

Academic Policy & Curriculum Committee
June 8, 2016, WCG322, 12:30-2:00pm

Minutes

Present: Andrea Coker-Anderson, Robin Evans-Agnew, Jeff Cohen, Lauren Montgomery, Patrick Pow, Evelyn Shankus, Justin Wadland. Kathy Beaudoin, Lorraine Dinnel, Eric Bugyis, Anthony Falit-Baiamonte. **Excused:** Omer Adam, Jenny Quinn, Jane Compson, Jenny Sheng. **Guests:** Meneka Abraham, Joe Lawless, Doug Wills.

I. Consent Agenda

The 5/11/16 meeting minutes were approved.

II. New Program Proposals

Discussion of PNOI: As the campus specializes with new programs, there is a need for more specialized librarians. Perhaps adding a step of thinking more broadly about impact should be added to the PNOI stage (impact on study & technology spaces, library staffing, TLC, writing support.) An APCC member suggested inviting Richard Wilkerson (VC of Organizational Development) to one of the APCC meetings in order to share considerations about New Program needs. Members were reminded that the PNOI stage is for catching any “red flags” and giving APCC an opportunity to share any helpful information.

Presentation/ Discussion of New Program: Joe Lawless, Milgard School of Business, presented about the Minor in Corporate Responsibility. The idea for this program came out of many community connections: the Milgard School of Business has developed an international reputation as being a leader in CR through their Milgard Invitational Case Competition on Social Responsibility (MICCSR) and their annual Academic Research Conference on CSR. They are seen regionally as a thought-leader in this arena through their annual Conference on Corporate Social Responsibility and leadership role in the Corporate Purpose Roundtable.

This minor can complement many degrees and help graduates to be prepared for companies and fields which need people who can navigate corporate responsibility. APCC discussed how this new program has the potential for endless synergy with other programs; potentially other programs could even add classes from this minor onto their electives list. Milgard should alert campus (program administrators, advisors, etc.) about the opportunities that will come with this new program. An APCC member brought up that students sometimes don't consider a minor until later in their college career and then have difficulty with taking the necessary classes in the prescribed order. It would be helpful to inform students of potential minors which have specific, sequential courses.

Vote: The following new program proposal was approved [Evelyn Shankus moved, Anthony Falit-Baiamonte second: 8 yes, 0 no, 0 abstain, 1 absent, (9 eligible to vote):

Milgard 1503 – Minor in Corporate Responsibility

Feedback to SIAS was provided via email on the following PNOI:

SIAS – PNOI Masters of Science in Environmental Sciences

III. Program Change Proposals

Discussion: SIAS is making their general education requirements align with the School of Arts and Sciences on the Seattle Campus: 20 credits of each Area of Knowledge, including Natural World. They would like to remove the additional 5 credits of NW from *these majors, since it is already included in the general graduation requirements of all IAS BA degrees. All proposals were straight forward and without issues.

Vote: The following program change proposals were approved [Jeff Cohen moved, Eric Bugyis second: 8 yes, 0 no, 0 abstain, 1 absent, (9 eligible to vote):

SIAS –Arts, Media and Culture Major*

SIAS-- B.S. Biomedical Sciences Major
SIAS- Communications Major*
SIAS - Writing Studies Major*
SIAS - Gender Studies Minor

IV. New Course Proposals

Discussion: An APCC member noticed a minor clerical change needed for TCOM 330: “&” are not to be used in the full title on the forms. FA Admin will email proposal contact about changing “&” to “and.”

Vote: The following course change proposals were approved [Evelyn Shankus moved, Robin Evans-Agnew second: 8 yes, 0 no, 0 abstain, 1 absent (9 eligible to vote):

TBGEN 422 Corporate Responsibility Capstone
TAMST 250 - Science Fiction in American Culture
TCOM 330 - Mobile Communications and Social Practice
TWOMN 460 - Men, Masculinities and Emotions

V. Course Change Proposal

Discussion: An APCC member noticed two minor clerical changes needed for TESC 131: 1) since the course title was being changed, the form needs to include the new abbreviated title as well; 2) the SLO's are written in past tense; suggestion to remove the “ed” endings. FA Admin will email proposal contact about these needed and suggested changes.

Vote: The following course change proposal was approved [Robin Evans-Agnew moved, Evelyn Shankus second: 8 yes, 0 no, 0 abstain, 1 absent (9 eligible to vote):

TESC131 - Chemistry and Society

VI. Graduation Petitions

There were no Graduation Petitions at this time.

VII. Policy Issues & Other Business

Announcements:

- The Hybrid designation is moving forward: a new code letter for Hybrid courses will appear in Winter 2017 Time Schedule! UW Bothell will use it also
- Next meeting in GWP 320, July 20th, 2016
- Clarification of Summer Meeting procedure/duties (see appendix A)
- APCC members requested a more formal charge or charter that outlines the responsibilities of APCC
 - FA Admin, past chair, and incoming chair will work on a compilation guide for APCC members over the summer

Preferred Names Project (Appendix B)

Presentation/Discussion: UW Tacoma Registrar, Andrea Coker-Anderson, brought awareness to APCC about the Preferred Names Project. It will allow students to go online and enter their preferred (vs. legal) name, which then will be used for all situations except for the student's transcripts and diploma (where their legal name is necessary.) APCC members were glad to learn that this important project is moving forward.

VIII. Adjourn

Appendix A

On March 11, 2015, the Executive Council of the Faculty Assembly voted to approve a stipend of \$150 each for Academic Policy and Curriculum Committee (APCC) faculty members who review course proposals during the summer.

This review will include course proposals only; no program proposals will be reviewed.

The summer meeting is scheduled for July 20, 12:30 -2pm, in GWP 320.

Proposals will be posted to Catalyst for review on **July 11th**.

The expectation is that committee members attend this meeting in person or via teleconference. However, if members are out of town, they can still receive the stipend by participating in the following way:

1. Review course proposals posted to the **Academic Policy & Curriculum Committee Proposal Review** catalyst board
2. Post comments and/or questions about the proposals to the **APCC Summer 2016 Proposal Discussion** catalyst board by **July 19, 2015** (Post is required, even if just to say there are no comments or questions)
3. Vote on the proposals via **7/20/16 Curriculum Proposals Voting** on catalyst (July 20-27, 2016)

The Chair of APCC will be responsible for reporting to the Faculty Assembly Administrative Coordinator regarding faculty who have completed this work to pursue their compensation.

Appendix B

*“A person’s name is to that person, the sweetest, most important sound in any language”
– Dale Carnegie*

Preferred Names Project Implementation Plan

What is being proposed?

After five years of substantial research on the Preferred Name project by the University of Washington Information Technology team and by reviewing the insights from AAU registrars who have implemented offering students the option to use a preferred name in a wide variety of applications, UW-IT and the Office of the University Registrar are now ready to proceed with a phased in implementation plan.

This plan addresses the use of legal and preferred names for students and does not cover individuals who are solely employees. Human Resources would be responsible for the management of legal and preferred names for employees.

Why allow students to use preferred names?

Allowing students an option to have their preferred names displayed in select applications provides a respectful learning environment and supports the University’s Diversity Commitment:

At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all.

Students have many reasons for asking to have their preferred names, over their legal names, displayed on non-legal documents:

- Pending legal divorce proceedings and wanting to change their name
- Students who use a nickname or middle instead of their legal first name
- Transgender name preference
- International students desiring “Western” names
- Protection/safety from other students knowing one’s identity

We would also be joining an impressive list of 151 colleges and universities, including Stanford, UCLA, Berkeley, Michigan, Chicago, and New York University, across the nation that have preceded the University of Washington with their student preferred names implementation. See the full list at:

<https://www.campuspride.org/tpc/records/> Note: The University of Washington is included because we allow preferred names on our student directories, but we have not taken this to applications beyond this.

Can’t UW students already provide a preferred name?

Yes, members of the University community who wish to use a different name in place of a legal name UW may identify a preferred name at Identity.UW. When setting a preferred name, a person gives permission for that name to be used in any UW system. Currently, only the UW directory is displaying these preferred names.

The data collected consists of preferred first name, middle name and last name. There is a limit of 64 characters for each name and an overall limit of 80 characters for all three names.

References:

UW Directory: <http://www.washington.edu/home/peopledir/>

Identity.UW: <https://identity.uw.edu/>

Set Your Preferred Name: <https://identity.uw.edu/id/>

What is being proposed in terms of documents/forms needing a legal name vs. those allowing a preferred name instead?

There are a number of proposed guidelines related to the use of preferred names for students:

- Legal name changes are made by providing government issued documents only
- Preferred and legal name changes are initiated by the students only
- Preferred names may include student selected first, middle, last, or complete names only
- Students would have to submit a preferred name before the 10th day of each quarter to have the preferred name displayed on class lists, photo class lists, and Canvas

Legal Name vs. Preferred Name Use

We suggest that the following documents and sources continue to use a student’s legal name only. Students provide their names at the point of admission. The Office of the University Registrar processes formal legal name changes which occur when formal government issued document such as a driver’s license, passport, marriage or divorce certificate are presented along with a name change request form.

Legal Name Documents/Sources

Official UW transcript
Unofficial transcripts
Student accounts
Financial aid
Any certification or verification
Institutional Reporting
Student employment, Human Resources records
Student employment, Payroll records
Immigration/SEVIS documents
Diploma

We suggest that we begin work to provide students with the option of displaying a preferred name, instead of a legal name on the following documents/sources. The implementation could take place in the stated priority order. If provided, the preferred name would appear on these documents/sources.

Preferred Name Documents/Sources (current systems where preferred or legal name identify a student)

Application/System		Priority
Class lists	Preferred Name	1
Photo Class lists	Preferred Name	2
Canvas	Preferred Name	3
Grade Book/GradePage	Preferred Name	4
MyPlan	Preferred Name	5
MyUW	Preferred Name	6
MyGrad	Preferred Name	7
UW Directory	Preferred Name	8
Electronic Academic Records System (EARS)	Preferred Name	9
Degree Audit Reporting System (DARS)	Preferred Name	10
Commencement book	Preferred Name	11
Thesis and dissertation publication	Preferred Name	12
Dean's list, letters, and certificates	Preferred Name	13
Advance system	Preferred Name	14
Student Web Services/Personal Web Services	Preferred and Legal Name	15

Preferred Name **and** Legal Name. Students could have option to post both preferred and legal (on back of card) or just preferred name on front of card.

Husky ID Card - Student	Preferred Name and Legal Name	16
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If faculty approval is secured, how will news of this reach the faculty and student community at UW-Seattle, UW-Bothell, and UW-Tacoma?

Communication/Stakeholders

AAU Universities who have preceded the University of Washington in providing students with the option of using their preferred names, instead of their legal names, in a variety of applications have all reported that this was well-received by students and their university communities. By moving ahead with this implementation plan we will be honoring the requests made by ASUW and individuals for a number of years.

The communication plan could include:

- Executive leadership at all three campuses will communication to faculty and staff supporting the project launch. Potential to incorporate launch of class lists displaying preferred names, beginning Autumn quarter 2016, as part of executive leadership’s continuing support of Race and Equity Initiative.
- Office of the University Registrar email to all currently enrolled students outlining plans to begin implementation Autumn 2016 with class lists. Instructions on process provided. UWB and UWT registrars to communicate to their respective faculty.
- Office of the University Registrar email to all faculty outlining plans to begin implementation Autumn 2016 with class lists. Instructions on process provided. UWB and UWT registrars to communicate to their respective faculty.
- Office of the University Registrar email notification specifically to ASUW, the Office of Student Life, and the Q Center
- Office of the University Registrar email to all UW-IT implementation and department stakeholders
- University Registrar interviews with The Daily
- Office of the University Registrar introduction of a new Preferred Names FAQ website

What faculty approved policies and procedures need to be approved and amended?

Policy/Procedural Requirements

The following policies and procedures would need to be updated to reflect the implementation of preferred names. The University Registrar, in consultation with Rebecca Deardorff, President’s Office, has identified the following three references to update:

1. FCAS approval of an addition to the Student Governance and Policies, Scholastic Regulations, Chapter 102

Proposed insertion for FCAS:

Statement at the top of the chapter to read.

The University of Washington provides students with the opportunity to have a preferred name displayed on non-legal documents and applications, such as class lists and advising tools.

2. Development of new Preferred Names website – Office of the University Registrar

3. Data Management Committee (DMC) Policies, Standards, Procedures, and Guidelines:
<http://www.washington.edu/uwit/divisions/im/dmc/dmc-policies/>

Preferred Names Guideline 1029

<https://wiki.cac.washington.edu/display/infra/Preferred+Name+Guide>

Purpose

This guideline defines data management practices for the administration and appropriate use of preferred names.

Overview

Many members of the University community use a name other than their legal name to identify themselves. It is the name they go by and the one by which they prefer to be recognized and addressed. In order to serve a diverse community and foster a welcoming and supportive environment, the University should acknowledge the importance of choice of a preferred name. To do so requires data management practices that collect an individual's preferred name separate from the individual's legal name, so that each can be used where it is most appropriate. In general, legal names should be used in contexts where the UW has a legal obligation or other requirements to identify a person by means of a legal name. In contrast, preferred names should be used where there is no obligation to use a legal name. By differentiating between preferred and legal names, the University can enable use of names based on business need, individual preference, and align the governance of name data with the values, principles, and goals of the UW.

Definition

A preferred name is a name some people use to identify themselves in the University community instead of using their legal name.

A preferred name tells others how a person prefers to be recognized and addressed.

A preferred name is collected, managed, shared, and used for purposes where the University has no compliance or other regulatory requirements to use a legal name.

Guidelines

The University allows all registered members of its community to manage a preferred name. For individuals whose privacy preferences require greater confidentiality, the management of preferred names should be aligned with the management of privacy preferences to improve usability and transparency on how preferred names and other personal information will be combined, shared, and used.

The University may constrain the collection of preferred names to a set of distinct name data components including, but not limited to, first name, middle name, and last name. The University will periodically evaluate additional and/or alternate name data components in order to enable more choices of preferred names.

The University may constrain preferred names to a subset of possible characters in order to control costs and complexity and to enable the use of preferred names in as many contexts as possible. The University will periodically evaluate the pros and cons of modifying the allowed character set to enable more choices of preferred names.

The University shall endeavor to use a preferred name for purposes where there is no obligation to use a legal name. The University may continue to use a legal name in some contexts where use of a preferred name is not feasible due to cost or other reasonable justification.

The University shall endeavor to use and display preferred names in the format provided, preserving individual preferences for uppercase, lowercase, and other formatting.

The University administers preferred names in ways that support individual preference while maintaining standards of conduct that safeguard business functions and protect the rights and freedoms of all members of its community. System operators and others using preferred names should report cases of possible misuse (e.g. offensive language, misrepresentation, passing off, avoidance of legal obligation) to help@uw.edu.

Ideally students at the University of Washington should be able to have their preferred names displayed when a business reason does require the displayed name be one's legal name. This provides a respectful environment for students and allows them to be called by the name that honors their personal preference.

If the plan is to roll out allowing preferred names on class lists and class photo rosters, what steps would occur to put this into practice?

Steps for Implementation for Class Lists Preferred Name Display – Autumn 2016 or Winter 2017

1. Approval and support from Provost Baldasty
2. Approval from Faculty Senate and FCAS for updated Scholastic Regulations
3. Coordination with UW-IT on implementation to provision preferred names on class lists
4. Notification out to all communication stakeholders
5. Policy statement on Preferred Names use for students posted on Office of the University Registrar Preferred Names FAQs page
6. Instructions for students and staff on how to arrange for preferred names to be presented on class lists posted on Preferred Names FAQs page.

Appendix A

Models for Preferred Name FAQs:

Harvard University

<http://www.registrar.fas.harvard.edu/name-changes-preferred-names-pronouns-gender-marker> [gender-](#)

University of Michigan

<http://www.itcs.umich.edu/itcsdocs/r1461/#faq>

University of Oregon

<https://registrar.uoregon.edu/current-students/name-address-and-ethnicity-changes>

McGill

<https://www.mcgill.ca/students/records/address/preferred/faq>

Ohio University

<https://www.ohio.edu/registrar/preferred-names-faqs.cfm>

Appendix B

Examples of Preferred Name Policies:

University of Michigan - <http://www.itcs.umich.edu/itcsdocs/r1461/#thepolicy>

The university recognizes that as a community many of its members use names other than their legal names to identify themselves. As long as the use of this different name is not for the purposes of misrepresentation, the university acknowledges that a "preferred name" can and should be used wherever possible in the course of university business and education.

Therefore, it is the policy of the university that any student, active or retired faculty or staff member, or alumni may choose to identify themselves within the university's information systems with a preferred name in addition to the person's legal name. It is further understood that the person's preferred name shall be used in all university communications and reporting except where the use of the legal name is required by university business or legal need.

The individual is free to determine the preferred name he or she wants to be known by in the university's information systems. However, inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request.

University of Oregon - <http://policies.uoregon.edu/node/216>

The university recognizes that many persons use first names other than their legal names to identify themselves. As long as the use of this preferred first name is not for an improper purpose, is not restricted by state or federal law and does not have an impact on the ability of the university to comply with state or federal law, the university will use "preferred first name" when possible in the course of university activities.

Therefore, it is the policy of the university that any current or former student or employee may choose a preferred first name in addition to that person's legal name listed within the university's information systems. The person's preferred first name shall be used in university communications and reporting except where the use of the legal name is required for university purposes. (Please refer to FAQ for further details)

The university reserves the right to remove a preferred name if it is used improperly, including but not limited to avoiding legal obligations or misrepresentation.