

UNIVERSITY OF WASHINGTON
Faculty Assembly - Academic Policy Committee (APC)

Minutes

Tuesday, May 17, 2011
GWP 215
12:30-1:30 p.m.

Attendance: George Mobus, Chair; Linda Ishem, Rich Knuth, Nita McKinley, Joane Mocerri, Greg Noronha

1. University Composition Proposal (see appendix A)

- ❖ The APC reviewed, discussed, and approved this proposal. A memorandum of understanding between Enrollment Services and APC and Academic Affairs will be drafted by Bobbe Miller Murray. APC voted and unanimously approved that the composition requirement become a graduation requirement.
- ❖ Ishem asked if under this new policy is it possible for programs to require composition as an admission requirement. If so what are the implications? It depends on the specific student. Miller Murray responded that she will have to find out what impact it could have in Urban Studies. This proposal does not prevent a program from having their own composition requirements. Miller Murray agreed that UW Tacoma will not **admit conditionally or provisionally but that the admission would be to the University and not to a program since all the programs require composition for admission**
- ❖ Marcie Lazzari was present to represent the concerns from Social Work. One had to do with scheduling composition classes around student needs. They were also concerned about transfer students' writing proficiency.
- ❖ Miller Murray – Enrollment Services can admit the students conditionally/provisionally. Regarding registration holds a program advisor may be able to release the registration hold on a case by case basis.

Action: APC voted and unanimously approved the proposal: “Effective autumn of 2012 the composition requirement will no longer be a university requirement for admission.” Enrollment Services will provide a memorandum of understanding to the APC and the Vice Chancellor of Academic Affairs in order to track the implementation of this new university policy.

2. Intermediate Algebra

APC reviewed, discussed, and approved this proposal. Murray said this will put UWT in alignment with Seattle and Bothell and this can be implemented autumn 2012.

Action: The APC unanimously passed the following as a new university policy: All applicants must have completed intermediate algebra with a minimum grade of 2.0, or else completed a higher level mathematics course (i.e. pre-calculus, calculus, or business calculus) with a passing grade.

3. Petitions for Reinstatement (see appendix B)

APC reviewed and discussed both aspects of the new process for petitions for reinstatement. Please reference the language directly from the memo in appendix B. APC was in agreement that this was a process that could move forward but they did not vote on this process because they found it out of their purview.

4. 1503s and Double Majors in IAS

- ❖ Mobus will sign any remaining 1503s and return them to the Curriculum Committee.
- ❖ IAS is proposing that the student must satisfy 45 credits in each major without any overlap. Mobus will contact Larry Knopp or Jenny Quinn?? about this and sign it since there are no further issues that APC would like to speak to.

5. APC will meet on June 8, 2011 and invite Ginger MacDonald

6. Committee Chair and replacements 2011-12

- ❖ Rich Knuth will serve through the rest of this academic year. Knuth will inquire about a replacement for 2011-12.
- ❖ George Mobus asked the committee to start thinking about who should take the Chair position for 2011-12

7. The meeting adjourned at 2:00 p.m.

Appendix A - Memorandum

May 11, 2011

To: Academic Policy Committee

From: Bobbe Miller-Murray, Registrar

Re: Recommendation Regarding Composition as an Admission Requirement

I am writing on behalf of the Office of Enrollment Services in support of a change to the current admission policy requiring that transfer students successfully complete 5 credits of composition in order to qualify for admission to the University of Washington Tacoma.

This requirement is a holdover from when the campus was a two year institution and we did not offer lower division courses. Students transferred directly into a major and therefore had to be major ready with very few general education deficiencies, given that once here the student would not be able to complete the deficiency unless s/he returned to the community college to do so.

At this point, composition courses are offered regularly on our campus and the composition requirement creates a barrier for transfer students, particularly those who are not transferring with an associate of arts degree. We propose that the composition requirement become a graduation requirement, as it is at other four years institutions in Washington State. UW Tacoma courses that are writing intensive, as are many of our upper division courses, could be set up to have successful completion of composition as a pre-requisite so that students who have not yet completed composition would not be eligible to register for them until they had completed it.

Last year, in approving the requirement that all students earn a 2.0 in composition before graduating UW Tacoma, APC required composition to be offered each quarter. That action may offset initial demand by incoming students. If this proposal is adopted, Enrollment Services further proposes to work with the Office of Institutional Research and Planning to monitor the number of students entering UW Tacoma without composition, in support of additional resources being allocated to teach this curriculum as warranted.

Appendix B - Memorandum

May 11, 2011

To: Academic Policy Committee

From: Bobbe Miller-Murray, Registrar

Re: Petitions for Reinstatement

I am writing on behalf of the Office of Enrollment Services to request a revision to the manner in which *Petitions for Reinstatement* are reviewed and processed for students who have been dropped from the university for low scholarship. The issue is twofold and involves, first, the students who have been attending UW Tacoma and have been dropped for low scholarship and second, the students who apply as new students to UW Tacoma after being dropped for low scholarship at either UW Seattle or UW Bothell.

Students Who Attended UW Tacoma

First, we propose that students who have been dropped for low scholarship at the Tacoma campus be instructed to submit their petition for reinstatement to the new Academic Advising Center (AAC). When the student submits the petition to the AAC, it could either be reviewed by a committee of advisers, as it is done in the Gateway Center at the Seattle campus, or if a specific program requires faculty review, the petition could be forwarded to the academic program. This change in process would mean all Tacoma students who are dropped for low scholarship would receive the same instructions about where to go to petition for reinstatement, rather than some being referred to their program and some to the advising center. It seems likely that each academic program would need to confer with the advising team and determine for that program how they wish to see these petitions reviewed. In all cases, once the petition has been reviewed, it needs to be forwarded to the UW Tacoma Registrar, so that the official record can be updated and a letter of reinstatement or denial of petition can be recorded and sent to the student.

Students Who Attended UW or UW Bothell

The second aspect of the proposal involves students who have been dropped for low scholarship at another UW campus and are now applying for admission as a new student to the Tacoma campus. The process of petitioning to a program, from which a student was not dropped nor ever attended, has been problematic. This past year, in coordination with the new Director of Admissions, the process that has been adopted is reviewing the applications on the merit of the student's overall performance, transfer credit, UW credit, personal statement, etc. Then, if Admissions needs further clarification on any issues, requesting that the student provide an additional personal statement addressing their plan for future success.

This process has been piloted in lieu of forwarding petitions for reinstatement for these students. It has been found to be much more workable, sensible, and smoother for students. It is also important to note that approval of the petition allows the university admission process to move

forward, but doesn't side step that process, including program review for admission, for students who request majors which are not centrally evaluated by the Office of Admissions.

APC's approval is requested to formally adopt these revisions, going orward.