

UNIVERSITY OF WASHINGTON TACOMA  
Faculty Assembly Executive Council (FA EC)

Minutes

Wednesday, January 20, 2010  
12:30 – 1:25 p.m. MAT 352

Attendees: Marcie Lazzari, Vice Chair; Zoe Barsness, Kima Cargill, Marjorie Dobratz, Ehsan Feroz, Emily Ignacio, Janice Laakso, Mark Pendras, Peter Selkin, Tracy Thompson, Larry Wear

1. The minutes from November 12, 2009 were approved after minor revisions were suggested.
2. Admission Requirements for International Transfer Students. The FA EC reviewed the following proposal, which the Academic Policy Committee (APC) sent to the FA EC on December 8, 2009:

The Academic Policy Committee met with Brian Coffey on Monday December 7, 2009 to discuss proposed changes to the admission requirements for international students transferring to UWT from community colleges.

Coffey proposed that these students must have an AA degree from a Washington State community college, a 2.75 GPA, and minimum grades of 3.0 in two English composition courses.

After discussing the proposed change, the Academic Policy Committee voted unanimously to approve the proposed change to the admission requirements for international students transferring to UWT from Washington State community colleges.

Deirdre Raynor, Ph.D. Chair, Academic Policy Committee

FA EC gave the following remarks:

- a) The FA EC needs clarification about whether this policy applies to admissions requirements for out of state international students.
- b) The FA EC also needs the current requirements for all WA state students. The FA EC would like the changes to be highlighted. Also, some member of the FA EC thought that TOEFL scores are important.
- c) The FA EC requests that the APC provide this information before any further action is taken on their part.

3. Admission and Graduation Appeals: Marcie Lazzari, Vice Chair of FA EC is consulting UW Seattle regarding appeals, in conjunction with their student

office and Faculty Senate. Lazzari noted that there was a prior committee at UW Tacoma, which dealt with Admission and Graduation Appeals. It ceased to exist in 2006-07. Zoe Barsness noted that Academic Policy Committee was charged with developing a review policy. Lazzari noted that Bobbe Miller-Murray worked on a specific student appeals case. Barsness clarified the issues which are

- a) The absence of an established procedure.
- b) A continuing appeals process.

Action: There is no FA EC action, but Marcie will continue to consult with UW Seattle about their policy and procedures and make suggestions about developing a policy for UWT.

#### 4. Reports from Standing Committees:

Appointment Tenure and Promotion (APT) Zoe Barsness: There were two mandatory faculty cases in December. Three current non-mandatory faculty cases were discussed this week. Last year, the committee met with Beth Rushing Vice Chancellor on Academic Affairs to review a number of issues, including the review processes on campus, logistical issues, and APT guidelines.

Current things for APT to consider:

- a) Some programs are not meeting the deadlines for case files to be completed. APT will look at ways to address these issues.
- b) Mentoring of faculty. There is a concerted effort to have different levels of faculty at meetings, including untenured and tenured faculty. APT would like to establish some norms and cultural awareness of APT processes.
- c) Barsness asked the FA EC committee to provide feedback to APT about any ongoing issues. Star Murray, FA EC Office Assistant, will look at the FA Retreat notes from September, regarding APT.
- d) Current question: What is the APT? Right now, APT has one full professor, should the APT increase its size, composition (program representation and rank), and current members must adequately prepare cases ahead of time.
- e) Tenure: APT membership should be staggered.
- f) The APT terms of service might be increased to three years.

Discussion: Tracy Thompson suggested that APT look at the size of the committee empirically vis- a-vis cases that might come up in a given year. Lazzari noted that this is a potential bylaws change.

Action: The FA EC will wait for APT to review and discuss their goals for the academic year. The FA EC representatives will go to their respective departments to gather faculty concerns and forward them to APT.

The chairs of the other three Standing Committees were not present. There was a scheduling conflict with one of the Standing Committees; this will be avoided in the future. EC discussed the need/requirement to send a representative from each Standing Committee when the chair is unable to attend EC. This will facilitate information sharing/clarification and moving issues forward in a timely manner.

5. Cabinet of Chairs Emeriti/ae (CCE):

Marcie noted that Johann feels strongly about forming CCE committee which will inform and encourage institutional memory to the FA EC. This is in the spirit of sharing knowledge. Janice Laakso noted that the expertise and experience could be an attribute for the FA EC. FA EC members did not think this needed a proposal, but was at the discretion of the chair. This issue will be re-visited when Johann is present.

6. The Executive Planning Council (EPC) and the addition of one faculty and one staff member:

Lazzari explained to the FA EC that the EPC includes the Management Team, Dean/Directors, one representative Faculty member from FA EC and one staff member representing the Staff Association. Lazzari noted that faculty representation is a positive step in share governance and thanked the FA EC for its advocacy related to this issue.

Discussion:

- a) Zoe Barsness asked about the confidentiality norm and access to information from the EPC. Emily Ignacio noted a memo requiring confidentiality and faculty representation, which brings up a point about access to information.
- b) Marcie noted that she had received “training” to serve as a member on the EPC and this raised questions for her about some of the materials. Specifically, she asked if the strategic plans from the programs had been shared with their respective units. The answer was not known, but there was agreement that this should be a principle related to any materials brought to the EPC that are said to be representative of a given program or unit.

7. Marcie shared the content from the last meeting between Johann and

herself with the Chancellor and VCAA.

- a) Johann and Marcie will meet with Beth to decide how to best move forward in requesting that the EC provide feedback on the recommendations in the FoE report.
- b) The suggestion to include elected faculty representatives in periodic meetings with the academic program directors was well-received by FA EC members. Beth will now bring this idea to the Dean/directors.
- c) We discussed the difference between situations where faculty governance is essential (by Code) and where it would be important. This issue will be re-visited.
- d) The ongoing process of clarifying the goals for strategic planning and budgeting was discussed. Marcie noted that these are both agenda items for the EPC meeting on 01-25-10.

8. Third year Review, Marjorie Dobratz:

- a) Dobratz discussed an optional process for including yearly evaluations in promotion and tenure materials by stating "The third-year review policy now states ([UWT Handbook](#), p. 6) that yearly Director Evaluations in reappointment materials are optional."
- b) Barness noted that the VCAA can add Director's review regardless of the programs and code, and that the addition of these reviews occurs in most cases.

Action: Write that "The third-year review policy will go to the APT committee for revision." Followed by, the FA EC will look at changing the bylaws after APT revises the policy.

9. The meeting adjourned at 1:32 p.m.