

UNIVERSITY OF WASHINGTON TACOMA
UWT Executive Council
Meeting Minutes
CP 206
March 11, 2009

Meeting was called to order 12:34 p.m.

In attendance: Chair, Michael Forman; Siân Davies-Vollum, Marjorie Dobratz, Ehsan Feroz, Janice Laakso, Mark Pendras, Josh Tenenberg

Guest: Chair, José Ríos, Curriculum Committee, Chancellor Patricia Spakes, Vice Chancellor Beth Rushing

Synopsis:

1. Agenda approved.
2. Minutes from March 2, 2009 were approved with corrections.
3. Conversation with José Rios, Chair, Curriculum Committee
4. Federal Stimulus
5. Amendments to the bylaws
6. Committee Candidates
7. Faculty Assembly Operating Budget
8. Policy for Indirect Cost Recovery
9. Legislation.
10. Promotion and Tenure.
11. Adjournment

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1. The agenda was approved.
 2. The meeting minutes from March 2, 2009 were approved with corrections.
 3. José Ríos, Curriculum Committee:
Committee's Charge 2008-09:
Online submissions process: José Ríos will serve as the administrator of this new website. This will have a secure upload site, which will allow for ideas to be reviewed

online. This new technology will encourage efficiency; it avoids delay, it is organized and has same time capability for committee members to review when needed. Unfortunately, not all of the technical issues have been resolved.

Mark Pendras asked if the primary purpose of this committee is to review new courses. Ríos confirmed this and explained that service statements are not needed on the review. Another important thing to remember is that online links to grade schedules are sufficient for syllabi.

Ríos mentioned that the committee is involved with discussions about questions of consistency for Graduate level courses. There needs to be clarification about the expectations for a research component requirement in graduate level courses. The committee is currently seeking clarification from UW Seattle.

In connection with this, Forman asked Ríos to clarify what “research” meant. Ríos clarified that the work students do must engage them with scholarly publications, journals, etc.

Forman asked whether there are concerns over language in graduate syllabi, such as “Core” skills. Ríos explained that it is important for language to be constructed carefully in these syllabi because graduate courses cannot be introductions to a field. Laakso suggested that each representing unit should attend a Curriculum committee meeting to discuss language for future proposals.

Forman asked if Ríos would continue as Curriculum Committee chair. Ríos confirmed that he would like to continue as long as everyone else agrees.

4. Federal Stimulus money

Beth Rushing explained that they are searching for a new position to help with Federal Stimulus proposals, but it must be someone who is proficient in knowing the Federal guidelines. One short term solution may be to share a person with UW Bothell.

Forman asked rushing to clarify which types of funds. Rushing responded that while most of the funding is the areas of sciences and health, there were also some moneys for the NEH (National Endowment for the Humanities) and the NEA (National Endowment for the Arts)

5. Amendments to bylaws

Forman reviewed the “Draft amendments to bylaws for strengthened EC,” attachment A, which he received feedback from Marcia Killien, Secretary to UW Faculty Senate.

Mark Pendras referred to page 2 and asked Forman to clarify what “The Executive Council (EC) shall provide for” meant. Forman confirmed that the EC will ensure this happens. [(1) oversight, coordination, and support of the activities of all standing

committees at UWT, and (2) election of the chair and members of the Executive Council and the chairs of the standing committees.]

Rushing suggested that the language under “Membership” could be improved specifically regarding clarification about the apportioned faculty per representative. This could be easier to understand with a table.

Ex.

25 faculty	1
25-49	2 (etc...)
50-99	3

Action: Forman will add a visual to this amendment for ease and clarity.

Faculty Assembly Meetings:

Chancellor Spakes asked about the frequency of Faculty Assembly meetings. Forman said that the current requirement of at least one meeting per quarter would be retained. Although she has never had to do this, Spakes noted that it is her understanding she is allowed to call a meeting. Forman confirmed that this was his understanding.

Tenenberg added that Faculty Assembly meetings would function largely as venues for disseminating information. Forman added that the EC would exercise most of the same functions as the Faculty Assembly does under current rules but that the Faculty Assembly could choose to exercise its legislative authority.

6. Committees: Forman asked units to determine candidates for three-four committees.

- Admissions applications with deficiencies: 1-2
- Campus Disciplinary Committee: 1-2
- Vice Chair of Faculty Assembly

Forman explained that the candidates for Vice Chair must be Associate or Full professors and tenured. There is two year commitment in all of these.

Action: Tenenberg suggested that Forman should send a brief description with the time and demands should be sent on the uwtfac list. Forman will send a timeline that states there must be candidates identified from each unit by the fourth week of Spring quarter.

7. Faculty Assembly Operating Budget:

Rushing noted that there is a meeting tomorrow where the faculty budget would be considered. Forman pointed out that time commitments associated with attending a lot of meetings was one of the reasons the Chair and Vice-Chair of Faculty Assembly needed the course releases.

8. Policy for Indirect Cost Recovery:

Rushing noted that there was not a set Federal rate. Finance has referenced the location of where to find this rate (<http://www.washington.edu/research/osp/gim/gim13a.html#table>). There is a concern about funds and that State dollars cannot fund research positions.

9. Legislation

Marjorie Dobratz suggested that Faculty Assembly use different categories of legislation much like the UW Senate [for example: Class A (changes to the Code) , B, C (resolutions), etc...).

Forman noted that he requested Star Murray, FA office assistant, to compile a list of all policy and resolutions recorded in the meeting minutes for all FA meetings and committees. Dobratz asked to see it when it is available. Spakes added that the history of legislation is very important. Forman noted that programs should compile a list as well.

10. Promotion and Tenure:

Rushing suggested that current changes within AP& T might warrant full Faculty Assembly participation and noted that Forman should follow up with Charles Emlet, Chair of AP&T. Forman suggested that each committee representative should attend a meeting to review the recommendations. Tenenberg added that “APPENDIX A Promotion and Tenure: Campus Guidelines for Implementing the Provisions of the Handbook of Policies for UWT” would be useful for questions and guidelines about procedural changes.

11. Meeting adjourned at 1:31 p.m.

Attachment A:

Draft amendments to bylaws for strengthened EC

ARTICLE III
FACULTY ASSEMBLY, EXECUTIVE COUNCIL, AND STANDING COMMITTEES

Section 2. Executive Council

Responsibilities: The Executive Council shall advise the Chancellor on matters of policy regarding faculty promotion and tenure, and on matters involving academic policy, including priorities, resource and salary allocation, and budgets (Sec. [23-45B](#)). Upon request, the Chancellor shall provide the Executive Council information concerning salaries, teaching schedules, salary and operations budget requests, appropriations, allotments, disbursements, and similar data pertaining to UWT ([23-46 H](#)).

The Executive Council shall provide leadership for the Faculty Assembly of UWT. This body shall be concerned with all domains of faculty authority and duties of the UWT faculty and the professional and personnel issues affecting faculty. The Executive Council is directly accountable to the faculty as a whole, from which it is elected. It may act on behalf of the UWT faculty servicing as its legislative agent with responsibility for formulating policies, rules, and regulations for UWT in all matters except amendments to these bylaws and to the UWT Handbook.

By a minimum of 2/3 majority, the Executive Council may propose amendments to these bylaws or to the UWT Handbook. The Executive Council will forward these proposed amendments to the Faculty Assembly. and shall account to the UWT faculty for those acts. The Executive Council may formulate specific policy proposals, which are then forwarded to the Faculty Assembly for a vote.

By petition from at least 20% of the voting faculty gathered from among at least two academic units, the Chair will convene a meeting of the Faculty Assembly to review any policy, rule, or regulation adopted by the Executive Council. Signatures on this petition shall have been gathered over a period not to exceed fifteen instructional days prior to the submission of this petition. The Chair shall convene the Faculty Assembly to review this policy, rule, or regulation no later than ten instructional days following the instructional day on which the petition was received.

By a majority vote in each of at least three standing committees of the Faculty Assembly, the standing committees may request that the Chair convene the Faculty Assembly to review any policy, rule, or regulation adopted by the Executive Council. These votes shall have been concluded over a period not to exceed fifteen instructional days prior to the presentation of this request. The Chair shall then convene the Faculty

Assembly no later than ten instructional days following the instructional day on which this request was received.

The Executive Council shall provide for: (1) oversight, coordination, and support of the activities of all standing committees at UWT, and (2) election of the chair and members of the Executive Council and the chairs of the standing committees.

Membership: The Executive Council shall consist of a chair, a chair-elect, ~~the chair of the standing committee on Faculty Affairs,~~ and at least one representative from each of the academic units* of UWT. Units housing more than 25 faculty shall elect an additional member for each 24 unit members, providing that any unit upon reaching its first 25 members may elect one additional member. For these purposes, representation will be based on unit census at the beginning of the autumn quarter. All members of the Executive Council shall serve two-year terms of office.

The term of office of the chair-elect shall be one year, after which the chair-elect serves as chair. The chair-elect shall be elected from the associate and full professors of UWT. The term of office for the chair shall be one year. The Chancellor and the Vice Chancellor for Academic Affairs shall serve as non-voting, ex-officio members of the Council.

Footnote: *An academic unit is determined by the reporting structure of the head of the unit. For a unit to be an academic unit, the head of the unit (i.e. dean, director) reports to the Vice Chancellor for Academic Affairs and the unit houses members of the voting faculty.

Section 3. Standing Committees

Faculty Affairs Committee

Charge – The Faculty Affairs Committee shall investigate and respond to issues of widespread faculty concern including, but not limited to, faculty governance, procedures regarding tenure and promotion, merit, and teaching assessment. Matters for investigation may be brought before the Faculty Affairs Committee by the Executive Council or any member of the UWT faculty. Where warranted this committee shall formulate specific policy proposals and forward its recommendations to the Executive Council, ~~the~~ which may will bring proposals and recommendations to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of these bylaws.

Academic Policy Committee

Charge – The Academic Policy Committee shall consider and, where appropriate, propose legislation to the Executive Council regarding scholastic and educational policy, including requirements for admission, graduation, and honors, and policy for the regulation of student conduct and activities. It shall also provide guidance on faculty policies to the Assistant Chancellor for Student Affairs, the UWT Registrar, and other appropriate individuals regarding the interpretation and administration of the academic regulations of UWT. The Committee shall also review procedures pertaining to the acceptance of credits in respect to admission and graduation. The Committee shall also evaluate the merits of proposed undergraduate and graduate programs and degrees, majors, minors, concentrations, and certificates relative to the academic standards of the institution. Such evaluation shall take into consideration the requirements for admission and graduation, intellectual rigor, academic integrity, pedagogical coherence, and the need for additional resources. Upon approval, the Committee shall forward its recommendations to the Executive Council, ~~who will~~ which may bring proposals and recommendations to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of these bylaws.

Curriculum Committee

Charge – The Curriculum Committee shall evaluate the merits of proposed courses relative to the academic standards of the institution. Such evaluation shall take into consideration the intellectual rigor, academic integrity, and pedagogical coherence of the proposed course. The Committee shall also consider whether a course merits the proposed number of credits, whether the mode of student evaluation is appropriate for the course content, and whether resources are adequate. Upon course approval, the Curriculum Committee shall forward its decisions to the Vice Chancellor for Academic Affairs. The Curriculum Committee shall forward its policy recommendations to the Executive Council, ~~who will~~ which may bring them to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of these bylaws.

Faculty Committee on Appointment, Promotion and Tenure

Charge - The Faculty Committee on Appointment, Promotion and Tenure shall advise the Chancellor on promotion and tenure cases under review, and on appointments in cases where consultation is needed. The Committee coordinates discussion of appointment, promotion, and tenure procedures and expectations across academic units and with administration. The Committee shall recommend policies related to appointment, tenure and promotion to the Executive Council, ~~who will~~ which may bring them to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of these bylaws.

ARTICLE VII
FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

MEETINGS. At least one meeting of the faculty shall be held during each academic quarter. During these meetings, the Chair shall report on the activities, legislation, rules, and policies concluded by the Executive Council. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the Executive Council. Meeting dates will not be changed unless there is a major emergency, with information to the faculty regarding cause for change. Special meetings shall be held when called by the Executive Council, when requested by the Chair, or when requested in writing by twenty percent (20%) of the voting membership of the UWT faculty. The Chair or his/her designee presides at the meetings of the UWT faculty.