**Faculty Assembly Executive Council Meeting Minutes**

Friday, 03/06/2020, 1:00 – 3:00 p.m.

Dawn Lucien Boardroom (GWP 320)

***Present:*** *Chair Marian Harris, Vice Chair Sarah Hampson, EVCAA Jill Purdy (EVCAA Report), APT Chair Yonn Dierwechter, APCC Chair Robin Evans-Agnew, Randy Nichols, Linda Ishem, Barb Toews,,, Kathy Beaudoin, Arindam Tripathy, Katie Haerling, Marisa Petrich (Arrived after minutes approval).* ***Excused****:Amanda Sesko, Ka Yee Yeung.* ***Absent:*** *Alex Nutter (Filling in for Annie Nguyen), Chuck Costeralla, Libi Sundermann, Jenny Sheng, Sushil Oswal.* ***Attending Remotely:****, Rupinder Jindal, FAC Chair Jim Thatcher (Arrived after Minutes approval), Danica Miller, Etga Ugur .* ***Guests:*** *James Sinding: Program Operations Manager, Parking & Transportation.* ***Faculty Assembly Coordinator:*** *Andrew Seibert*

1. **Consent Agenda & Recording Permission**
   * Agenda was approved and Recording permission was granted by the Council.
     + Approval of 02/24/2020 Meeting Minutes
       - Motion to approve the Minutes with edits made by the Chair of Faculty Assembly. So moved by Randy Nichols, seconded by Kathy Beaudoin.
       - Edits
         * Upon discussion of the minutes, the Executive Council found no errors in the previous meeting minutes.
     + ***Vote:*** *11 yes, 0 no, 1 abstention*
     + Minutes stand approved as written

1. **Announcements**
   * Chancellor Listening Session:
     + May 5, 2020/ 12:30-1:30 p.m. / Combined Faculty/ Dawn Lucien Boardroom (GWP 320)
   * Faculty Assembly Spring Quarterly Meeting
     + May 29, 2020/ 1:00-3:00 p.m. TLB Atrium, 305B
     + Guest Speaker: Dr. Joseph Janes Chair, Faculty Senate
   * Standing Committee Reports
     + The Chair and Vice Chair of the Faculty Assembly have asked the three Standing Committees to submit a written report of their work for the 2019-2020 Academic Year. Their reports are to be submitted by the end of the first week in June. They are also required to give a 15 minute oral report at a future EC meeting.
       - In addition to a written report, an oral report to EC will be required by Standing Committee Chairs.
       - Action Item: Faculty Assembly Coordinator will get in touch with the three Standing Committee Chairs to schedule a date/time for their oral reports to EC.
2. **EVCAA Report** 
   * Coronavirus Update (COVID-19)
     + The Campus Leadership had planned to use Spring Break as the time to deep clean the Campus, but to protect Students, the decision was made to do the cleaning earlier. Classes will not be in person until March 30, 2020.
       - What do Faculty and Students do in terms of Finals and/or classes?
         * The EVCAA has met with Academic Leads and Deans from all Academic Units to come up with strategies to best serve our students during this time. The EVCAA has given information to pass along to each unit.
         * The EVCAA contacted someone in the community that was a former Director of Online Program, University of Alaska; he has agreed to be a consultant for UW Tacoma.
         * Conversation from the Registrar’s office: How do faculty administer grades?

An email sent by the provost’s office stated the following:

A grade of X is not to be administered.

A grade of I is not to be administered unless the student fell in this category prior to this week.

A grade of I is permanently on a student’s record, therefore, it can hurt the student in the long run to have this grade.

Grading policy may need to be changed. Other changes can include revising final exams, adding or dropping assignments, and finding an alternative to in person final exams.

One alternative way to get exams proctored is through [Proctor U](https://www.proctoru.com/), which utilizes a camera to make sure a student does not cheat, but can cost a student $20.00. Some students cannot afford this additional cost.

* + - * + Zoom can be used as an alternative for meetings and for classes. If you need HIPAA certified Zoom, that is also available.
    - Questions/ Comments for EVCAA:
      * If the campus closes, how will staff get supported?
        + One of the reasons why Suspended Operations is not applied right now is to help the staff that live paycheck to paycheck. Those that can work remotely are recommended to do so. A Declaration of Extraordinary Circumstances can be to help staff but will affect the university’s policies; this option is currently being explored.
      * The Library can assist with extra resources, such as laptops for students.
      * Recommendation: In the Governor’s messages, he changed the rules of Medicaid to get care and testing for Coronavirus. A faculty member has recommended getting the word out to our students. Students do not have Health Insurance included in their student fees/
      * Students have emailed faculty to get more clarity about whether or not President Ana Mari Cauce’s email was relevant to all campuses including UW Bothell and UW Tacoma. It was recommended to send clear messages to students in order for them to get answers to their questions.
      * If members of the Executive Council have concerns or would like more information, the EVCAA stated that emails can be sent directly to her.

1. **Unit Report – Kathy Beaudoin: School of Education (See** [**Unit Report**](https://drive.google.com/open?id=1GzUb82v3dHZHRtFuURp7tHCkOGiTX4Po)**)**
   * Unit Report from School of Education
     + Responses to the School of Education Budget and processes
       - Since transitioning to a School of Education, faculty and staff have received support to build budget literacy skills and become better informed planners and consumers. Two years ago the Vice Chancellors of Finance and Academic Affairs attended a SOE meeting to explain the university budget process, including the SOE budget allotment, to all staff and faculty. Faculty and staff also see quarterly reports of revenue and expenses, broken out by line item, at their SOE meetings. At these meetings time is allocated for discussion of the budget and for questions and suggestions. All staff and faculty are provided additional opportunities to participate in the budget process with open invitations to attend committee meetings (Faculty Council, Race, Equity and Justice Committee) where the budget is reviewed. They are also able to request budget information from the SOE Dean and the Director of Operations at any time. Although the budget is fixed in terms of overall allotment of funding, staff and faculty are encouraged to improve efficiency through items such as course scheduling to release money from one line to free it for use elsewhere in order to prioritize the SOE mission.
       - The budget process begins with the SOE Dean and the Director of Operations drafting the annual financial plan. The financial plan is shared with all staff and faculty at the annual retreat in September. For this year, all faculty were made aware early of the approach SOE would take to respond to the requested budget reduction activity. In addition, two SOE committees work with the Dean on the budgetary process over the course of each academic year. The Faculty Council serves as advisory to the Dean on matters related to academic policies including priorities, resource and salary allocation, and budgets and the Race, Equity and Justice Committee advises the budgetary process in terms of equity issues and ensuring that the budget aligns with the SOE Equity Action Plan. These committees hold joint quarterly meetings to review budget revenues and expenditures with the Dean and Director of Operations. Line items are examined to identify holes, gaps, and inefficiencies and to advise the process in terms of our SOE mission and priorities. These meetings are also open to all faculty and staff.
     + Answers to the description of race, equity and inclusion and diversity work the School of Education implemented and how diversity and inclusion are taken into account in the School of education’s part-time and full-time hiring processes are as follows:
       - The School of Education has a 3-year Equity Action Plan for the recruitment and retention of diverse students in our teacher certification programs through 2020. The two themes of the plan align with the SOE mission and vision and are centered on 1) diversifying the educator workforce and 2) deepening the cultural competencies of all SOE members including staff, faculty, volunteers and community partners. To this end, the SOE Race, Equity and Justice Committee (REJC) is charged with ensuring the implementation of the Equity Action Plan. Their specific charge is outlined as: “responsible for ensuring the design, implementation, and assessment of climate, policies, and practices of the SOE. It provides accountability recommendations to address topics of equity, access, and the elimination of systems of oppression in relation to race, class, gender, religion, sexuality, and other cultural groups (e.g., international students, first-generation status, LGBTQIA, and disability) in our operations and programs. This plan will be refreshed in autumn 2020 with an expanded focus on all of our programs, not just in our teacher certification tracks.
       - Specific areas addressed by the REJC include but are not limited to the following: 1) Ensuring implementation of and revisions to the SOE’s Equity Action Plan, and 2) providing recommendations to the SOE Faculty Council and Dean, as well as assessing facilities and resources for equitable access; developing and facilitating mentorship initiatives; and reviewing curriculum for alignment with the school’s mission.”
       - The SOE underwent a major marketing refresh in 2017-2018 to include more ethnically and racially diverse representations of our programs and schools in our recruitment materials and website. Next steps include a curricular audit across our core courses for equity content.
       - As we take these steps, we are also building our SOE knowledge and skills base. Our school-wide professional development plan around anti-racism and equity can be seen in our quarterly professional development and share outs for faculty and staff embedded in our standing SOE meetings. Our Chair of the REJC, Dr. Robin Minthorn, is currently working with faculty across UWT to create professional development on Indigenous Education. The committee also is looking at developing equity audit protocols (e.g., for courses, partnerships, etc.) for how we engage with other communities. They will bring the protocols back to the SOE to allow for response and contribution so as to co-create an action plan for our future work with diverse communities. The Dean of SOE also, when funding is available, provides support for faculty and staff to attend local conferences focused on anti-racism and equity such as paying for the registration fee for those attending the Western Washington Native Education Consortium in February 2020.
       - Another example of our work can be found in our search process where the majority of our 6 faculty and staff hires for 2019-2020 resulted in the recruitment of people who are Indigenous and of color. In these searches, all members of search committees were required to complete training in anti- bias recruitment, evaluation and selection processes provided through UWT and through the SOE Office of the Dean. The SOE Dean also provided members with a variety of readings and resources to support this work. The SOE recruitment model includes how to write the descriptions of the positions to target a diverse pool of applicants, and active recruitment and outreach to diverse candidates. The SOE Dean works with all members of the search committee and especially chairs through the hiring process. For example, the Dean examines the initial screened candidate list prior to first calls to ensure that the list is robust. For part time hires, the Dean works with faculty directors to determine parallel structures.
       - We also have a robust multi-tiered mentoring-partnership program in place that focuses on retaining and supporting new faculty with a focus on an equity-centric mentorship model. The model involves 1:1 mentor-mentee matches (with new faculty being matched to an SOE faculty mentor being above rank), informal quarterly 1:1 meetings with the new faculty and Dean, and quarterly whole-group luncheons (includes the Dean and all mentors and mentees) to connect and discuss topics such as grant support, R,P&T requirements, and navigating academic life. The SOE Dean has also provided funding to allow the 1:1 faculty pairs to meet monthly to discuss the new faculty member’s goals and needs over coffee and quarterly meals.
     + Questions for Kathy Beaudoin and the School of Education Unit Report
       - How long has the School of Education mentored their colleagues?
         * The mentoring officially started this year. They have mentored previously, but it was informal mentoring.
       - What is the process of hiring part-time Faculty and Lecturers?
         * Representative explained that faculty may reach out to prior students or community members to continue to build the diversity of our pool of potential part time lecturers.

All programs in the School of Education focus on equity.

* + - * Statement from School of Education Representative: The Dean of the School of Education is more than willing to share resources with any school on campus about recruiting and hiring a diverse workforce.
      * Robin Minthorn, Ed.D Director, is developing a partnership with the SOE and the Muckleshoot Tribe to start a graduate program.

1. **James Sinding-Program Operations Manager, Parking & Transportation (See** [**Presentation**](https://drive.google.com/open?id=1M9VpmJU11n_4CIADXay25VDJUmDfsms7)**)**
   * Questions/concerns on presentation
     + Is there a way to publish data for parking that is on the street and off the street parking?
       - The city on street parking is handled through the City of Tacoma. The off street data is handled every quarter. Data can be published, but it changes every quarter
     + On 21st street coming down to Fawcett, there is no sidewalk at this time. Faculty received a ticket for blocking the sidewalk when the sidewalk did not exist. It is difficult to walk North of Fawcett; it is harder for our students and poses a safety risk.
       - 21st street will have sidewalks in the future.
     + Are students getting on the street permits?
       - Permits are being discussed with the City of Tacoma at this time, however, they are looking at overnight permits at the Convention Center.
     + Is there a possibility of expanding parking on campus?
       - Above ground is costly, which may not be feasible for the university at this time.
     + A few Faculty members are concerned about whether a traffic light would increase pedestrian safety.
     + Why is the cost of parking rates increasing?
       - According to Sinding, parking has not increased in 10 years and has not kept up with market rate. Parking is subsidized for students and faculty at specific locations. This is a 5 year rate increase that started from 2018-2023.
     + The university does not fund transportation services. There are plans to reduce the number of on street parking spaces. Transportation services are not interested in using general funds for parking.
       - Follow-up: Why are the campus-wide plans related to the Campus Building projects?
         * Prairie Line Trail is a City of Tacoma Project.
       - Follow-up: Why is the loss of the parking spaces not built into the projects?
         * Most of the development will depend on the state funds; this funding is not designated for parking spaces but can be allocated to fund faculty and academic spaces.
     + Why is there a disproportionate increase in parking rates?
       - Part of the rate increases is “right-sizing” the rates. The Whitney Lot was low because no one was parking there. The rate structure was not right at that time.
     + Faculty are concerned that there are no solutions to the parking problem and the rate for parking continues to increase.
       - Faculty and Staff usually choose the Whitney Lot, according to Sinding.
     + Recommendation: If rates are to increase, they should be increased in small increments (1%, 2%), and not at a significantly higher rate i.e., 30%.
       - Parking rates usually need to get approval from the Board of Regents.
     + Is there a goal to get fewer drivers to campus and require less parking on campus? A faculty member had mentioned whether or not the goal is to encourage faculty and students to ride the bus if this mode of transportation is accessible for them. While some students may not live close to a bus route, there should be extra incentives for those that can ride the bus.
       - Transportation services will continue to work on this option.
2. **Faculty Sabbatical Discussion** 
   * It was brought to the attention of the Chair of the Faculty Assembly that some faculty have applied for sabbaticals and their applications were not approved. The Chair of the Faculty Assembly talked to EVCAA and asked if there was an appeal process, but was informed that no appeal process was in place at this time. The Chair would like this Council to come up with guidelines for an appeal process.
     + Recommendation: Standardize the process for all Academic Units on Campus.
     + It was mentioned by the Chair of the Faculty Assembly that the EVCAA stated that there is no bias in reviewing applications by Deans or Directors.
     + Concern: Faculty don't see the Letter of Recommendation by the Dean/Director to EVCAA. It is not clear whether the denial is due to budget or merit. If there are merit concerns, the faculty should see the concerns of merit and have an opportunity to address them.
     + The Chair has asked Executive Council Representatives to get information from their dean regarding the number of applicants for sabbaticals during the 2018-19 academic year and 2019-20 academic year, number of sabbaticals funded, funded, and the number of applications denied for all ranks.
       - Action Item: Chair, Faculty Assembly will send questions regarding requested information to representatives in order for them to get answers from their Dean. Information given by Dean must be non-identifying and must not violate any HR rules and regulations.
     + What constitutes the definition of Merit?
     + Denial was at the School level according to EVCAA from the Chair and Vice Chair of the Faculty Assembly.
3. **Adjournment**
   * Meeting was adjourned at 2:58 p.m.
     + Next meeting: Monday, March 30, 2020 12:30-1:20 p.m.
       - Dawn Lucien Boardroom GWP 320