaufelberger, Heckel, Jain, Astley, Murphy, Collins, Stein, Philipsen, Lovell, Dillon, Bowen, Rogers, Sjøvik, Booth-Laforce, Fabien, Killien, Balick, Wilkinson, Gill, Silberstein, Emery, Niccolls

Absent: Harrington, Breidenthal, Stern, Kaminsky, Baldasty, Roy, White, Friese

1. Approval of Agenda. **Approved.**
2. Approval of Minutes of the 8 January 2007 Senate Executive Committee Meeting and 25 January 2007 Faculty Senate meeting.

Senate Executive Committee meeting minutes were approved with the inclusion of Professor Susan Astley's exhibition, which has been attached to those minutes. Senate meeting minutes were approved.

3. Opening Remarks from the Chair.
Gail Stygall, Chair of the Faculty Senate.

The Chair welcomed Gerry Philipsen, the new Secretary of the Faculty, and told the Committee that in the interest of time she would make no formal remarks at this meeting.

4. Report from the President.

President Emmert reprised his remark at the recent Senate Ways and Means hearing: "We like the Governor's budget and urge you to support it." Support in the legislature is running from reasonably good to quite good. The University is also in the process of trying to get operations and maintenance funding for the Safeco building. The capital budget is the best we've seen in 20 years. Another issue under debate in the legislature is whether there is a need for a 4-year institution in Snohomish/Island County. The University's steadfast position has been that if there is a need and the money, we will cooperate in a modest and appropriate role. Finally, there is discussion of extending the student code of conduct off campus. The ASUW has been impressive in handling the issue.

The President responded to questions asked by members of the Committee. Asked whether the current Governor's budget suggests more favorable budgets in the future, the President responded saying that he is hopeful but cautious. When asked what we can anticipate in terms of enhancement of faculty salaries in the new budget, he stated that increasing faculty salaries is the single most important thing he is working on, and that to be convincing to the legislature appeals must show how increased salaries are related to the needs of the state. The benchmark being used by legislators is the current increase anticipated in the collective bargaining agreement for University staff. The question was raised as to how faculty would be hired for the new Department of Global Health. The President answered that he assumes there will be a normal faculty search process. Professor Balick congratulated the President on the development of the new space in the Safeco Building.

5. Report from the Senate Committee on Planning and Budgeting.
Ashley F. Emery, Immediate Past Faculty Senate Chair and Committee Chair.

Professor Emery reported that the SCPB has discussed with the Provost the summary of the Governor's budget. The principal point of these discussions has been to consider what recommendations to make with regard to making allocations of new faculty salary money to address needs for recruitment and retention, compression, unit adjustments, and further merit. He invited the members to send questions to himself or to Professor Stygall.

6. Report on Legislative Affairs.
David Lovell, Faculty Legislative Representative.

Professor Lovell reported on items of concern that are now being discussed in Olympia. There was wavering on the part of some House Higher Education Committee members about using the 60th percentile level of the global challenge states as a per-student funding benchmark, but that has been steadied. We expect the bill that specifies this goal to be passed, but this is still being deliberated.

Pending legislation retains the Higher Education Coordinating Board Advisory Committee, on which the faculty senates, through the Council of Faculty Representatives, are represented. Faculty organizations will probably not be formally represented on the HEC Board itself.

Direct faculty representation on institutional governing boards has been part of the CFR's platform the entire session. The Council wrote a bill that didn't make it out of committee, but he anticipates that it will be revived in the next session.

7. Report from the Secretary of the Faculty.
Gerry Philipson, Secretary of the Faculty.

Professor Philipson expressed his appreciation to the faculty leadership, the staff in the Office of University Committees, and the offices of the Provost and the President for their support in these, the first few days of his term as Secretary of the Faculty. He pointed out that he serves at the pleasure of the President and that it will be his pleasure in the months ahead to serve the Senate, Senate Executive Committee, and the Faculty Councils and Committees. He announced that Susan Folk had been hired as the full-time Assistant to the Secretary and expressed appreciation to have someone with her ability and experience in this position. He announced that he had already deputized some code-mandated duties, on a pro tem basis, to assist in the transition, and in this regard expressed his appreciation to former Secretary Donna Kerr, who is overseeing adjudications for the duration of Winter 2007 and to Professor Sjavik for his help with taking the minutes for the most recent meeting of the Faculty Senate. He announced that, in the future, when he deputizes faculty members to perform a Code-mandated function of the Secretary that he would inform the SEC that he had done so.

8. Group Representatives: Concerns and Issues.
No concerns or issues were raised.
9. Nominations and Appointments.

Professor Stygall reported that after following the procedures of the Reorganization, Consolidation and Elimination of Programs (RCEP) process, the Dean of the School of Public Health and Community Medicine was granted approval to initiate a formal review. A Program Identification Committee (PIC) was appointed, whose mandate is outlined in Section 26-41 of the *Faculty Code*.

She further explained that she now was composing a Review Committee, as she is directed to in the *Faculty Code*, which states that, "Upon the findings of the Program Identification Committee, for each college in which these RCEP procedures are being applied, the Chair of the Faculty Senate, with the advice and consent of the Senate Executive Committee, shall appoint a Review Committee consisting of five faculty members, one representative of the Graduate and Professional Student Senate, and one representative of the Associated Students of the University of Washington." As soon as nominees are identified, Stygall will forward a list of members for SEC approval via E-mail.

Note: The following faculty were subsequently approved by the SEC as members of the Review Committee for the Pathobiology RCEP via e-mail vote:

- *Jan Carline, Medical Education, Committee Chair*
- *Bill Erdly, Computing & Softwares Systems, UWB*
- *Asuman Kiyak, Oral & Maxillofacial Surgery*
- *Don Janssen, Civil and Environmental Engineering*
- *Kate O'Neill, School of Law*
- *ASUW Representative, to be appointed*
- *GPSS Representative, to be appointed*

10. Reports from Councils and Committees.

There were no reports.

11. Information.

Elizabeth Cherry, Executive Director of Risk Management, and Becky Bullock, Director of Risk Financing discussed the timeline of seatbelts in UW shuttle vehicles that was distributed at the January SEC meeting. They reported that their office does not recommend that seat belts be installed on UW Shuttle vehicles. They cited extant research which suggests that passenger safety is diminished rather than enhanced by the installation of seatbelts and pointed to the absence of Federal regulations requiring seatbelts in such vehicles. Several committee members raised questions, to which Director Cherry responded.

12. Announcements. There were none.

13. Unfinished business.

Class A Legislation – Final Consideration {Exhibits A & B}

Marcia Killien, Chair, Faculty Council on Tri-campus Policy.

Title: Proposed Changes to Clarify the Definition of a Campus and Distinguish Campuses from Schools and Colleges.

Action: Conduct final review of proposal to submit this legislation amending the *Faculty Code* to the faculty for approval or rejection.

Chair Stygall reviewed the procedure for final consideration by the SEC of Class A legislation. She reported that the President approved the legislation with no changes. She reported further that the Advisory Committee on Faculty Code and Regulations reviewed the legislation and is offering a substitute motion, Exhibit B. She called for a motion to amend by striking the main motion, Exhibit A attached to the agenda, and substituting it with Exhibit B, the substitute motion. It was moved and seconded.

Stygall then introduced Professor John Junker, Chair of the Advisory Committee on Faculty Code and Regulations. He said that the Committee is proposing an alternative version of the proposal that would, he said, accomplish the same purpose as the version approved by the Senate but that would integrate "campus" into the existing structure of the University and the Faculty code.

Professor Marcia Killien, Chair of the Faculty Council on Tri-Campus Policy, raised several questions about the proposed alternative version. Several members of SEC participated in a discussion pertaining to these questions, as did those members of the ACFCR who were present at the meeting.

After extensive discussion, a motion to table the substitute motion was made and seconded. After further discussion, the motion was approved.

14. New Business.

a. Class A Legislation – First Consideration {Exhibit C}

Jan Sjøvik, Chair, Faculty Council on Faculty Affairs.

Title: Proposed Changes concerning the system for designating the Secretary of the Faculty.

Action: Decide whether to forward legislation for Faculty Senate consideration.

A motion to approve was made and seconded. Professor Sjøvik introduced the legislation on behalf of the Council. Professor Silberstein raised the question of why the Council did not propose a system that would parallel the present selection of the Faculty Senate officers, that is, with the SEC selecting candidates for election by the Senate rather than the present proposal that directs the SEC to select a nominee who is then approved by the Senate. Professor Sjøvik responded by saying that the Secretary of the Faculty is more like a staff officer, than a line officer, and that the SEC has a clearer understanding of what is needed in a Secretary. Nonetheless, he said, under the present proposal the Senate retains ultimate control of the process through its approval. He added that in formulating the proposal the Council had listened to and acted upon recommendations of past Secretaries of the Faculty.

The motion was approved unanimously.

b. Class B Legislation {Exhibit D}

Margaret Rogers, Chair, Faculty Council on Educational Outreach.

Title: Proposed changes to the DL course designator.

Action: Decide whether to forward legislation for Faculty Senate consideration.

Professor Rogers provided some history to discussions of the matter dating to 2000 and to subsequent legislation, described the current proposed changes, and presented a review of empirical research that supports the claim that across a large body of work there is consistent evidence that the measured learning outcomes in distance learning courses are not different from those obtained in non-distance learning courses.

Professor Killien asked about the method of evaluation at the University of Washington of distance learning courses. Professor Rogers and Chair Stygall pointed out that at the University distance learning courses are subjected to two processes of annual review, the mandatory annual review of each distance learning credit course by the sponsoring department and the review conducted by UW Educational Outreach.

The motion was approved unanimously.

c. Review March 1, 2007, Faculty Senate Meeting Agenda. {Exhibit E}

The agenda was approved.

15. The meeting was adjourned at 4:30 p.m.

PREPARED BY: Gerry Philipsen, Secretary of the Faculty

APPROVED BY: Gail Stygall, Chair, Faculty Senate

**Proposed Handbook Changes to Clarify the Definition of a Campus and Distinguish
Campuses from Schools and Colleges**

Volume Two, Part II, Chapter 23, Sections 23-23 and 23-45

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. Campuses shall have the full range of powers and responsibilities required to serve the needs of their students and other stakeholders in accordance with their respective campus missions, including the powers to determine their curricula, academic standards, and admissions policies.

Rationale: No definition of "campus" is given in this section, in spite of its title. The wording here clarifies that the campuses are entities designed to serve different sets of stakeholders in accordance with different mission statements that were established through the Washington State legislature and prior action of the university faculty. It thus acknowledges a greater degree of institutional complexity and autonomy than that of a school or college. Although this may not be the ideal place to enumerate powers specific to campuses, a "campus" is distinguished from a "college" or "school" in part by the additional functions required to provide seamless, self-contained graduate and undergraduate degree programs that are responsive to a student population largely distinct from that served by other campuses.

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

- A. Subject to the provisions of Section 23-46, the faculty of each college or school other than the Graduate School shall determine its own organization and rules of procedure except as stipulated in Subsection B. ~~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 college faculty.~~ The faculty of campuses, schools and colleges shall have the right to review decisions on organization and rules of procedure determined by the faculty of their academic sub-units.
- B. 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. The Advisory Committee on Faculty Code and Regulations shall review each college's or school's procedure to assure that the councils are established in conformity with the provisions of this section.

- C. 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 campuses and fields of graduate study.
- D. The University of Washington Bothell and the University of Washington Tacoma shall each have an elected faculty governance organization that, in addition to the responsibilities set forth in Sub-section B, also advise their Chancellor and Vice Chancellors on matters affecting the general welfare of their respective campuses.

Rationale: Faculty councils at the UWB and UWT preside over organizations that are more integrated and self-contained than those of schools and colleges. They also serve student populations and other stakeholders different from those served by UWS. This section acknowledges that the “general welfare” of these campuses is not necessarily identical to that of UWS, and that it is the responsibility of the elected faculty councils on these campuses to uphold it.

**Proposed Handbook Changes to Clarify the Definition of a Campus and Distinguish
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- B. The words "college" and "school" refer only to those listed in Section 23-11B.
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- 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.

Executive Order (unnumbered) of the President, May 31, 1956; revised October 1, 1982, revised January 30, 2004.

Section 23-24. The Graduate School: Definitions

- A. In addition to its function in the advancement of research, the Graduate School has the function of supervising the content and level of programs leading to graduate degrees. It provides the services necessary for the processing of graduate student applications for admission to the University. It has jurisdiction over the completion of degree requirements by individual graduate students, and over the membership of committees charged with supervising advanced course programs and dissertations of students in the various fields of graduate study.
- B. The term "graduate degree" designates all master's degrees and all doctor's degrees except those of Doctor of Medicine, Doctor of Dental Surgery, Juris Doctor, and Doctor of Pharmacy.
- C. The term "graduate student" designates only those students who have been admitted to the Graduate School.
- D. A **[campus, a*]** college, a school, or a department which has been authorized by the graduate faculty to offer a program of study leading to a graduate degree is termed "qualified."

Executive Order (unnumbered) of the President, May 31, 1956; revised June 26, 1968; October 1, 1982

Section 23-25. Presiding Officers of [Campuses] Colleges, Schools, and Departments

[A. The presiding officer of the faculty in a campus is its chancellor]*

[B.]* The presiding officer of the faculty in a college or school is its dean. (See also Section 12-24).

[C.]* The presiding officer of the faculty in a department is its director or chair. (See also Section 12-26.)

Executive Order (unnumbered) of the President, May 31, 1956

***Because Sections 23-23, 23-24 and 23-25 were established by Executive Order, the bracketed amendments to those sections are intended as suggestions to the President.**

Section 23-31. Delegation of Authority by the University Faculty

[For delegation by the University faculty of powers and duties to the faculties in colleges and schools, see Section 13-31, Subsection A.3.]

Section 23-41. Governing Body of a Campus, College or School

The faculty of a campus, college or school is its governing body, and under the provisions of this chapter may exercise direct control of its affairs or may delegate such control as it deems appropriate to an executive committee, council, or other committee or committees.

Section 13-31, April 16, 1956: with Presidential approval.

Section 23-42. Campus, College, School, and Department Faculties: Composition

- A. Except for the Graduate School faculty, the faculty of each campus, college, school, or department is organized in the following manner.
 - 1. It consists of those members of the University faculty, whether full-time or part-time, whose official appointments are to positions within it.
 - 2. Its voting members are those of its personnel who are voting members of the University faculty under Section 21-32.
- B. The graduate faculty consists of those members of the University faculty who have been designated by the Dean of the Graduate School, with the advice of committees established for this purpose.

Section 13-31, April 16, 1956; S-A 54, March 7, 1977: both with Presidential approval.

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 13-31, April 16, 1956: with Presidential approval.

Section 23-44. The Graduate Faculty: Powers and Duties

In accord with Sections 13-23 and 13-31, Subsection A.3, the President and the University faculty confer upon the graduate faculty the powers and duties enumerated below. The graduate faculty shall:

- A. determine requirements for the admission of graduate students;
- B. recommend to the Board of Regents the designations of graduate degrees;
- C. approve the requirements for graduate degrees;
- D. determine which departments or undepartmentalized colleges or schools are qualified (Section 23-24) to give courses of study leading to graduate degrees;
- E. determine those courses for which students may receive credit toward a graduate degree;
- F. recommend to the Board of Regents those graduate students who qualify for degrees;
- G. determine the scholastic standards required of graduate students;
- H. promote research by members of the faculty.

Section 13-31, April 16, 1956: with Presidential approval. (Subsection H added silently in 1956 edition)

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 Subsection B. The organization and rules of procedure of a department or other academic unit may be determined by the department faculty, but shall be subject to review by the appropriate campus, school or college faculty.
- B. Each campus, school or college shall have an elected faculty council or councils which shall advise the chancellor or 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 campus, 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. 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.
- C. 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 campuses and fields of graduate study.
- D. The University of Washington Bothell and the University of Washington Tacoma shall each have an elected faculty governance organization that, in addition to the responsibilities set forth in Sub-section B, also advise their Chancellor and Vice Chancellors on matters affecting the general welfare of their respective campuses.

Rationale: Faculty councils at the UWB and UWT preside over organizations that are more integrated and self-contained than those of schools and colleges. They also serve student populations and other stakeholders different from those served by UWS. This section acknowledges that the "general welfare" of these campuses is not necessarily identical to that of UWS, and that it is the responsibility of the elected faculty councils on these campuses to uphold it.

Section 23-46. Prescribed Procedure in Campuses, Colleges, Schools, and Departments

[For Program Termination, see Section 26-41]

- A. Except as provided in Subsections B and C, a proposed action or proposed rule of a **campus**, college, school, or department faculty under the authority of Sections 23-43 and 23-44 is effective if passed by a quorum majority of its voting members present at a meeting or responding by mail, or of its authorized council or committee, and if approved by the **chancellor or** dean. Approval by the **chancellor or** dean is not required in internal department matters.

"Quorum majority" means:

- 1 in the case of a vote taken at a meeting, a majority of those members voting at a meeting at which at least half the members entitled to vote are present; and
 - 2 in the case of a vote taken by mailed (written) ballots, a majority of those voting, provided that at least half of the members entitled to vote have cast ballots.
- B. When conducting a mail ballot, as described in Subsection A, **campus**, school and college faculties (but not departmental faculties) shall have a choice either to require a quorum majority or to follow Faculty Senate procedures as described in Section 29-36, Subsection C. Under these procedures proposed actions or rules of a **campus**, school or a college, except as stated in Subsection C, shall become effective in the case of a mail ballot either if approved by an affirmative majority vote of the eligible voting members of the faculty, or by a two-thirds majority vote of those casting ballots, provided that at least 45% of the eligible faculty members cast ballots. **Campus**, school and college faculties shall decide, by means of a quorum majority vote, whether to change their rules for procedures governing mail ballots.
- C. When a proposed action concerns a faculty employment recommendation, such as appointment, reappointment, tenure, or promotion, it will be effective only if passed by a majority of all eligible voting members of the unit, and in accordance with the appropriate procedures as specified in Sections 24-51 to 24-55 and 25-41.
- D. **Campuses**, Colleges, schools, and departments may vote by mail in matters of faculty employment, provided that they use specific procedures they have adopted and published and that these procedures provide for:
1. reasonable opportunity for each faculty member of the unit to study all information relevant to the employment action,
 2. secrecy and security of the ballot, and
 3. security and impartiality of the ballot count.
- E. In a departmentalized school or college, the chairperson or director of a department shall transmit to the dean for approval a copy of any action by the department which may affect college or school policy. If the chairperson or director does not concur in the action, he/she may also submit his/her own recommendation.
- F. Subject to the provisions of Subsections A, B, C, D and E, and of Sections 23-47 and 23-48, a proposed action or rule of a **campus**, college, school, or department becomes effective at the time indicated in the action or rule.
- G. When requested by one or more voting members of a **campus**, college, school, or department

faculty the vote upon any matter before it shall be by secret ballot.

- H. Upon request, **the chancellor of a campus**, the dean of a college or school or the chairperson of a department shall provide a member of his or her faculty with information concerning salaries, teaching schedules, salary and operations budget requests, appropriations, allotments, disbursements, and similar data pertaining to his/her college, school, or department.

Section 13-31, S-A 20, April 16, 1956; S-A 43, November 14, 1972; S-A 56, February 21, 1978 and S-A 74, January 2, 1987: all with Presidential approval.

Section 23-47. Coordination Among Campuses, Colleges and Schools

In exercising its authority under the provisions of Sections 23-43 and 23-44, the faculty of a **campus**, college, school, or department shall carefully consider the effect of its actions upon other **campuses**, colleges, schools, and departments. The **chancellor of a campus and the** dean of a college or school considering any action shall consult with the **chancellor of each campus and the** dean of each college or school which may be affected by it.

Section 13-31, April 16, 1956: with Presidential approval.

Section 23-48. Procedure for Adoption and Coordination of Policies and Procedures by Campuses, Colleges and Schools

[This section was entitled "Coordination Among Colleges and Schools: Procedure" in 1956, 1964 and 1969.]

- A. When faculty action is taken under the provisions of Sections 23-43 to 23-46, and the action so taken deals with admissions, scholastic standards, curriculum, graduation, honors, personnel policy, schedules, registration, or student discipline, the **chancellor or** dean shall file copies of it with the President and with the Secretary of the Faculty for transmittal to the appropriate faculty committee, or if there is no other appropriate committee, to the Senate Executive Committee. The effective filing date for proposals received after May 15 and before September 15 shall be considered to be September 15.
- B. The action becomes effective 60 days after such filing of copies, unless:
1. it has been approved at an earlier date by both the President and the faculty committee, in which event it becomes effective upon such approval; or
 2. the President within the 60-day period suspends its effect, in which event he shall notify the faculty committee to which the matter has been assigned; or
 3. the faculty committee within the 60-day period suspends its effect on grounds either
 - a. that it fails to conform with general University policy or regulations, or
 - b. that it requires review by other **campuses**, colleges or schools which may be affected by it, and refers the matter to the President for final decision.
- C. When a matter is so referred to the President by a faculty committee, the President, after a hearing, shall decide whether the proposed action becomes effective. In so doing the President may employ whatever procedures he or she deems necessary or helpful.

Section 13-31, April 16, 1956; S-A 27, March 31, 1961: both with Presidential approval.

Proposed Handbook Changes for Designating the Secretary of the Faculty

Changes to Volume Two, Part 2, Chapter 22, Section 22-56

Section 22-56. The Secretary of the Faculty

- A. ~~The Secretary of the Faculty shall be a member of the faculty with tenure. The term of service shall normally be five years. He or she shall be appointed by the President from a list of not less than three nominees submitted by the elected members of the Executive Committee. The secretary shall serve at the pleasure of the President.~~
- B. The Secretary of the Faculty shall be elected by a majority vote of the Senate Executive Committee and confirmed by a majority vote of the Senate. The Chair of the Senate shall publish the name of the individual elected by the Senate Executive Committee in the agenda of the Senate meeting in which confirmation is sought.
- C. If the position of the Secretary of the Faculty falls vacant, a committee consisting of the Senate Chair, Vice-Chair, and immediate past Senate Chair shall appoint a temporary Secretary of the Faculty, pending a prompt election and confirmation process for a permanent successor.
- D. ~~B.~~ The Secretary of the Faculty shall keep the minutes and the records of the Senate.
- E. ~~C.~~ The Secretary of the Faculty shall administer the Office of University Committees. He or she shall also maintain a file of council and committee rosters and provide the Executive Committee with lists of nominees for council and committee appointments.
- F. ~~D.~~ The Secretary of the Faculty shall perform the additional duties prescribed in ~~this Chapter~~ the Faculty Code.

S-A 29, June 8, 1964: with Presidential approval.

Rationale: In the current system for designating the Secretary of the Faculty, a faculty committee provides a list of three nominees from which the President chooses one. It is desirable to replace this procedure with one in which the Secretary is chosen by representatives of the faculty.

While the Secretary could, in principle, be chosen in several different ways, the Senate Executive Committee seems to be the most appropriate body in which to vest this power. Comprised of the President of the University, the officers of the Senate, the group representatives, the council chairs, and representatives of the Bothell and Tacoma campuses, its members have a broad understanding of the role of the Secretary of the Faculty and are well prepared to make an appropriate choice. As the Faculty Senate is given the power to confirm this choice, it retains ultimate control of the process.

**Proposed Handbook Changes Related to the DL Course Designator
Volume Four, General Information and Selected Rules and Policies
Part III, Scholastic Regulations**

Chapter 2, Sections 1 & 7;
Chapter 7, Section 1;
Chapter 9, Section 3;
Chapter 11, Section 1;
Chapter 13, Section 3;
Chapter 14, Sections 1, 2, 4;
Chapter 15, Section 1

History:

In Spring 2000, the Faculty Councils on Academic Standards and Educational Outreach agreed to form a joint task force to consider changes in UW policy toward distance-learning courses offered at the University of Washington. The effort followed the refusal of both councils to endorse recommendations of an ad hoc committee that would have ended all undergraduate residence requirements, ended transcript distinctions between distance and classroom courses, and included all distance-learning courses in undergraduate grade point averages.

The Task Force recommendations result from meetings that began in October, review of policies at peer institutions, and numerous responses from faculty offered in writing and in a public hearing. These proposals were further refined in discussion with administration and Faculty Senate leadership in spring and summer 2001. The changes were reviewed and approved according to Class B legislation processes. Changes were made in the University Handbook.

In 2004 and 2005, FCEO was asked to review these changes as distance learning is becoming more pervasive and accepted as standard practice within UWEO and academic units in general.

Proposed New Legislation:

The proposed Class B legislation is to exclude the "DL" (distance learning) designator from official student transcripts. Justifications for this include:

1. DL designated courses may be evaluated differently by external organizations/universities who may question why UW distinguishes these courses from our regular courses;
2. Other universities do not make a distinction between their classroom-based and DL courses;
3. It is the responsibility for each program, department and/or school to ensure that academic quality standards are met regardless of the form of delivery of their courses; and
4. The distinction between DL courses and classroom-based courses is becoming very blurred as faculty use many different technologies and teaching strategies within their individual courses; and

Additional Notes and Future Considerations:

Students wish to have some indicator in the time schedule that indicates the amount of in-class versus DL activities they should expect for ANY course. Detailed reviews of the University Handbook and sections related to the use of DL designators and policies were completed. Recommended changes have been identified and will be prepared for review in 2006/2007.

A series of meetings with representatives from the Registrar's office resulted in the charge to evaluate student data and overall outcomes for courses already identified as DL Courses. FCEO recommends that the DL designator continue to be used for internal use so that we may receive outcomes data for student performance. A series of specific outcomes indicators were discussed and summarized for future reporting from the Registrar's Office.

Chapter 2: Registration

Section 1; Registration for Residence Courses.

- A. Registration Required: No person, other than faculty members participating informally with the approval of the instructor, may take part in a University course in which she or he has not been registered.

Section 7. Registration for Independent Study by Correspondence Courses

- A. ~~A matriculated student who wishes to take DL-suffix courses through UW Educational Outreach should consult with his or her academic advisor before registering.~~ DL courses will be tracked in the internal UW records, but not specially designated on official UW transcripts.
- B. UW Educational Outreach provides advising for nonmatriculated students desiring guidance in selection of courses. A matriculated student who wishes to take DL courses should consult with his or her academic advisor before registering.

Chapter 7: Academic Probation and Dismissal for Low Scholarship.

Section 1. Cumulative Grade Point Average.

Cumulative grade-point average includes only credits granted for courses taken in residence at the University of Washington and DL-suffix courses. This specifically excludes transfer and extension credits, and credits earned by examination.

Chapter 9: Continuing Education.

Section 3. Credit Programs.

- A. University credit courses are offered by UW Extension through the Evening Credit Program.
 - 1. Evening Credit Program students are not matriculated in the University.
 - 2. Credits earned through the Evening Credit Program are applicable toward a degree when a student matriculates.
 - 3. Admission/registration in the Evening Credit Program is conducted by UW Extension.
 - 4. Student records are included in the central student database of the UW.
 - 5. Student grades are included on an official University of Washington transcript.
 - 6. Academic Student Services in UW Extension provides general advising for Evening Credit Program students.
 - 7. Quarterly listings of Evening Credit courses appear in the UW Extension Catalog.
- B. The Executive Master of Business Administration, the Master of Public Health, and the Master of Electrical Engineering offered through Televised Instruction in Engineering are discrete degree programs offered by the respective schools. There are separate entrance and graduation requirements.
- C. Students may gain access to courses at the University of Washington on a space-available basis under special provisions.
 - 1. Graduate Nonmatriculated Status

- a. Graduate School Memoranda (Numbers 36, 37 and 38) issued January 9, 1984 established policy and procedures for graduate nonmatriculated (GNM) students to enroll in University courses.
 - b. Individuals submit application to the academic unit to which they seek admission as a graduate nonmatriculated registrant. Official transcripts of college work must be submitted directly to that academic unit (home department).
 - c. The Graduate Program coordinator in the home department has the final authority for the approval or denial of admission. Registration occurs at UW Extension.
 - d. Eligible students are classified as graduate nonmatriculated (GNM) and may apply a maximum of 18 graduate credits toward an advanced degree.
 - e. Minimum Graduate School standards for scholarship apply to GNM students. Grades are entered on official University of Washington transcripts.
 - f. Information and application materials are available at home departments, the Graduate School, and UW Extension.
2. Nonmatriculated Student Status
- a. Individuals may also enroll in University courses as nonmatriculated (NM) students, on a space-available basis.
 - b. Credits earned by nonmatriculated students cannot be applied toward a graduate degree.
 - c. No more than 20 percent of the total enrollment of a course may be nonmatriculated.
- D. UW Educational Outreach (UWEO), through its Distance Learning Program, also offers DL-suffix University credit courses to matriculated and nonmatriculated students, ~~without regard to their relative proportions. After June 2005, UWEO may only offer University credit courses in distance-learning format that have been designated as DL-suffix courses. The provisions of subsections D.1. through D.6. shall continue to apply to non-DL-suffix distance-learning courses offered through June 2005 by UWEO, but are superseded by other Code provisions in application to DL-suffix courses.~~
1. Distance Learning courses are available to matriculated and nonmatriculated students.
 - ~~2. Distance Learning offers credit courses which are a part of the University of Washington's current curriculum. The courses are listed in the Distance Learning Catalog.~~
 - ~~3.~~ 3. Students may apply a maximum of 90 credits of UW Distance Learning coursework towards the credit requirements for graduation.
 - ~~4.~~ 4. Grades for Distance Learning courses appear on Official University of Washington transcripts will not differentiate between distance learning and classroom courses. but are not included in the calculations of grade point averages.
 - ~~5. Matriculated students should consult academic advisors before enrolling in a Distance Learning course.~~
 - ~~6.~~ 6. Students may enroll in Distance Learning courses throughout the year and generally have up to 42 three (3) months from the date of registration to complete the coursework.

E. ACCESS Program for the Older Adult

The University of Washington waives tuition for Washington residents 60 years of age and older who wish to attend classes as auditors. UW Extension registers the participants on behalf of the University.

1. Registration is on a space-available basis.
2. Students are limited to a maximum of two courses per quarter.
3. As auditors, ACCESS students do not participate in laboratory work or examinations, nor do they receive grades.
4. ACCESS students pay a registration fee.
5. ACCESS students enroll for courses on the last day of registration.

Chapter 11. Grades, Honors, and Scholarship.

Section 1. The Grading System.

A. The following shall be the system of grades, subject to the exceptions noted in Subsections B, C, D, and E of this section.

1. Numeric grades shall be entered as numbers, the possible values being 4.0, 3.9, . . . and so on decreasing by 0.1 until 0.7 is reached. The numbers 0.6, 0.5, 0.4, 0.3, 0.2, 0.1 shall not be assigned as grades. The number 0.0 can be assigned as a grade.

Correspondence between numeric grades and letter grades is as follows:

Letter Grade	Numerical Grade-Point Equivalent	Explanation
A	4.0-3.9	Honor
A-	3.8-3.5	
B+	3.4-3.2	
B	3.1-2.9	Good
B-	2.8-2.5	
C+	2.4-2.2	
C	2.1-1.9	Medium
C-	1.8-1.5	
D+	1.4-1.2	
D	1.1-0.9	Poor (low pass)
D-	0.8-0.7	
E (or F)	0.6-0.0	Failure or other than official withdrawal

2. the following letter grades also may be used.

Letter Grade -- Meaning

- I -- Incomplete
- N -- Satisfactory without grade
- W -- Official Withdrawal
- S/NS -- Satisfactory/Non-Satisfactory
- CR/NC -- Credit/No Credit
- HW -- Hardship Withdrawal

Complete descriptions of the above letter grades follow.

3. The grade I.

- a. An Incomplete shall be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. A written statement of the reason for the giving of the Incomplete, listing the work which the student will need to do to remove it, must be filed by the instructor with the head of the department or the dean of the college in which the course is given.
- b. In order to obtain credit for the course, a student must convert an Incomplete into a passing grade by the last day of the following quarter. An Incomplete grade not made up by the end of the next quarter shall be converted to the grade of 0.0 (E) by the Registrar unless the instructor has indicated when assigning the Incomplete grade that a grade other than 0.0 (E) should be recorded if the incomplete work is not completed. For Spring Quarter, the following quarter is considered to be Fall Quarter.

A student may petition the Registrar to retain the Incomplete grade on his or her record for a maximum of three additional quarters. Petitions will be granted by the Registrar if approved by the instructor of the course involved. Petitions must be received by the Registrar's Office prior to the end of the quarter in which the I grade will convert to a failure.

- c. In no case shall an Incomplete on the record at the time a degree is granted be subsequently changed to any other grade.
- d. The grade I shall count neither for registered hours nor in computation of grade-point averages.
- e. For DL-suffix courses that do not follow the quarter schedule, an Incomplete shall be given only when the student has done satisfactory work to within two weeks of the maximum term for completion of the course, as specified at the time of registration. In order to obtain credit for the course, a student must convert an Incomplete into a passing grade by the end of the quarter following the one in which the Incomplete was given. All other provisions and deadlines of subsections a. – d. shall also apply.

4. The grade N.

The grade N may be given in thesis, research, and hyphenated courses in which the grade is dependent upon the work of a final quarter. When the grade of N is given in a course it may indicate that the work has been completed to the end of the quarter in which the N is given. It

shall carry with it no credit or grade until a regular grade is assigned. The use of the N grade shall be optional. (See also Subsection B.3.)

5. The grade W will be assigned to any course dropped after the fourteenth calendar day of the quarter through the seventh week, to be followed by a number representing the week in which the course was dropped.
 - a. The Office of the Registrar will assign a grade of W to any course in which a student is enrolled when a University withdrawal is filed after the fourteenth calendar day of the quarter.
 - b. Proportional schedules will be published in the *Time Schedule* for Summer Quarter a and b terms.
 - c. The grades of W and HW are not computed in the grade-point average.
 - d. Students unofficially dropping a course will receive a grade of 0.0.
 - e. For DL-suffix courses that do not follow the quarter schedule, the grade W shall be assigned to any course dropped after the fourteenth calendar day after the start of the course and ~~more~~ no later than two weeks before the end of the maximum term for completion of the course, as specified at the time of registration. The date of withdrawal shall be noted on the transcript. The provisions of subsections c. and d. shall also apply.

Chapter 13. Withdrawals.

Section 3. Dropping a Course

- A. A drop from a course is voluntary severance by the student of his or her connection with the course. To be official it must be made under the following conditions:
 1. Courses may be dropped for any reason through the 14th calendar day after the start of the quarter. In some cases, departmental ~~clearance~~ approval will be required. There will be no transcript entry for courses dropped by the 14th calendar day of the quarter.
 2. A student may drop a maximum of one course each academic year (defined as September through August) after the 14th calendar day of the quarter. This drop is available through the seventh week of the quarter. A grade of W followed by a number indicating the week in which the drop occurred will be recorded for the dropped course. Unused drops do not accumulate from year to year.
 3. Hardship Withdrawal. After the 14th calendar day, a student may petition the Registrar's Office in writing to drop a course. The Registrar will grant such a petition if in his or her judgment the student is unable to complete the course in question because of physical and/or mental debilitation or unusual and extenuating circumstances, beyond the student's control, which have arisen after the 14th calendar day of the quarter. Petitions must be filed with the Registrar's office promptly after the occurrence of the event that gave rise to the need for dropping. Approved drops will be entered on the transcript with a grade of HW.
 4. A student may drop all courses through the last day of classes by withdrawing from the University for that quarter.
- B. Drops from a course not officially transacted with the Registrar's Office are not official, and result in a grade of 0.0 (E) for the course.

- C. Proportional drop schedules will be publicized in the *Time Schedule* for Summer Quarter a and b terms.
- D. Drops from a course accomplished by any other method are not official, and result in the grade of 0.0 (E) for the course.
- E. For ~~DL-suffix~~ courses that do not follow the quarter schedule, the drop deadline is the 14th day after the official start of the course. A ~~DL-suffix~~ course may be used for the once-yearly drop described in part A, but not within two weeks of the end of the maximum term for completion of the course, as specified at the time of registration. All other provisions of parts A. ~~through~~ — D. apply.

Chapter 14. Degrees, Graduation and Commencement.

Section 1. Depth Requirements.

- A. Minimum Depth Requirements: The various schools and colleges of the University will be responsible for establishing criteria to ensure adequate depth in the program of studies of each student seeking a degree.
- B. Residence Requirement: To be recommended for a first or subsequent Bachelor's degree, a student must complete 45 of his or her final 60 credits as a matriculated student in residence at the University of Washington campus where the degree is to be earned. Exceptions to this rule are as follows:
 - 1. Of the 45 ~~non-DL-suffix~~ resident credits required for a UW undergraduate degree, no more than 10 credits may be waived by the dean of the college or school awarding the degree and only ~~for an individual student on a case-by-case basis.~~
 - 2. A unit desiring to develop a provisional undergraduate distance-learning degree may petition the college, or school and the Faculty Council on Academic Standards, ~~and university curriculum committees~~ for a waiver of the 45-credit resident requirement and/or the 90-credit ~~DL-suffix~~ course limit. Such petitions should identify the reasons why the offering needs to waive the requirement, based on audience, access, or unit academic mission, describe the relationship of the new program to existing degrees, justify the methods of content delivery, and describe the goals and oversight needed to meet institutional standards. If the petition is approved, the degree may be implemented with a repetition of the abovementioned review required in the sixth year for continuance.

Section 2. Requirements for the Bachelor's Degree.

- A. Required Grade Point. To be eligible for the bachelor's degree, an undergraduate student must achieve a minimum cumulative grade-point average of 2.00. Only resident credits and credits from ~~DL-suffix~~ courses will be used to compute the graduation grade-point average.
- B. Required Credits: To be eligible for graduation from the University with the Bachelor's degree, a student shall satisfy all other specific requirements and shall offer a minimum of 180 academic credits.
 - 1. Effective Autumn Quarter 1994, the requirements for graduation shall include:
 - a. no fewer than 40 credits of general education courses approved by the appropriate school or college, including no fewer than 10 credits in each of three areas of study: The Natural World, Individuals and Societies, and The Visual, Literary and Performing Arts;

- b. no fewer than 12 credits of writing consisting of 5 credits of English Composition and 2 additional writing-intensive courses (the latter may be satisfied through several options: "W" courses, senior seminars, senior thesis, or courses for which students and faculty contract for a substantial amount of writing);
 - c. no fewer than 5 credits of courses devoted to reasoning skills (courses to fulfill this requirement include quantitative, symbolic, or formal reasoning which may be satisfied within the discipline).
 2. Courses taken to fulfill the writing, reasoning and major requirements may apply as appropriate to the general education requirements.
- C. Any college may make additional requirements for graduation.
- D. Extension Credits: No more than 90 extension credits may be counted toward the bachelor's degree. No more than 45 credits gained in extension courses offered by other institutions may be counted toward the bachelor's degree.
- E. Effective date for graduation requirements:
 1. If fewer than ten years have elapsed since a student's admission into her or his major program, she or he may choose to graduate under the major-program requirements in effect at the time of admission, or under any subsequent requirements. The choice shall be subject to approval of the student's departmental chair and dean, according to the procedures established in [Section 23-48](#) of the *Faculty Code*.
 2. If a student wishes to obtain a degree after a lapse of more than ten years from the date of admission to the major program, she or he must meet the requirements in effect at the time of graduation unless permission to use an earlier catalog is granted, either as a general policy or expressly for the individual student, by the academic unit (department, school or college) whose requirements are in question.
 3. These provisions do not apply to the requirements for teaching certificates, which are prescribed by the College of Education at the time the certificate is to be granted.
- F. Time Limit for exceptions to Graduate Requirements: An exception from an all-University graduation requirement which is granted by the Board of Admissions, Scholastic Standards, and Graduation shall be void at the end of two calendar years from the date such exception is granted if all degree requirements have not been completed within that period.
- G. Applications for Degrees: A student should file with the Registrar a written application for his or her degree, in triplicate, four quarters before his or her expected date of graduation. Notice shall be sent to the student by the Registrar of the acceptance or rejection of his or her application. Each quarter the Registrar shall transmit the accepted list of candidates for degrees and certificates to be conferred at the end of that quarter to the dean of the appropriate college or school for his or her faculty's approval and recommendation to the Board of Regents. The list as approved by his or her faculty shall then be forwarded by such dean to the Registrar with a recommendation to the Board of Regents that all who fulfill their outstanding requirements for graduation will be awarded their respective degrees or certificates. No student shall receive a bachelor's degree, teaching certificate, or other certificate unless his or her name appears upon the list approved by the faculty of the appropriate school or college during the quarter in which the degree or certificate is to be granted.
- H. Financial Obligations: All financial obligations to the University must be paid before the student is allowed to graduate.
- I. Degrees with Minor: departments, schools and colleges are authorized to provide a course of study leading to an undergraduate academic minor. Requirements are within the purview of the department, school or college.

1. The minor shall consist of not less than 25 credits. Interdisciplinary minors are encouraged. Courses taken to fulfill the minor may also apply as appropriate to the general education, writing and reasoning requirements. Completion of the minor will appear on the permanent record.
 2. Distance-learning minors (whether entirely new, or a distance-learning version of an existing minor) must be approved by the same process as non-distance-learning minors ~~or programs~~. Modes of content delivery must be described and approved at all levels, including unit, college, and Faculty Council on Academic Standards, and university.
- J. Degrees with Double Major: Some colleges offer a bachelor's degree with double majors. The student's application for such a degree must show both majors and be approved by the major professors of both departments. Both majors will appear on the permanent record.
- K. ~~DL-suffix~~ course credits: Students may apply a maximum of 90 credits of ~~DL-suffix~~ coursework towards the credit requirements for graduation.

Section 4. A Second Bachelor's Degree.

- A. A second bachelor's degree may be granted, but there shall be required for this degree a minimum of 45 additional credits in residence, ~~and the minimum number of additional grade points shall be 90.~~
- B. Students who wish to obtain a second bachelor's degree register in the college from which they expect to obtain the degree, not in the Graduate School.

Chapter 15. Courses

Section 1. Course Numbering System.

University courses shall be numbered as follows:

1. Lower-division courses: 100 to 299, inclusive, normally for students in their freshman and sophomore years, or for those commencing a course of study that will culminate in advanced work.
2. Upper-division courses: 300 to 499, inclusive, representing more advanced work in any field, or special courses normally taken by juniors and seniors. Open to graduate students for credit in approved programs toward advanced degrees.
3. Graduate courses: 500 to 599 inclusive, for courses open to graduates only.
4. Precollege and make-up courses: 1 to 99 inclusive.
5. Undergraduate research: All undergraduate research courses shall be numbered 499, with the maximum amount of credit specified.
6. Graduate study or research: All graduate courses bearing the unqualified title "Independent Study or Research" shall be numbered 600.
7. *a* (suffix): For courses offered during the first half of a Summer Quarter.
8. *b* (suffix): For courses offered during the last half of a Summer Quarter.
9. ~~DL (suffix): For distance learning courses, except those numbered 500 and above that are under the purview of the Graduate Faculty, offered either by UW Educational Outreach or UW academic~~

units that meet the following conditions: DL courses will be tracked in the internal UW records, but not specifically designated on official UW transcripts.

- a. ~~The course has been~~ must be reviewed by the faculty of the proposing unit, the curriculum committee and by the regular administration and Faculty Senate processes.
 - b. The reviews must include consideration of specific means of content delivery and time allowed for completion.
 - c. The course must have the same prerequisites and the same educational outcomes as the same-numbered regular course.
 - d. All students (matriculated and non-matriculated) must meet all course prerequisites with exceptions requiring approval by the instructor.
 - e. Instructors must be approved by faculty of the proposing unit and must be given UW instructional titles.
 - f. ~~Starting and completion dates will be shown on the transcript for DL-suffix courses that do not conform to a quarter schedule.~~ DL courses will be transcribed following the grading practices for classroom credit courses specified in Volume Four, Part III, Chapter 11, Section 1 of the *University Handbook*.
 - g. ~~Otherwise DL-suffix courses will be transcribed following the grading practices for classroom credit courses specified in Volume Four, Part III, Chapter 11, Section 1 of the *University Handbook*.~~ Academic units must accept all versions of the same-numbered courses as equivalent for fulfillment of specific program requirements. However, a unit may set a minimum number of credits taken in residence and a maximum number of DL credits that may be applied towards the unit's degree.
 - h. ~~Academic units must accept all versions of the same-numbered courses as equivalent for fulfillment of specific program requirements. However, a unit may set a minimum number of regular credits taken in residence and a maximum number of DL credits that may be applied towards the unit's degree.~~ In addition to the initial review, DL courses must be reviewed in the third year by the appropriate curriculum review committees of the school or college.
 - i. ~~In addition to the initial review, DL-suffix courses must be reviewed in the third year by the appropriate curriculum review committees of the school or college.~~ The Registrar's Office will provide colleges and offering units grade distributions, student evaluations, and characteristics of enrolled students on a regular basis for DL courses offered through UWEO.
 - j. ~~UW Educational Outreach will provide colleges and offering units grade distributions, student evaluations, and characteristics of enrolled students on a regular basis for DL-suffix courses offered through UWEO.~~ DL courses not offered on the quarter calendar must specify a maximum term (not to exceed 6 months) for the student to complete the coursework.
 - k. ~~DL-suffix courses not offered on the quarter calendar must specify a maximum term (not to exceed 6 months) for the student to complete the coursework.~~
10. *j* (suffix): Joint courses: Courses given by two or more departments. When possible, the same number shall be used by all participating departments. When duplicate numbers are not available, different numbers may be used. In all cases the sponsoring department shall assume the responsibility for the publication of details, such as room assignment, Time Schedule, etc.

11. X (prefix): For some courses given by the Division of Evening and Extension Classes which carry only extension credit.
12. CS plus college code (prefix): For courses carrying Continuing Studies credit. Example: CSENG 400 Linear Systems Analysis (5).
13. *Hyphenated courses*: Two or three course numbers connected by hyphens shall indicate a series of courses in which credit is given only upon completion of the final course of the series, unless special written permission of the instructor is obtained.

AGENDA
FACULTY SENATE MEETING
THURSDAY, March 1, 2007
Gowen Hall, Room 301, 2:30 p.m.

1. Call to Order and Approval of Agenda.
2. Introductory Comments – Professor Gail Stygall, Chair, Faculty Senate.
3. Report of the President / Opportunity for Questions – President Mark A. Emmert.
4. Report from the Senate Committee on Planning and Budgeting – Professor Ashley Emery, Committee Chair.
5. Legislative Report – Professor David Lovell, Faculty Legislative Representative.
6. Summary of Executive Committee Actions and Upcoming Issues and Actions of February 12, 2007.
7. Announcements.
8. Requests for Information.
Sound Transit Update: Weldon E. Ihrig, Executive Vice President.
Senators are encouraged to submit requests for information in writing to the Senate Chair prior to meetings. Responses will be provided by the appropriate persons.
9. Nominations and Appointments.
10. Memorial Resolution.
11. Unfinished Business.

Class A Legislation – Final Consideration.

Marcia Killien, Chair, Faculty Council on Tri-campus Policy.

Title: Proposed changes to clarify the Definition of a Campus and Distinguish Campuses from Schools and Colleges – Volume Two, Part II, Chapter 23, Sections 23-23 and 23-45.

Action: Conduct final review of proposal to submit this legislation amending the *Faculty Code* to the Faculty for approval or rejection.

12. New Business.

a. **Class A Legislation – First Consideration.**

Jan Sjøvik, Chair, Faculty Council on Faculty Affairs.

Title: Proposed Changes concerning the system for designating the Secretary of the Faculty.

Action: Conduct first review of proposal to submit this legislation amending the *Faculty Code* to the Faculty for approval or rejection.

b. **Class B Legislation.**

Margaret Rogers, Chair, Faculty Council on Educational Outreach.

Title: Proposed changes related to the DL course designator.

Action: Conduct a review of a proposal to submit this legislation amending the *University Handbook* to the faculty in a Class B Bulletin.

13. Adjournment.

PREPARED BY: Gerry F. Philipsen, Secretary of the Faculty

APPROVED BY: Gail Stygall, Chair, Faculty Senate

NOTE: If a continuation meeting is necessary, it will be held on Thursday, March 8 at 2:30 p.m. in Gowen 301.