



UNIVERSITY OF WASHINGTON

OFFICE OF THE PRESIDENT

July 18, 2008

Mark A. Emmert, President

Vice Chancellor Susan Jeffords
University of Washington, Bothell
Box 358522

Dear Susan:

Based upon the recommendations of the Executive Council on General Faculty Organization, the Faculty Council on Tri-Campus Policy has recommended approval of an option in Individualized Study within the existing Bachelor of Arts in Interdisciplinary Studies. A copy of the proposal is attached.

I am writing to inform you that the Interdisciplinary Arts and Sciences program is authorized to offer this option beginning autumn quarter 2008 and thereafter.

The new requirements should be incorporated in printed statements and in individual department websites as soon as possible. The *General Catalog* website will be updated accordingly by the Registrar's Office.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Mark".

Mark A. Emmert
President

Enclosure

cc: Mr. Bruce Burgett (with enclosure)
Mr. Robert Corbett (with enclosure)
Dr. Deborah H. Wiegand (with enclosure)
Todd Mildon, J.D. (with enclosure BIAS-20080305B)
Ms. Barbara Van Sant (with enclosure)



UNIVERSITY OF WASHINGTON

CREATING AND CHANGING UNDERGRADUATE ACADEMIC PROGRAMS

Attachment: Undergraduate Academic Programs List, Department of Interdisciplinary Arts and Sciences, 2008-2009

MAY 02 2008

OFFICE USE ONLY

Control #

BIS-20080305B

For information about when and how to use this form, <http://depts.washington.edu/uwcr/2003instructions.pdf>

College

Bothell Campus

Department or Unit

Interdisciplinary Arts and Sciences

Date

3/5/08

New Programs

- ☐ Leading to a Bachelor of _____ in _____ degree
- ☐ Leading to a Bachelor of _____ degree with a major in _____
- ☒ Leading to a Individualized Std Option within the existing major in Interdisciplinary Studies (BA)
- ☐ Leading to a minor in _____

Changes to Existing Programs

- ☐ New Admission Requirements for the Major in _____ within the Bachelor of _____
- ☐ Revised Admission Requirements for the Major in _____ within the Bachelor of _____
- ☐ Revised Program Requirements for the Major in _____ within the Bachelor of _____
- ☐ Revised Requirements for the Option in _____ within the major in _____
- ☐ Revised Requirements for the Minor in _____

Other Changes

- ☐ Change name of program from _____ to _____
- ☐ New or Revised Continuation Policy for _____
- ☐ Eliminate program in _____

Proposed Effective Date:

Quarter: ☒ Autumn ☐ Winter ☐ Spring ☐ Summer

Year: 20 08

Contact Person

Bruce Burgett, Interim Director, IAS

Contact's Phone

425 352 5350

Contact's Email

burgett@u.washington.edu

EXPLANATION OF AND RATIONALE FOR PROPOSED CHANGE

For new programs, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support and departmental handouts. (Use additional pages if necessary)

Please see the attached proposal.

CATALOG COPY

Catalogue Copy as currently written. Include only sections, paragraphs that would be changed if you request is approved. Please cross out or otherwise highlight any deletions.

N/A

PROPOSED CATALOG COPY

Reflecting requested changes (include exact wording as you wish it to be shown in the printed catalog. Please underline or otherwise highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in department publications.)

The Individualized Study (IS) option is designed for highly-motivated IAS students who wish to craft a course of study that addresses their individual intellectual interests and career goals, with guidance from a faculty mentor. IS students are able to work across existing degree options, majors, and programs.

Option requirements are:

BIS 300 (Interdisciplinary Inquiry)	5 credits
IAS courses in the option	40 credits (includes three two-credit Portfolio Reflection courses)*
Additional IAS coursework	20 credits
General Electives	20 credits
Senior seminar (or other capstone)	5 credits
Total	90 credits

Standard UW and IAS degree requirements, including areas of knowledge, would remain in effect, as they do for all other degree options and majors, with a total of 180 credits required for graduation

* Students in the Individualized Study option may petition for courses in other programs to satisfy the "IAS courses in the option" requirement.

SIGNATURES (required)

Chair, Program Director

Date

3-12-08

Dean

Date

5-1-08

College Committee

Date

4/30/08

Faculty Council on Academic Standards

Date

6/26/08

How many times revised?

Post approval: see memo

RESET FORM

**Proposal for an Option in Individualized Study
Interdisciplinary Arts and Sciences (IAS) Program
University of Washington Bothell**

A new Individualized Study (IS) option for Interdisciplinary Arts and Sciences (IAS) students at the University of Washington, Bothell (UWB) is proposed. The option will join six options currently housed in the Interdisciplinary Studies major: American Studies (AMS), Community Psychology (CP), Culture, Literature, and the Arts (CLA), Global Studies (GST), Society, Ethics, and Human Behavior (SEB), and Science, Technology, and the Environment (STE).

A faculty working group developed the proposal for the degree in the fall of 2007 as part of an overall campus initiative to create more diverse degree opportunities for UWB students. They researched other, similar programs nationally and consulted with interested faculty and staff at UWB. The proposal was discussed for the first time by the IAS Curriculum Committee, Program Council, and faculty in Fall Quarter 2007. It was read for a second time and approved by the Curriculum Committee (9 yes, 0 no, 1 abstain), the Program Council (7 yes, 0 no, 1 abstain), and IAS (19 yes, 2 no, 2 abstain) in Winter Quarter 2008.

In addition to general graduation requirements for IAS and UWB, students will complete 40 credits in a self-designed IS option within the 70 credit Interdisciplinary Studies major, including a minimum of three instances of a two-credit Portfolio Reflection course. The new degree option requires no new faculty or staff hires, though it will create a limited number of course releases for IAS faculty members once they have mentored 8-9 students through the option. Its total incremental cost per FTE is minimal.

Rationale

The Individualized Study (IS) degree option is designed for highly-motivated IAS students whose interests do not fall squarely within existing majors or options offered on campus. It is intended to allow students to work with faculty members in IAS and, where appropriate, across programs and campus(es) to chart a course of study crafted to their individual intellectual interests and goals, with guidance from a faculty mentor.

The new degree option addresses one of the constraints a small campus faces in the range of formal degrees it can offer. In doing so, it responds to a campus planning priority by creating a more flexible set of degree opportunities for students, one that can address the interests of existing and potential students directly and quickly as they manifest themselves. In developing this degree option, we researched and modified a similar program at New York University's highly-successful Gallatin School of Individualized Study.

In addition to meeting student demand, the new degree option will also help IAS develop a more student-driven curriculum, both currently and in the future. By widening students' possibilities, it will reveal new curricular pathways and connections and provide a forum, individually and through quarterly meetings of faculty mentors, to gain a better sense of the program as it looks to students. We imagine that these pathways and connections will range broadly from, for example, science communication and environmental education to media studies and gender

studies to digital arts and creative writing. This will help IAS and UWB identify areas that might merit greater curricular development and formalization into options or majors.

Course of Study

Students interested in pursuing the Individualized Study degree option will begin by finding an IAS faculty mentor and drafting in consultation with that mentor a Statement of Intent. Students may also opt to include a secondary faculty or staff mentor either from IAS or elsewhere in the university. The Statement of Intent will include the title of the Individualized Study degree, a 1-2 page description of the student's learning goals, and an initial, provisional plan of the coursework to be taken. The student's quarterly progress will be monitored by the designated faculty mentor(s), with the support of the larger team of mentors.

The student's coursework plan will need to encompass the senior seminar (or other capstone course), along with a minimum of forty credits of coursework in IAS in their approved course of study, including three two-credit Portfolio Reflection courses¹. In addition, Individualized Study students will enroll in an additional 20 credits of IAS coursework, and have the opportunity to enroll in as many as 20 credits of coursework in other UWB (and UW) programs. Like all IAS students, students in Individualized Study will be required to take the program's introductory course, BIS 300.

BIS 300 (Interdisciplinary Inquiry)	5 credits
IAS Courses in the option	40 credits²
Additional IAS courses	20 credits
General Electives	20 credits
Senior Seminar (or other capstone)	5 credits
<i>Total</i>	<i>90 credits</i>

Standard UW and IAS degree requirements, including areas of knowledge, would remain in effect, as they do for all other degree options and majors, with a total of 180 credits required for graduation.

Given the difficulties in projecting course offerings, mentoring and advising will be particularly important, so that plans have the needed realism and resilience. Acceptance of the Statement of Intent will require the signatures of the student, faculty mentor, a staff academic advisor, and the IAS faculty convenor for Individualized Study. (The convenor's role is described in more detail below.) Depending on student demand, the number of students enrolled in the Individualized Study degree option may be capped at a manageable number and the packet of application materials may also require a UWB transcript and/or a minimum GPA.

As stated above, students pursuing the Individualized Study option will be required to successfully complete a two-credit (credit/no credit) Portfolio Reflection course three times

¹ Normally at least 30 of the 40 credits would be in courses the student has yet to take.

² Like all IAS students, those in Individualized Study will be able to petition for courses in other programs to satisfy the "courses in the option" requirement. We imagine that some IS students may take greater advantage of this opportunity, depending on their projected courses of study.

during their course of study: once during the first or second quarter after they declare; once at a midpoint; and once during one of the two quarters before they graduate. (Students may opt to take the Portfolio Reflection course up to 5 times.)

Normally, the student's Statement of Intent will be submitted after the beginning of the sophomore year and before the end of the junior year. But the only binding time requirements are that the student successfully complete at least three quarters of the Portfolio Reflection course. Students will have an opportunity to revise their proposals during the quarters when they complete their Portfolio Reflection courses. Revised proposals are subject to the same requirements as originals.

As should be clear, the Portfolio Reflection courses are central to the Individualized Study option. In addition to enabling the student to develop ownership over their education, the portfolio process will likely give them an edge in describing the content of their degree to potential employers or graduate schools. (For a draft description of how the portfolio would work, see Appendix I.)

Learning Objectives

All students opting for the Individualized Study degree options will need to address the four core IAS learning objectives in their Statements of Intent: Critical Thinking; Collaboration and Shared Leadership; Interdisciplinary Research; Writing and Presentation. Additional learning objectives will be negotiated between the student and their mentor(s).

Learning objectives will be assessed within both the IAS program-wide portfolio-based process and the new 2-credit portfolio course. In the latter, students will reflect critically and collaboratively with others on their learning objectives as they make their way through their course of study. The 2-credit course will offer an opportunity for students to develop their critical thinking about their own educational careers and professional development, both past and future.

Administration and Advising

By its nature Individualized Study poses a different advising challenge from the normal task of helping students negotiate set courses of study. Both students and mentors will need to take special care to ensure (a) that proposals are plausible, (b) that students plan realistically and stay on track, (c) that there is some resilience in case unexpected events disrupt the lives of students or mentors, and (d) that there is some commonality of rigor across different Individualized Studies.

This is the role of the faculty convenor, a full-time faculty member, designated by the IAS Director for a minimal period of one academic year, and the team of faculty mentors. The convenor's signature will be required for new Individualized Studies, while the team of mentors will support and learn from one another at their quarterly meetings normally held during finals week. In some cases the convenor may also help students locate faculty mentors, and work with

faculty members new to the process. If a faculty mentor unexpectedly resigned, the convenor would step in to help locate a new or mentor or even serve as a backup mentor, if necessary.

The convenor will also be responsible for coordinating quarterly meetings of all faculty mentors working with Individualized Study students during that quarter. At those meetings, new Individualized Study proposals and the progress of all students doing Individualized Studies will be discussed. At least one of the staff academic advisors would attend this meeting. The purposes of these meetings are to:

- Ensure, with the assistance of the staff advisor, that students are meeting the requirements needed to graduate.
- Assist faculty in aligning expectations about student work to achieve adequate rigor across the option.
- Facilitate the sharing of intelligence about student interests revealed by Individualized Studies, so that the program as a whole might take advantage of it.
- Make recommendations about any revisions to the structure of the Individualized Study degree option.

Faculty members who undertake mentoring roles assume the responsibilities to prepare for and attend these meetings, to meet at least quarterly with mentees, and collect and assess the materials related to the two-credit Portfolio Review courses for that student's course of study.

Budgetary Impact

Because the Individualized Study degree option draws on existing curricula in IAS and at UWB (and the UW), it requires no new staffing. But it will require compensation for mentoring. As part of a more comprehensive points system recent approved to recognize and reward the work of IAS faculty members teaching outside the context of regular classes, the IAS program will give faculty mentors appropriate teaching credit (or financial compensation) for mentoring work.

Though effects of the points system are uncertain, we estimate that 20 students graduating with the Individualized Study degree option would result in 2-3 course releases annually; 40 students would produce 4-6 course releases. Clearly, this is a cost-effective means of high-quality degree delivery.

New Course

BIS 4XX: Portfolio Reflection (two credits)

Appendix I: Portfolio Description

What is the Individualized Studies degree portfolio?

As a student earning an Individualized Studies degree in the IAS program at UW Bothell, you are required to enroll quarterly in BIS XXX, Portfolio Reflection. This two-credit course provides a space for you to consult with your faculty mentor and others enrolled in the course as you complete a portfolio assessment. You will need to complete this course a minimum of three times as you complete your degree: once at the start, once in the middle, and once at the end.

The portfolio itself is additive. Over time, it will grow and eventually will consist of all of the major assignments you complete while in the program, including papers, projects, performances, presentations, exams, and your previous self-assessments. The portfolio and the course-based self-assessment process are intended to make you aware of your progress as you move through your Individualized Studies degree so that you can work with your faculty mentor to make needed changes along the way and complete your degree with solid measurement of your accomplishments.

The process begins when you work with your faculty mentor to create a Statement of Intent, describing the course of study your plan will undertake and the learning objectives that underwrite that plan. These learning objectives should complement and, if appropriate, expand on the core objectives in IAS: critical thinking, collaboration and shared leadership, interdisciplinary research, and writing and presentation. The Individualized Studies portfolio process enriches the standard, program-wide IAS portfolio requirement. While your other courses may or may not explicitly use a portfolio system, but you should make sure you retrieve all assignments and include them in your portfolio.*

In addition to the three iterations of the 2-credit course, you and your faculty advisor will consult quarterly about this process of portfolio construction and assessment. These assessments will be reviewed by a larger committee of faculty mentors. This committee may also have feedback for you and/or require revisions. These requests and or requirements will be conveyed to you by your faculty advisor.

*Non-standard assignments can be difficult to retain and may take an extra effort, but they can be extremely valuable, for you and for us. If you are given the option to have Campus Media videotape your performance, make sure you request a taped or digital copy. If you complete a group poster or installation, take a digital photo of it. Assignments on web discussion boards and other web-based media should be printed out before the course ends.



UNIVERSITY OF WASHINGTON

BOTHELL

Office of the General Faculty Organization

To: Faculty Council on Tri-Campus Policy

From: Mike Stiber, Chair, Executive Council of the General Faculty Organization, University of Washington Bothell

Date: 13 June 2008

Re: Executive Council Approval of the Proposed Option in Individualized Studies for the Interdisciplinary Arts and Sciences Program

The Executive Council (EC) of the General Faculty Organization of University of Washington Bothell reviewed the responses from the tri-campus review of the proposal for a new IAS program option in Individualized Studies. The EC has determined that the proposing faculty in the IAS program have duly considered and responded to the comments posted by faculty from across the three campuses during the tri-campus review period. A letter containing the responses is attached with the checklist.

Please let me know if you need any additional information.

Bothell – Option in Individualized Study (BIAS-20080305B)

Tri-Campus Review Comments

Comment by CARA CALVO made 5/7/2008 10:51:37 AM

What is the volume of student demand for this option specifically? Other than "total incremental cost per FTE" (minimal), what impact does this proposed option have, if any, on other needed resources?

Comment by laura newell made 5/7/2008 1:57:15 PM

It seems to me that the goals of the Individualized degree are those that any degree program should address and fulfill. Aside from the student and the advisors' planning a schedule of specific courses and assuring that graduation requirements are met, what makes this degree special from an advisor's perspective? Should not all students expect good academic advice on the particular route to the degree that they choose?

To: Executive Committee of the General Faculty Organization (GFO), UW Bothell

From: Bruce Burgett, Professor and Interim Director, Interdisciplinary Arts and Sciences

RE: Response to Tri-Campus Review Comments on the Proposed Option in Individualized Study

Date: 11 June 2008

We appreciate the opportunity to respond to the two comments that were posted during the tri-campus review period concerning the Individualized Study degree option.

The first comment concerned student demand and potential resource needs. In terms of demand, we are uncertain at this point, but plan to cap the initial enrollment in this option at 15-20. This cap will also limit resource needs. Over time, we may require additional resources, if we grow the degree.

The second comment asked about the impact of the degree from an advisor's perspective and wondered if all students should be getting this level of attention. It is true that all students should be getting attention at this level. We anticipate that students motivated to design their own degree will also be motivated to seek sustained advising, something that is not always true of students. In addition, we want to note that the distinctiveness of this degree lie not so much in the advising as the portfolio reflection process. Again, this is a characteristic of all IAS degrees, but it is intensified in this case.

Thank you for the opportunity to respond to these comments. We believe that the new option in Individualized Study will address the concerns and questions expressed in them.

UNIVERSITY CAMPUSES UNDERGRADUATE PROGRAM REVIEW PROCEDURES**

CHECKLIST

Title of Proposal: Option in Individualized Study (BIAS-20080305B)

Proposed by (unit name): Interdisciplinary Arts and Sciences

Originating Campus:

☐ UW, Seattle

☒ UW, Bothell

☐ UW, Tacoma

I. Phase I. Developed Proposal Review (to be completed by Originating Campus' Academic Program Review body)

A. Review Completed by: (list name of program review body)

Chaired by:

05/01/08 Date proposal received by originating campus's review body

05/02/08 Date proposal sent to University Registrar

05/07/08 Date proposal posted & email sent to standard notification list

06/26/08 Date of originating campus's curriculum body approval

(Note: this date must be 15 business days or more following date of posting)

B. 2 Number of comments received. Attach the comments and a summary of the consideration and responses thereof : (1-2 paragraphs)

II. Phase II. Final Proposal Review (to be completed by FCTCP)

A. Review Completed by:

7/11/08 FCTCP subcommittee

n/a FCTCP full council

Chaired by: Janet Primomo

7/8/08 Date request for review received from University Registrar

7/16/08 Date of FCTCP report

B. Review (attached)

YES NO

 x Was notice of proposal posted on UW Website for 15 business days?

- ☒ ___ Was notice of proposal sent to standard mailing list 15 business days in advance of academic program review?
- ☒ ___ Were comments received by academic program review body?
- ☒ ___ Was response to comments appropriate? (explain, if necessary)
- ☒ ___ Was final proposal reviewed by FCTCP within 14 days of receipt?
- ☒ ___ Was there adherence to the University Campuses Undergraduate Program Review Process? (explain, if necessary)

C. Recommendation

- ☒ Forward for final approval
- ___ Forward to Provost because of University issues (Explain)
- ___ Return to campus council because of insufficient review (Explain).

**Endorsed by Faculty Senate Executive Committee, 1/10/05, modified 1/31/06; These procedures apply to new undergraduate degrees, majors, minors (and certificates) and substantive changes to same

Summary:

A subcommittee of FCTCP completed the Phase II review of the Option in Individualized Study (BIAS-20080305B) at UW Bothell). The FCTCP sub-committee noted that all procedures were followed; the proposal generated 2 comments that were responded to appropriately by the originating unit.

The FCTCP is pleased to have the Registrar forward the final proposal to the President for final action and transmit the information to the UWB Chancellor. Thank you.
Janet Primomo, Chair, FCTCP