IAS Faculty Council Minutes

October 30, 2013

Date: Wednesday, October 30, 2013
Time: 10:30 – 12:00 PM
Location: PNK 212
Purpose: Initial meeting of newly configured IAS Faculty Council
NOTE: Highlights indicate actions taken/Decisions made

Attendees/Invitees

<table>
<thead>
<tr>
<th>Name</th>
<th>Capacity</th>
<th>☑</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Greengrove</td>
<td>Chair (QuESSi)</td>
<td>☑</td>
<td>cgreen</td>
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<tr>
<td>Mary Hanneman</td>
<td>Chair-elect (PPPA)</td>
<td>☑</td>
<td>hanneman</td>
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<tr>
<td>Cynthia Howson</td>
<td>Lecturer-at-Large</td>
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<td>chowson</td>
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<tr>
<td>Loly Alcaide Ramirez</td>
<td>CAC</td>
<td>☑</td>
<td>alcaide</td>
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<tr>
<td>Julie Masura</td>
<td>QuESSi</td>
<td>☑</td>
<td>jmasura</td>
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<tr>
<td>Johann Reusch</td>
<td>S&amp;HS</td>
<td>☑</td>
<td>reusch</td>
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<tr>
<td>Lauren Montgomery</td>
<td>SBHS</td>
<td>☑</td>
<td>Immont</td>
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<td>Mike Zbaraschuk</td>
<td>PPPA</td>
<td>☑</td>
<td>mzbara</td>
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<tr>
<td>Ex-Officio</td>
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<tr>
<td>Bonnie Becker</td>
<td>Associate Director</td>
<td>☑</td>
<td>bjbecker</td>
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<tr>
<td>Chris Demaske*</td>
<td>Chair of Chairs</td>
<td>☑</td>
<td>cd2</td>
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<tr>
<td>Bill Kunz</td>
<td>Interim-Director, IAS</td>
<td>☑</td>
<td>bkunz</td>
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<tr>
<td>Kristina Powers</td>
<td>Staff</td>
<td>☑</td>
<td>kp23</td>
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✓ = present
= excused

*Chris Demaske (Chair of Chairs): inadvertently not invited to the meeting. This has been corrected.

Agenda

1. IAS Faculty Council Charge
2. Sub Committees:
   a. IAS Curriculum Committee
   b. IAS Personnel Committee
3. IAS Budget
   a. “06”: State
   b. “64”: Discretionary
   c. “74”: Temporary
4. Faculty Assembly Executive Council
5. Issues at Hand:
   a. IAS Low Enrollment Policy
   b. IAS Faculty Merit
   c. IAS Annual Reviews
   d. IAS Part-time Hires
   e. IAS FC Meeting Logistics

Discussion

1. IAS Faculty Council Charge
   a. The role of the IAS Faculty Council (IAS FC) is to be an advisory group to the IAS Director for IAS policy.
      i. IAS FC to work with Bonnie Becker on policy and procedures
   b. IAS Director can/will be invited as deemed necessary however the IAS FC can meet without the IAS Director.
   c. The IAS FC has been asked to assess what is working, what is not working and provide recommendations on the following:
      i. Governance structure
II. Compensation
1. extra meritorious
2. compensation of the Division chairs
3. Associate Directors

III. Workload for the following Division chairs
1. Assessment to be conducted as individual meetings with division chair by division rep
2. A job description of the Division chair role is hoped to be a result of the structure assessment and individual interviews/meetings

IV. Bylaws
1. Feedback has yet to be provided on the bylaws by code cops.
2. Only campus level bylaws are required to get code cop approval.

D. Administrative

1. Staff duties:
   1. Communicate location of meetings
   2. Send reminders & agendas for meetings
   3. Post minutes to IAS public site
   4. Track bylaw changes
   5. Maintain Catalyst page

2. An internal Catalyst page will be created for the following:
   1. Bylaws
   2. Membership and contact information
   3. Divisional information
   4. Minutes
   5. IAS representation on various committees
      a. Divisional
      b. UW Tacoma
      c. Campus wide
   6. Various working documents as necessary

3. Plan is to also have a governance webpage for external usage

IV. Chair & Chair-elect to sit on IAS Shared Leadership Council (IAS SLC). IAS SLC will meet once a quarter.

2. Sub Committees

a. IAS Curriculum Committee (IAS CC)
   i. IAS FC required to elect a Chair to the IAS CC. This person will serve with the Division chairs and close the gap of communication between the Division chairs and the IAS FC.
      1. Cynthia Howson volunteered as Chair of IAS Curriculum Committee.
      2. Cynthia Howson approved by IAS FC.
   ii. The IAS CC meetings at certain check points, once or twice a quarter.
   iii. First meeting is November 18th

b. IAS Personnel Committee (IAS PC)
   i. An IAS PC is needed for part-time hires.
   ii. Per code, a personnel committee must be a (singular) committee. Divisional personnel committees are not allowed as discussed at last IAS Faculty meeting.
   iii. Faculty Council currently taking on the role of the Personnel Committee until committee formed – this formation is currently on hold while we get other stuff setup

3. IAS Budget
   a. “06”: State:
      i. Salaries
      ii. Operations
   b. “64”: Discretionary
      i. $2,000 available for various items are not limited to but include, food, alcohol etc.
   c. “74”: Temporary
      i. In the past, it was a temporary budget holder. Bill will meet with Jan Rutledge next week to dig deeper into the budget to determine what to do with it.
         1. Student hires for chairs.
         2. Student research assistants.
         3. Summer salaries.
         4. Research/teaching fund (typically @ $100K spent on this annually in past).
      ii. It is now monies accrued during the summer. There is a year lag when allocated.
         1. Current: 145K carry-forward
         2. 300K from 2012 summer school
iii. Transparency is needed as faculty need to know what is available, who is being awarded and how the money is being used.

iv. IAS FC asked to develop the following for how review of applications for funds will/should be handled:
   1. Guidelines
   2. Best practices

v. IAS FC will make recommendations and the final decision will be made by the director as there needs to be consistency for the “74” budget

vi. Bill recommended for funds to be allocated (immediately) for the following:
   1. Faculty development:
      a. Assistant Professors: $2,000 (+$1,500 X 18 = $27,000)
      b. Associate & Full Professors: $1,000 (+$500 x 39 = $19,500)
      c. Lecturers: $750 ($750 x 41 = $30,750)
   2. Purchase toner cartridges for associate and full professors.

3. IAS FC unanimously agreed to both recommendations as there are funds available to move forward.

4. Faculty Assembly Executive Council (FAEC)
   a. FAEC has approximately 20 members campus wide. IAS is entitled to 5 representatives due to the size. The following is IAS representation:
      i. Katie Baird – past chair
      ii. Nita McKinley – vice chair
      iii. Linda Dawson
   b. Representatives must be elected ASAP. The following was recommended:
      i. Representative from each division will be revisited and discussed however at this time, those who agreed to the nominations will be on the ballot. It is not imperative that there be representation from each division as the seats need to be filled.
      ii. IAS FC agreed to move forward with the above recommendation.
   c. Future Discussion Questions:
      i. Can Katie & Nita be counted twice (as a chair and as a representative?)
      ii. Should IAS vote by division for representatives to FAEC?

5. Issues at Hand:
   a. IAS Low Enrollment Policy
      i. This was discussed last year and needs to be revisited. A schedule must be built around data.
      ii. The group will start by assessing the scheduling guidelines that incorporate current low enrollment policy that was drawn up this past summer (2013).
      iii. IAS FC to discuss and bring forth to Faculty for input
   b. IAS Faculty Merit
      i. Transparency is necessary for extra meritorious candidates. The following needs to be considered:
         1. How recommendations are made.
         2. Discussions.
      ii. It was also noted, by code; there needs to be consultation by full professors by full professors
   c. IAS Annual Reviews
      i. IAS FC was asked to provide recommendations are needed regarding annual reviews. The challenge is that annual reviews must be compliant with code. The following was suggested and needs to be assessed:
         1. Associate Directors would provide reviews for associates and fulls.
         2. Director will provide annual reviews for assistants due to tenure & promotion.
      ii. Questions:
         1. Can Division chairs review lecturers?
         2. It is unclear at this time if there will be a change from Seattle on how reviews are done.
   d. IAS Part-time Hires
      i. It is recommended that divisions form their own personnel committees. The divisional personnel committees will vote and provide vote results to IAS FC.
      ii. IAS FC has been delegated to vote on part-time hires via Catalyst.
   e. IAS FC Meeting Logistics
      i. Kristina to provide staff support and maintain sites
      ii. Meetings should take place one week prior to an IAS Faculty Meeting and establish agenda
iii. Bi-weekly meetings scheduled through the end of the calendar year:
    1. Wednesday, 11.13: 10:30-12:00 pm
    2. Wednesday, 11.27: 10:30-12:00 pm
    3. Wednesday, 12.11: 10:30-12:00 pm

iv. The remaining meetings will be scheduled at a later date.

6. Meeting adjourned at 12:02 PM.

Next IAS FC Meeting: Wednesday, 11.13.2013   LOCATIONS TBD
                        Wednesday, 11.27.2013
                        Wednesday, 12.11.2013

Faculty Meetings: Friday, 11.08.2013   LOCATIONS TBD
                    Friday, 12.06.2013
                    Friday, 01.10.2013
                    Friday, 01.31.2014
                    Friday, 02.28.2014
                    Friday, 03.14.2014
                    Friday, 04.04.2014
                    Friday, 05.02.2014
                    Friday, 06.06.2014

Action Items

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<th>Date Due</th>
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<tr>
<td>A1-01</td>
<td>Set up IAS FC Catalyst page</td>
<td>10.30.13</td>
<td>Kristina</td>
<td>ASAP</td>
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<tr>
<td>A1-02</td>
<td>Cheryl, Mary &amp; Kristina to meet to discuss IAS FC Catalyst page</td>
<td>10.30.13</td>
<td>CG, MH, KP</td>
<td>Tentatively scheduled 11.04</td>
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Parking Lot

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