

Charter

Center for University Studies and Programs

1. Statement of General Purpose

The Center for University Studies and Programs (CUSP) exists to (a) manage coursework and student learning assessment associated with UW Bothell's lower division core and distribution course requirements and (b) facilitate coordination of academic programs, student life, and academic services for lower division students before they are accepted to majors. The CUSP is intended to serve as a support system for individual students, a focal point for collaboration among the faculty of the various academic programs and the staff of student and academic services. The CUSP supports innovations in curriculum, teaching, assessment, and student support and ensures that the overall academic experience at UW Bothell achieves the goals of a broad liberal education and allows students to fulfill the requirements of the various majors.

2. Statement of Congruence with Role and Mission

The CUSP helps UW Bothell implement campus goals and legislative directives associated with establishing a lower division program that serves the Eastside and North Sound regions. The Center will provide an organizational focus on lower division programs while allowing academic programs to maintain a balanced emphasis on native and transfer students.

3. Definitions

A "University Studies student" is any student who has been admitted to UWB but not yet admitted to a specific major.

"University Studies courses" are defined for this policy as all 100-level courses, except those that are prerequisite to a single major and those 200-level courses that are required for students in more than one program.

The "University Studies Program" consists of the courses, advising, and other services offered by the CUSP. The University Studies Program includes CUSP activities funded by grants and contracts as well as those supported through the regular campus budget process.

4. Center Authority and Responsibilities

The Center works within the framework of shared governance at the University of Washington and the policies of the campus and university. The authorized

activities of the CUSP include, but are not limited to:

- Provide advising and academic counseling services to all University Studies students. In addition, academic programs will continue to offer information and advice to students who are interested in exploring specific majors.
- Manage all funds allocated by the campus for University Studies courses and FTE in order to meet enrollment targets within available resources.
- Determine priorities for and schedule University Studies courses.
- Arrange for faculty to teach University Studies courses. This may be done in three ways: (a) by contracting with a UWB academic program for a temporary or permanent instructional responsibility in exchange for funding or shifts in student FTE targets; (b) by appointing part-time lecturers consistent with the role of the Faculty Oversight Committee for University Studies (FOCUS); and (c) by entering into agreements with Cascadia Community College, University of Washington, Seattle, or other institutions to share or provide instruction for courses. Details of how each of these arrangements will work are included in the attached policies.
- Develop and recommend approval for courses to be offered in the University Studies program. Processes for faculty development and approval of these courses are detailed in the attached policies.
- Collaborate with the Associate Vice-Chancellors for Academic Affairs (Directors of Student Affairs and Academic Services) to ensure a coordinated set of academic advising, student life, and academic services for University Studies students.
- Seek and manage externally sponsored projects that improve the quality of services to general studies students.
- Take primary responsibility for evaluation of UWB's general education program, including program-wide assessment of student learning, assessment of how well student experiences match UWB values and commitments, and overall satisfaction of all constituents with the Center's operations.
- Prepare an annual report on student learning, curriculum, and program operations in the University Studies program. The annual report will include copies of all agreements with academic programs for faculty assignments to provide a continuing record of these mutual commitments.

Note Regarding Scope of CUSP Responsibility: Under special circumstances, 100-level courses that are primarily associated with one professional or degree program, but are also required by another program or concentration may be offered by an academic program rather than the CUSP. Decisions regarding responsibility will be made on a case-by-case basis by the Vice Chancellor for Academic Affairs on the recommendations of the academic Program Director and CUSP Coordinator. Criteria to be considered include whether faculty expertise for teaching the course exists in more than one program and the centrality of the course in the prerequisites of a single program.

5. Administrative Structure of the Center for University Studies

A. Placement in the UWB Organizational Structure. The CUSP will function as a part of the Office of the Vice Chancellor for Academic Affairs (VCAA), with the Center Coordinator reporting to the VCAA.

B. Center Coordinator. The CUSP Coordinator will be a UWB faculty member who is appointed by the Vice Chancellor for Academic Affairs, subject to advice of the faculty, the Academic Council, and approval of the Chancellor. The Center Coordinator's responsibilities include:

- Overall leadership for the University Studies program, including strategic planning, budget development, communication of priorities and needs within the UWB community, and representation of the Center on the Academic Council.
- Appointment of staff in the Center with the approval of the VCAA and Chancellor and part-time lecturers with approval of the FOCUS.
- Management of the Center's fiscal resources within campus and university policies.
- Scheduling of University Studies courses in consultation with other Program Directors.
- Ensuring a coordinated set of academic advising, student life, and academic services for University Studies students in consultation with Student Affairs and Academic Services.
- Development of a data and reporting system that provides for regular data-based review of program efficiency and quality and supports regular improvements.

C. Faculty Oversight Committee for University Studies (FOCUS). The FOCUS will provide faculty leadership and decision-making in the CUSP.

- Membership. The FOCUS will consist of five to seven full-time faculty members who have teaching assignments in the University Studies program. Committee members will be appointed to staggered two-year terms and will represent at least three academic programs during any given year. Serving as ex officio members designated without vote, the Director of the Teaching and Learning Center and a Librarian assigned by the Library Director will work closely with the oversight committee to help coordinate services with academic coursework and support evaluation of student learning and may serve as ex-officio members of the Committee on matters not directly related to faculty governance of the academic program.
- Selection of FOCUS Members. Charter members of the FOCUS will be appointed by the Vice Chancellor for Academic Affairs with the concurrence of the Academic Council and the GFO Executive Council. Thereafter, one half of the all FOCUS members will be elected each spring for two-year terms. Members will be nominated by the voting faculty who have taught university studies courses during the academic year and elected by the full voting faculty of UWB.
- Responsibility and Authority of the FOCUS. The FOCUS shall have the responsibilities and authority to appoint part-time lecturers for University Studies courses consistent with University faculty appointment policies and procedures. In addition, the FOCUS will have authority for curriculum development normally assigned to departmental faculties under University policies, including recommendation of University Studies courses for approval by the UWB Curriculum Committee. The exercise of these authorities is expected to involve extensive consultation with faculty members across all UWB academic programs who have disciplinary expertise associated with course approvals or appointment of part-time lecturers under consideration. (See attached policy on course approvals.)

D. Program Support. The Center for University Studies will include a counseling services coordinator and such office and other staff as are necessary to fulfill the mission and goals of the Center.

6. Center Policies

A. Operation of the Center will be guided by this Charter, the policies of the University of Washington and the UWB campus, with the Center Coordinator having responsibilities normally assigned to department chairs and the FOCUS

having responsibilities normally assigned to departmental faculties.

B. CUSP policies that affect how faculty members are funded, assigned, and evaluated as they teach University Studies courses require approval by the FOCUS, the concurrence of the VCAA after review by the Academic Council and GFO Executive Council.

C. The initial policy on faculty teaching assignments is attached with this Charter and approved in conjunction with the Charter approval.

D. The initial policy on approval processes for CUSP courses is also attached with this Charter and approved in conjunction with the Charter approval.

7. Resource Implications

Establishment of the Center will require an initial budget allocation sufficient for a part-time Center Coordinator (a faculty member released from at least two courses annually plus summer salary and an annual administrative supplement), a counseling services coordinator and a secretary/office assistant.

As the Center's Coordinator and staff compete successfully for external grants and contracts to support the University Studies program, the indirect cost returns that would normally be allocated to academic programs will be assigned to the Center.

A projected annual budget is provided below:

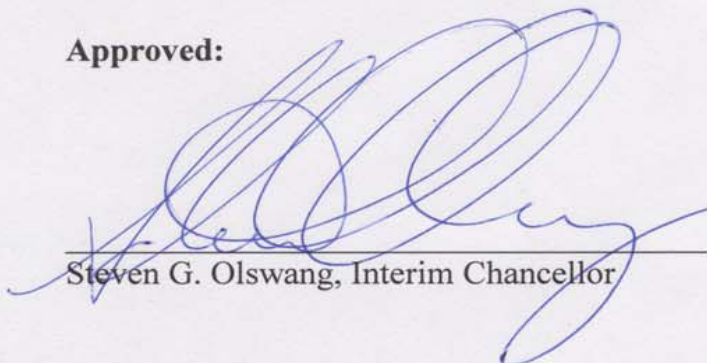
Category	Description	Estimated Budget
Director	Release time	12,000
	Summer appointment	24,000
	Benefits	8,352
	Sub-total	44,352
Office Assistant (OA-3)	Salary	31,284
	Benefits	9,635
	Sub-total	40,919
Advisor	Salary	42,000

		Benefits	11,382
	Sub-total		53,382
Operations support	6 faculty at standard rates		24,750
Faculty support at dept level	4 faculty at average rates (\$63K)		252,000
Faculty support -temporary	2 temporary faculty at average rates		126,000
		Benefits	87,696
	Total		629,099
Surplus (deficit)			
Summary		Total-Direct	512,034
		Total Benefits	117,065
<p>Note: 1 New permanent faculty time is calculated at a \$63,000 average nine-month salary</p> <p>Note 2: Release time for the CUSP Coordinator is calculated at \$6,000 per course.</p>			

8. Center Review

An early review of the CUSP and the provisions of this Charter is scheduled so that the campus can adapt quickly to initial experience as lower division programs are developed. A comprehensive review will be conducted in the third year (at the end of the 2008-2009 Academic Year). The General Faculty Organization and the Vice Chancellor for Academic Affairs will be jointly responsible for conducting the review and making recommendations for modifications to the Chancellor.

Approved:


 Steven G. Olswang, Interim Chancellor

11/3/05
 Date

Policy: Faculty Teaching Assignments in the Center for University Studies and Programs

Approved by: Steven G. Olswang, Chancellor

Date:

Purpose

This policy governs the use of instructional funds by the Center for University Studies and Programs (CUSP) and establishes how those funds can be used to support instruction in university studies courses. The intent of the policy is to implement recommendations of the GFO Executive Council, including:

- That a faculty member's service and instruction in lower division courses be given the same consideration and value as assignments within an academic program when a faculty member's performance is evaluated for merit or promotion.
- That the campus rely primarily on tenured faculty for instruction in lower division courses.
- That all full-time faculty members be appointed in the regular academic programs.
- That no full-time faculty member be assigned teaching and service work exclusively in the lower division program.

Policy

A. *Agreements between the CUSP and an Academic Program for instruction associated with a full faculty FTE.* This agreement transfers funds from the CUSP to an academic program so that the program can hire an additional faculty member. Such agreements must be signed by the CUSP Coordinator, the Academic Program Director, the Academic Program Faculty, and the VCAA. While some modifications may be appropriate for unique circumstances in the various programs, all such agreements will contain the following provisions:

1. The CUSP:

- (a) Retains responsibility for production of student FTE associated with faculty positions

(c) Transfers funds to the academic program that will support one faculty hire at the assistant professor level.

(d) Provides written evaluations of faculty members' teaching and service in the CUSP, if requested by either the faculty member or responsible committee, for consideration in merit, promotion, and tenure reviews.

2. The Academic Program Director:

(a) Commits to providing faculty to teach six five-credit course sections annually. (The written agreement may specify a different number of course sections when circumstances in a program warrant consideration of different teaching commitments for a faculty member, and when both the Academic Program Director and CUSP Coordinator agree to the adjustment.) The individuals assigned to CUSP teaching must be mutually acceptable to the Program Director and CUSP Coordinator and must reflect a distribution of ranks that is no less senior than the overall distribution of faculty members in the program. (For example, if one-fourth of a program's faculty are Professors, one fourth Associate Professors, one fourth Assistant Professors, and one-fourth Lecturers, then instructional assignments in the CUSP would not exceed these percentages for those at lower ranks.)

(b) Commits to assigning at least one faculty member who has teaching responsibilities in the CUSP to serve as an initial member of the FOCUS.

3. The Academic Program Faculty:

Commits to a policy of considering service and instruction in the CUSP as equal in value to instruction and service in the program itself.

4. The Vice Chancellor for Academic Affairs:

(a) Approves the transfer of funds and any change in FTE targets.

(b) Approves any special provisions of the agreement.

5. All parties to the agreement:

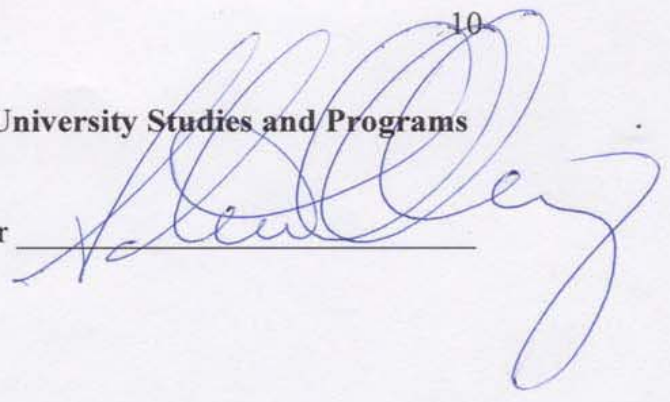
(a) Agree to reconsider the agreement every time the academic program has a faculty vacancy. Reconsideration at this time will allow a vacancy to be transferred back to the CUSP without affecting the employment status of the individual who was hired with funding from the original agreement. Either the Center Coordinator, the Academic Program Director, or the VCAA can request termination of an agreement when such a vacancy exists.

B. Agreements between the CUSP and an Academic Program for instruction associated with a portion of a faculty member's FTE. Such an agreement will normally be for one academic year or less and will involve either temporary transfer of funds from the CUSP to the academic program or temporary transfer of responsibility for student FTE from the program to the CUSP. In either case, the cost (in funding or FTE responsibility) will be negotiated on a case-by-case basis between the Program Director and CUSP Coordinator. As with the above agreement, a provision will be included to ensure that instruction and service in the CUSP will be evaluated on the same basis as work within the academic program.

C. Direct hire of temporary and part-time faculty. The CUSP Coordinator may hire part-time lecturers to teach CUSP courses. When this is done, the Faculty Oversight Committee for University Studies (FOCUS) will serve as the departmental faculty responsible for recommending such appointments or authorizing the CUSP Coordinator to act on its behalf. Such approval will involve consultation as needed with faculty members across programs who have expertise in the various academic areas involved.

Policy: Course Approval in the Center for University Studies and Programs

Approved by: Steven G. Olswang, Chancellor



Date:

Purpose

This policy establishes processes for course review and approval in the Center for University Studies and Programs (CUSP). The intent of the policy is to ensure broad consultation with UWB faculty with expertise in a relevant discipline when courses are recommended for approval.

Policy

- A. The Charter for the CUSP gives the Faculty Oversight Committee for University Studies (FOCUS) authority to act as the departmental faculty in course approval matters.
- B. Prior to taking any course approval action, the FOCUS will consult with faculty members in all academic units whose primary academic disciplines would normally be responsible for the course under consideration.
- C. Proposals to establish or revise courses and to determine whether courses meet campus criteria for lower division distribution requirements will be circulated to faculty possessing relevant disciplinary expertise with at least two weeks allowed for written responses.
- D. When course approvals are recommended by the CUSP to the UWB Curriculum Committee, the request for action will include the written responses of the disciplinary faculty and a description of how these responses were addressed in the final course recommendations. The Curriculum Committee will use this information as a part of its evaluation of the course.