**Faculty Assembly Executive Council Meeting Minutes**

Friday, 04/17/2020, 11:30 a.m. – 12:45 p.m.

Open Public Zoom Meeting

***Present:*** *Chair Marian Harris, Vice Chair Sarah Hampson, EVCAA Jill Purdy (EVCAA Report), FAC Chair Jim Thatcher, APCC Chair Robin Evans-Agnew, Randy Nichols, Linda Ishem,, Kathy Beaudoin, Arindam Tripathy(Arrived after Minutes approval), Sushil Oswal, Katie Haerling, Ka Yee Yeung, Marisa Petrich, Chuck Costarella, Rupinder Jindal, Danica Miller, Annie Nguyen, Julie Eaton (Filling in for Amanda Sesko), Libi Sundermann, Etga Ugur, Jenny Sheng .* ***Excused****:Barb Toews,.* ***Absent:*** *APT Chair Yonn Dierwechter,* ***Guests:*** *Zoe Barsness (Associate Dean for Academic & Student Affairs, MBA Program Director), Amanda Paye (Compliance Analyst), Dr. James McShay (Assistant Chancellor for Equity and Inclusion), Maria Hamilton (Director of Finance and Operation, SIAS), Anne Bartlett (SIAS Dean), Connie Beck (SIAS Faculty)* ***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 Sarah Hampson , seconded by Annie Nguyen.
       - Edits
         * The Executive Council found no errors in the previous meeting minutes from the revisions made on March 25, 2020.
     + ***Vote:*** *12 yes, 0 no, 0 abstention*
     + Minutes stand approved as written
2. **Announcements**
   * Chancellor Listening Session:
     + May 5, 2020/ 12:30-1:30 p.m. / Combined Faculty/ Zoom
   * Faculty Assembly Spring Quarter Meeting
     + May 29, 2020/ 1:00-3:00 p.m. Zoom
     + Guest Speaker: Dr. Joseph Janes Chair, Faculty Senate
   * A Faculty Scholarship Needs Survey was disseminated to all Faculty sometime ago, and the response was not as sufficient as hoped. The Chair of the Faculty Assembly encouraged EC representatives to take the survey and ask colleagues in their respective schools to take the survey. The survey and responses are important to the work of the RAC.
   * Two current Research Advisory Ad-Hoc Committee members are scheduled to be on sabbatical for the 2020-21 Academic Year. A call for Nomination has been sent out and will end today at 5:00 p.m.
     + These members will be selected by an email vote. Any supporting documents for these individuals will be sent along with a Rubric for rating nominees. Please submit these to the Faculty Assembly Coordinator
   * Nominations are still open for the Vice Chair of the Faculty Assembly for 2020-21. Nominations will be accepted until Tuesday, April 21, 2020 at 5:00 p.m.
3. **Dr. James McShay: Assistant Chancellor for Equity and Inclusion- Update on Climate Survey**
   * Campus Climate Update
     + Rankin & Associates processed the findings of the data, along with coding and analysis.
     + A tri-campus small group has been tasked to review the 400 page Campus Climate document to verify there are no gaps or errors. The small group will report the feedback by the following week. Rankin and Associates will then share the findings with leadership in early May.
       - Town hall was scheduled, but due to current conditions, a virtual town hall is being considered to present the findings to the Campus Community.
       - Another option is postponing the Town Hall until Fall.
   * Questions on Climate Survey update
     + Does the report have both identifying issues and identified ways of implementing change
       - There is a presentation of findings, and there are recommendations, but is determined by the campus leadership
4. **Zoe Barsness and Amanda Paye- Update on Task Force on Faculty Disciplinary Code and Process (See** [**PDF Powerpoint**](https://drive.google.com/open?id=1L-58ObLJVOuzTYB9T0aDBOLcW3NQbkez)**)**
   * Questions on Powerpoint:
     + Is the Committee still taking feedback?
       - Barsness stated that they are developing a website on the Grievance and Misconduct model. Links will be distributed to Senate members. This is the time to provide feedback.
       - Where does disability as far as disabled Faculty in relationship among others stand in this process?
         * The grievance process that was created by this group does tie into this process. An example would be that you may need more assistance to get more support from your unit.
         * All grievances are documented and if you don't agree with the decision, you can appeal the decision, which would go to the Dean of the School or College.
5. **EVCAA Report**
   * EVCAA recommends if you did not watch the Town Hall, to watch the [Town Hall meeting](https://www.tacoma.uw.edu/chancellor/blog#reports). EVCAA Report transcribed by Faculty Assembly Coordinator.
     + Updates
       - Teaching evaluations:
         * Many Faculty have received messages from the UW IA System which provides student evaluations of teaching as well as Our Vice Chancellor for Student Success, Bonnie Becker and Ingrid Walker, Associate Professor in SIAS to collect feedback to help support our student success during this virtual time in the Spring Quarter.

In regards to UW Merit, Promotion and Tenure: Each faculty member needs to have a minimum of one course evaluation completed per year by students. While most units have specific policies in place for the evaluation process, the IA system wants questions offered this Spring quarter to be more adaptive to the context (i.e. Distance Learning). This will be important because if you are completing that evaluation, the circumstances are different

The EVCAA encourages everyone to have a conversation within their units around expectations. EVCAA also encourages any student feedback that is most appropriate for you to help gain the support you need and to help all of us support our students effectively.

* + - * Summer and Autumn Quarter Updates:
        + At this time, Summer Term A courses and Full term courses will be taught remotely. Summer term B has not been decided yet, as there is hope that restrictions will be lifted such that small group meetings might be possible. There are recommendations, but no definitive idea of what will happen with respect to social distancing, and other measures to help manage the pandemic. President Ana Mari Cauce did say that she is very hopeful that we will start the autumn quarter in person; however, there is recognition that social distancing may be in effect for some time and we may have to think about what it will look like to have a much smaller number of students in any given classroom space. If that is the scenario, hybrids might be a way to have smaller groups gather but still conduct a portion of the class online. That decision will be made by the President of UW and we will get communication as soon as a plan is available.

Courses: It is possible that some courses could be added to Summer Term B i.e., field work or community connected courses; however, at this time the EVCAA is not expecting to add other classes to summer term unless they meet a significant student need.

* + - * Merit Pay Increases:
        + No decision has been made regarding merit pay increases; per faculty code annual faculty activity reports must be completed and submitted. If you have comments on merit increases your feedback is welcomed. Refer to Executive Order 65 from the President for information about merit pay increases; this information is located on the same website as the Faculty Code. Please work with Faculty Assembly and Faculty Senators to provide feedback.
      * Promotion and Tenure and COVID-19 Concerns:
        + Everyone should have received information regarding Promotion and Tenure and the impact of the pandemic on one’s progress in reaching scholarly goals. For faculty whose mandatory promotion and/or tenure review is scheduled for the academic year 2020-21, they will have until June 30, 2020 to request a waiver. For all other faculty, requests for clock waivers may occur anytime up until the beginning of the mandatory promotion year. A specific request deadline will align with UW Tacoma promotion and tenure deadlines in future years. Faculty who are submitting applications for promotion and tenure for the 2020-21 academic year need to submit their application file in time for committees to be formed, external reviewers to be selected and review materials sent to external reviewers. decisions need to be made earlier to form committees and prepare their documentation that will be sent to external reviewers. The Promotion/Tenure Clock Extensions Due to COVID-19 Policy acknowledges that certain kinds of research are impossible to continue at this time and recognizes the significant challenges for Tenure-Track Faculty.
      * Faculty and Staff Positions:
        + At this time, all open staff positions cannot be filled until they are approved by the Chancellor and all hiring for lecturer positions or tenure track faculty positions must be approved by the Provost. Librarians would also need to be approved via the Provost Office.
        + There are a number of incomplete faculty searches at this time and decisions will have to be made as to whether or not it is appropriate to move forward with these searches.
      * Budget Update:
        + The Vice Chair of the Faculty Assembly shared information regarding the Campus Budget Advisory Committee. EVCAA said this should be incredibly helpful where we stand in respect to budget. Schools are working on a 2.5% average budget reduction (a total reduction of a little over $800,000.00). The total per school level is not 2.5% at each school, but in total across the schools to make the budget cut. Schools in UW Seattle are looking to do a higher 5% budget cut. We were able to reduce it to the 2.5% average by saying that we began with budget cuts last year in the administrative units and had already planned for a budget cut this year.
        + There was news received from the Office of Financial Management from the State suggesting there could be changes to the way we are funded through the state; some funding has already diminished. Faculty and schools need to collectively make thoughtful decisions if we are subjected to another budget cut. If UW as a whole is mandated by the state to make a budget cut, it would affect all of us.
      * New Program Updates:
        + We have several New Programs that are nearing the end of their long journey from the initial stages in the Academic Plan through the approval process.

The PhD in Computer Science and Systems has been approved by the Graduate School, and if it is approved by the Board of Regents in May 2020, it would be set to begin Autumn 2020 and start with just a few students.

The Ed.S in School Psychology: If approved by the Board of Regents, this program would begin in Autumn 2021 and is a high demand field for K-12 Institutions in the State, and for School Psychology and Counseling students.

Graduate Certificate in Software Engineering has been approved by the Board of Regents with a start date of 2021. This program will be key in an economic downturn, as there is a shortage of Software Engineers in the western region of Washington. This area is currently affected less than most by the current situation.

BS in Mechanical Engineering and BA in Education are also at the end of their journey for approval.

* + - * Search Updates:
        + Dean Searches:

Dr. Ali Modarres has been approved as Dean of the School of Urban Studies. Dean Modarres had support from the Board of Regents. A more official announcement will be made very soon, but an announcement was made at the last Chancellor’s Town Hall Meeting.

A recommendation to have Dr. Sharon Fought as Dean of the School of Nursing and Healthcare Leadership has been sent to the Board of Regents. EVCAA said she is highly confident the Board of Regents will approve this recommendation.

Dean of the School of Social Work and Criminal Justice: Because we cannot meet in person, there have been steps to allow a digital interviewing process to occur next week with stakeholders who are closely connected with the school (Students, Staff, Faculty, and advisory board members). These are shorter opportunities for members of the school to meet digitally with the four finalists that were selected by the search committee.

* + - * + Associate Vice Chancellor for Research Search

There is a recommendation for the Associate Vice Chancellor for Research position and an announcement is imminent. An offer of appointment letter will be sent to the selected candidate and if accepted an announcement will be made by the EVCAA.

* + Questions regarding EVCAA Report
    - In regards to spring enrollment: Do we have any data that show lower or higher student enrollment?
      * The census numbers currently show that we have a slight increase in enrollment this spring. Overall this year we did not meet our intended enrollment targets included in the budget; therefore, we did not receive the amount projected in the budget.The spring quarter increase is very helpful.
    - With the campus closed to the public and closed to only essential personnel, are we currently saving any funds from the closure at this time?
      * The cost is much higher than the gain. Major costs such as rental spaces and support for Auxiliary Staff are not offset with lower costs. Total losses will be 2.5 million; however, the things that we are not required to pay will be around 2 million.

1. **Dr. Sarah Hampson: Faculty Assembly Vice Chair- Budget Discussion/Faculty Feedback**
   * The Vice Chair did not get to broadly discuss this information; however, there are a few things to takeaway that the Vice Chair recommended.
     + A Google doc has been set up to utilize the faculty voice; the Faculty Assembly Vice Chair would like all faculty members to look at the email sent to EC Representatives and provide any feedback applicable. All feedback will be provided to CBAC on Thursday April 23, 2020. Final decisions around the budget will be made in May.
     + The Vice Chair also stated that the Chancellor shared his spending priorities for next year with the CBAC. These are:

Highest priority: Efforts around equity, belonging, retention and persistence

Second priority:Recruiting new students, strategic enrollment development, and COVID-19 rebound efforts

Third priority: Enhancing faculty/staff support

1. **Adjournment**
   * Meeting was adjourned at 12:48 p.m.
     + Next meeting: Friday, May 15, 2020 1:00-3:00 p.m.
       - Zoom