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**Faculty Assembly Executive Council (EC) Meeting Minutes**

September 25, 2017 1:00-3:00pm GWP 320

***Present:*** *Lauren Montgomery, Sushil Oswal, Katie Haerling, Ji-Hyun Ahn, Michelle Garner, Nicole Blair, Greg Rose, Charles Costarella, Leighann Chaffee, Mark Pagano, Jutta Heller, Loly Alcaide Ramirez, Ellen Moore, Ka Yee Yeung-Rhee, Menaka Abraham, Laura Feuerborn, D.C. Grant, Jill Purdy, Eugene Sivadas, Justin Wadland, Jie Sheng, James Liner, Jeremy Davis.*

***Excused:*** *Mark Pendras.*

1. **Welcome & Introductions**
   * **Consent Agenda & Recording Permission**

The agenda was approved and permission was given to record for the minutes.

* + **Approval of Minutes**

The May 31, 2017 Executive Council meeting minutes were approved.

1. **Search updates from Chancellor**
   * Assistant Chancellor for Equity and Inclusion

Search underway, outside consultant running the search, plan to have person in place by January, 2018.

* + Executive Vice Chancellor for Academic Affairs

Search will be internal to UW system, committee members being recruited now. Small, agile committee of ~7 people, no consultant firm, and plan to hire by end of academic year, for an Autumn 2018 start.

1. **New Ideas for EC Functioning 2017-2018**
   * Form of Our EC meetings

Chair and Vice Chair will share task of leading meetings. During the 2 hour meetings, there will be a break. EC also viewed the Agenda Tracking google document and discussed when in the quarter certain agenda items should be taken up, i.e. the Open Access Policy, based on when the UW Senate is to vote on that proposed policy.

* + Quarterly Reports from Unit Reps

EC will now have reports from units each quarter to promote campus wide understanding and perspective among faculty. A reporting schedule will be circulated to EC members.

* + Communication with Units

To facilitate EC’s communication with their units, EC chair and/or vice chair will compile a bullet point list of key topics from each meeting and circulate it to EC members within 3 days after each meeting.

* + Senators Reports

Senators take turns writing summaries of the UW Senate meetings to circulate to faculty and post on the FA website.

* + Faculty Assembly Blog

Faculty Assembly Blog is now up, to make FA work visible to campus community.

* + Quarterly FA Meetings as Business Meetings

Quarterly FA meetings will be business meetings rather than special topic events.

Winter Quarter - Monday 1/22/18, at 12:30pm – budget workshop, Tye Minckler

Spring Quarter - Monday 4/23/18 at 12:30, topic TBD, probably Academic Plan

* + EC as UW Tacoma Faculty Budget Committee-new responsibilities

EC has chosen to increase their responsibilities in terms of being the faculty group directly involved in the campus budget process. Input on the budget has been part of the EC charge in the FA bylaws. During the 2016-2017 academic year, EC decided to increase focus in this area instead of starting a new faculty budget committee (as this had been tried before without continued success.) They are starting this year with gaining more budget literacy. This will be a pilot this year with plans to assess its success.

1. **Standing Committee Charges** – Appendix A

FA will hold elections for Chairs of standing committees in Winter quarter to provide time for on-boarding of future chairs during Spring quarter. See Appendix A for a list of the standing committee charge items.

1. **Academic Planning Project**

The Academic Plan will determine whether or not UW Tacoma moves toward an RCEP process for the campus (Reorganization, Consolidation & Elimination Procedures; [Section 26-41](http://www.washington.edu/admin/rules/policies/FCG/FCCH26.html#2641) of Faculty Code). The current structure of UW Tacoma (4 schools and 3 programs) lends itself toward inequalities. Ideally, UW Tacoma will be all schools with deans. The RCEP process includes faculty approval at all of its steps. The leadership involved with helping to launch the Academic Planning Project (Lauren Montgomery, Ka Yee Yeung, Jill Purdy, and Ali Modarres) will keep EC updated via email and in EC meetings. Some EC members had received feedback from their faculty colleagues that they feel nervous about the amount of work the academic plan will be. They asked that moving forward, it be clear who is responsible for which tasks in the Academic Planning Project to help alleviate some of that anxiety.

1. **Meeting Review**

EC members agreed that having a 10 minute break between the 2 hours was very helpful. They liked having documents in advance of the meeting and being able to follow along visually via devices or the screen at the front of the room. Members expressed that the meeting was efficient and decisive.

1. **Adjourn**

**Appendix A**

***Executive Council Charges to Standing Committees***

*Academic Year 2017/18*

In addition to the formal charges outlined in the UW Tacoma By-Laws, the Executive Council asks you to also work on the following tasks this year:

Appointment, Promotion, & Tenure Committee

* Requesting Deans & Directors to come meet with APT for any contentious cases
* Continue the P&T workshops
* Develop criteria for lecturer promotion
* "A" in APT - add role for consideration of rank during Appointment of faculty
* Finalize the Equity & Inclusion in P&T
* Decide whether to remove Appendix C of Handbook.

Faculty Affairs Committee:

* Finish the policy on Non-Competitive Faculty Appointments (work with Lecturer Affairs on this)
* Race & Equity Issues – continue ongoing work on hiring process, create policy statement for EC, consult with Lecturer Affairs, the EVCAA and other parties on campus to ensure collaboration in prevent duplication.
* Climate Survey – collaborate with Rickey Hall and Rankin & Associates to promote UWT specific questions
* Childcare - explore state funding options, consider doing a demand study possibly with Paul Weed’s office
* Parking & Bus 586 – consider and propose parking solutions for campus.
* Teaching Evals - Campus Fellows report - follow-up with the recommendations, consider campus wide policy guidelines

Lecturer Affairs ad hoc Committee:

* Quarterly welcome message to Part Time Faculty
* Charge will be developed with FAC.

Academic Policy & Curriculum Committee:

* Writing Advisory Committee – oversee creation of W designation Policy by WAC
* Finalize and disseminate Planning Notice of Intent document and process guide.
* Create FAQ/Rubric for new courses
* Request units to retire courses – zombie courses
* Conduct Kuali (kuali-co) drop-in workshops for faculty and staff
* Re-vamp Diversity course review based on subcommittee's feedback (2017)

Thanks for all your energy and enthusiasm, and your willingness to take on these important tasks that will improve our campus.