



UNIVERSITY OF WASHINGTON

OFFICE OF THE PROVOST

October 16, 2007

Susanna Cunningham, Professor, Department of Biobehavioral Nursing and Health Systems,
Chair of the Subcommittee on Admissions and Graduation, Faculty Council on Academic
Standards (FCAS)

George Dillon, Professor, Department of English, Chair, Faculty Council on Academic
Standards (FCAS)

Gary Handwerk, Chair, Department of English

Susan Johnston, Senior Director, International Outreach Programs

Alex Jones, Academic English Programs Coordinator

Todd Mildon, University Registrar

Enrique Morales, Senior Associate Vice President, Office of Minority Affairs

Sandra Silberstein, Professor, Department of English

David Szatmary, Vice Provost, UW Educational Outreach

Tim Teigen, English Language Instructor

John Webster, Associate Professor, Department of English, Chair, Arts and Sciences
Writing Council

Deborah Wiegand, Assistant Dean, Undergraduate Academic Affairs

Faculty Senate Representative, to be determined

ASUW Representative, to be determined

GPSS Representative, to be determined

Dear Colleagues:

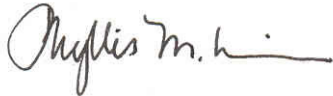
Thank you for agreeing to serve on this working group to examine the UW's policies and procedures to assure that our students have the level of English language proficiency needed to succeed in their studies. There are several aspects to this question, which at minimum include:

- Who should be assessed for proficiency?
- How should they be assessed?
- What types of coursework or other support need to be provided?
- Who should pay for such coursework or support?

These questions pertain to both undergraduate and graduate/professional students, and while the committee should address both, we are interested in the former, especially freshmen and transfer students.

Please provide President Emmert and me with your recommendations on these and other aspects of this overall issue that you may identify. You may wish to include “best practices” by universities around the country. We encourage you to use available UW student data wherever appropriate to perform in-depth analysis in support of your recommendations. We would like to have your recommendations and final report by May 1, 2008, with oral updates in January and March.

Sincerely,

A handwritten signature in cursive script that reads "Phyllis M. Wise". The signature is written in black ink and is positioned above the typed name.

Phyllis M. Wise
Provost and Executive Vice President

c: Mark A. Emmert
Ana Mari Cauce
Norm Arkans