**Faculty Assembly Executive Council Meeting Minutes**

Friday, 05/15/2020, 1:00 p.m. – 3:00 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:*** *Vincent Da (ASUWT President), Kiana Swearingen (Title IX & Sexual Education & Communication Manager, SafeCampus, Violence Prevention and Response Program), Mags Aleks (Title IX Deputy Coordinator), LeAnne Laux-Bachand (SIAS), Jeremy Davis (SIAS),* ***Faculty Assembly Coordinator:*** *Andrew Seibert*

1. **Consent Agenda & Recording Permission**
   * Agenda was approved and Recording permission was granted by the Council.
     + Approval of 04/17/2020 Meeting Minutes
       - Motion to approve the Minutes with edits made by the Chair of Faculty Assembly. So moved by Ka Yee Yeung , seconded by Kathy Beaudoin.
       - Edits
         * The Executive Council found no errors in the previous meeting minutes from the revisions made on March 25, 2020.
     + ***Vote:*** *17 yes, 0 no, 1 abstention*
     + Minutes stand approved as written
2. **Announcements**
   * Chancellor’s Budget Forum

May 20, 2020/12:30-1:30 p.m.

Zoom

* + Faculty Assembly Spring Quarter Meeting

May 29, 2020/ 1:00-3:00 p.m.

Zoom

Guest Speakers: Dr. Joseph Janes

Chair, Faculty Senate

LC & E Project Panel Discussion

Shannon Thompson, Project Manager UWT

Jennifer Myers, Construction Manager UWT

Stanley Joshua, Director of Facilities UWT

Ben Mauk, Associate Director of Capital Projects

& Retail Operations UWT

Seong Shin, Design Lead McGranahan

Shana Bose, Project Designer McGranahan

Todd Olson, Project Architect McGranahan

Victoria Buker, Sellen Construction

* + The Faculty Assembly Chair reminded EC Members to complete the Rubrics for nominees to fill two open positions on the Research Advisory Committee for a one year term from September 2020 to June 2021. Deadline for submission of Rubrics is Monday morning at 8:00 a.m.

1. **EVCAA Report**
   * New Student Policies
     + New policies have been approved by the Faculty Senate and are open to faculty comment. See <https://www.washington.edu/faculty/senate/issues/>

[Class B Legislation #196 – Satisfactory/non-satisfactory grading](https://s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/71/2014/05/15142224/196_legislation-to-faculty-.pdf). S/NS courses can count toward degree.

[Class B Legislation #195 – Distance learning](https://s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/71/2014/05/15142153/195_legislation-to-faculty-.pdf). UW DL courses count toward residency requirement.

[Class B Legislation #194 – Hardship withdrawal and annual drop](https://s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/71/2014/05/15142123/194_legislation-to-faculty-.pdf). Increased flexibility for students.

[Class B Legislation #193 – Standardized tests](https://s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/71/2014/05/15142054/193-legislation-to-faculty.pdf). Becoming optional at UW.

* + Faculty Disciplinary Task Force
    - Zoe Barsness shared the work being done to update UW policies for faculty grievances and faculty discipline. The website for this work is on the Faculty Senate page. <https://www.washington.edu/faculty/senate/faculty-disciplinary-task-force/>
  + Climate Survey
    - UW Tacoma report should be available May 21 on our website (NetID protected). Rankin and Associates will have Q & A sessions to discuss the report May 27th from 1:00-2:00 p.m. and June 5th, from 11:00 a.m. - 12:00 p.m.
  + Merit Raises
    - After consultation with the Faculty Senate, the Provost has proposed no merit for this year, and the Senate Committee on Planning and Budget concurred. We are awaiting the final decision from UW.
  + Commencement
    - UW Commencement is online Saturday, June 13th at 1:30 p.m.. Schools are considering “watch parties” to allow students, staff and faculty from units to interact online during Commencement. Faculty are also invited to send video congratulatory messages and participate in a graduation happy hour.
  + **COVID 19 Updates**
    - Work Groups
      * Two UW task forces are working on when and how employees can safely return to our campuses and prepare for how students may come back to our campuses for autumn quarter: Back to Workplace and Back to School. These are small committees with a UW Tacoma representative on each (Joe Lawless on BTW and Jill Purdy on BTS). UW Tacoma has formed a task force that will plan, communicate and operationalize the UW policy framework. Members include Joe Lawless, Jill Purdy, Mentha Hynes-Wilson, James McShay, Trish Fiacchi, Stanley Joshua, Susan Wagshul-Golden, Josh Knudson, John Burkhardt, Patrick Pow, Chris Fuentes, Marian Harris, and Justin Wadland.
    - Campus Spaces
      * A constraint on campus operations will be the physical spaces available for group gatherings because social distancing is likely to be required for some time to come. UW is using a uniform approach to space planning across all campuses; staff from UW Tacoma are calculating new room capacities and assessing the suitability of all campus spaces for possible instructional use.
    - Instructional Modes
      * The instructional mode for Summer Term B will be dependent on [which phase we are in](https://www.governor.wa.gov/news-media/chart-washingtons-phased-approach) as a state (currently we are in Phase 1; Phase 3 is when groups of up to 50 are permitted with social distancing). For Fall Term, faculty will soon engage in the work of making decisions about which courses can only be offered in person, which can be offered fully online, and which are prioritized for in person but can be delivered remotely (or mixed mode). Detailed guidance is forthcoming. This information will help guide how campus spaces are prioritized for instructional use in Fall quarter. We expect many courses in Fall will be offered in a hybrid format with a limited number of class meetings in smaller groups. Remote alternatives will need to exist to accommodate at-risk individuals or self-quarantine due to exposure.
    - At Risk Employees
      * If you fall into any of the categories listed by the [Centers for Disease Control and Prevention](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) or [Public Health – Seattle & King County](https://www.kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus/protection.aspx), you are considered at increased risk of severe outcome from COVID-19 infection. This generally includes all individuals over the age of 60 and anyone with an underlying medical condition. Faculty members at higher risk for severe illness from COVID-19 who wish to request accommodation to continue to teach remotely in fall will be asked to contact UW’s [Disability Services Office](https://hr.uw.edu/dso/) for assistance.
    - Course Catalog and Registration Information
      * We will not attempt to move all online and hybrid courses through the curriculum process to designate them for distance learning or hybrid instruction. As decisions are made, we will need to communicate clearly with students as the fall quarter schedule is revised so they understand how, when, and where instruction will occur.
    - Training for Faculty
      * Digital learning support will focus on hybrid teaching, including a self-paced course that includes feedback and [Quality Matters assessment](https://www.qualitymatters.org/qa-resources/rubric-standards/higher-ed-rubric). It will guide faculty to identify desired learning outcomes, determine acceptable evidence of learning, and design learning experiences & instruction.
    - Research
      * AVC for Research Cheryl Greengrove will partner with the Office of Research, the faculty Research Advisory Council, and Schools to guide a safe return to empirical, field, and in-person research.

1. **Yonn Dierwechter – APT Committee Report (See** [**document**](https://drive.google.com/open?id=1IcE1oexHKnEYcfRPQKg4YIQXYfaLKbfn)**)**
   * Highlights of APT Committee 2019-2020:
     + The 2019-2020 APT Committee reviewed:
       - 7 Mandatory cases
       - 8 Lecturer to Senior Lecturer cases
       - 2 Senior Lecturer to Principal Lecturer cases
       - 2 early non-mandatory cases
       - 4 Associate Professor to Full Professor cases
       - 1 review of an Appointment case
       - Total number of cases: 24 for APT 2019-2020
     + APT held a virtual workshop for Assistant Professors.
     + Next Academic year goals are to have a workshop for Associate and Lecturer Ranks.
     + TP.06 and TP.04 forms were out of date, as they don't reflect new titles and need clarification on the structure of voting. Chair of APT was looking to revise these forms by the end of this academic year.
     + APT has been participating in a Tri-Campus discussion with Lauren Montgomery.
       - APT Chair will be returning for a follow-up meeting in the next month.
     + There is language in the Handbook that may need to be revised.
   * Please send all questions either to the Chair of the 2019-2020 APT or to the Faculty Assembly Coordinator.
2. **Kiana Swearingen – Title IX & Sexual Harassment Prevention, Education & Communications Manager SafeCampus, Violence Prevention and Response Program & Mags Aleks - Title IX Deputy Coordinator**
   * Question on [powerpoint](https://drive.google.com/open?id=1G9OZZrANLbch5IenyMUBilwvHXSrJEJM) from Mags Aleks
     + Are Faculty Mandatory Reporters?
       - The University does not have any mandatory reporter policy; however, it is encouraged to utilize the Title IX protocol.
   * Questions on [powerpoint](https://drive.google.com/open?id=11tRtomWPKIBgW2MLxGmVuBJZdClsG_de) from Kiana Swearingen
     + How is this training implemented at the Seattle Campus and how would we at the Tacoma Campus learn and possibly implement this?
       - Kiana Swearingen can train others and train on all three campuses.
     + Faculty Assembly Coordinator made a recommendation to permanently add this training to all New Faculty Orientations in the future. The Faculty Assembly Coordinator and incoming Chair of Faculty Assembly will be working with our presenters to add this training to the September 2020 New Faculty Orientation.
     + Can you elaborate on what signs to look for when it comes to Harassment?
       - Scenery (On video camera), Chat (Through individual or all); recommendation to keep tabs on who contributes for purpose of equity.
   * Executive Council Representatives are encouraged to take the presentations to their Units and share them with individuals in their units.
3. **Adjournment**
   * Meeting was adjourned at 3:00 p.m.
     + Next meeting: Monday, June 1, 2020 12:30-1:20 p.m.
       - Zoom