**Faculty Assembly Executive Council Meeting Minutes**

Friday, 10/28/19, 12:30 – 1:20 p.m.

Dawn Lucien Boardroom (GWP 320)

***Present:*** *Vice Chair Sarah Hampson, APCC Chair Robin Evans-Agnew (Arrived after minutes approval), APT Chair Yonn Dierwechter, FAC Chair Jim Thatcher, Charles Costarella, Katie Haerling, Linda Ishem(Arrived after minutes approval), Randy Nichols, Jill Purdy (EVCAA Written Report), Amanda Sesko, Libi Sundermann, Etga Ugur, Justin Wadland, Barb Toews, Rupinder Jindal* ***Excused****: Chair Marian Harris, Jenny Sheng.* ***Attending Remotely:*** *Ka Yee Yeung-Rhee, Kathy Beaudoin* ***Guests:*** *LeAnne Laux-Bachand and Vincent Da.* ***Administrative Support:*** *Andrew Seibert*

1. **Consent Agenda & Recording Permission**
	* Agenda verified and Recording permissions was granted by the Council
		+ Approval of 10/11/19 Meeting Minutes
			- Motion to approve the Minutes as written made by Vice Chair. Moved by Chuck Costarella, seconded by Randy Nichols
				* ***Vote:*** *12 yes, 0 no, 1 abstentions*
2. **Announcements**
	* Chancellor Listening Sessions:
		+ February 11, 2020/ 12:30-1:20 p.m. Non-Tenure Track Faculty/ Dawn Lucien Boardroom (GWP 320)
		+ May 5, 202012:30-1:20 p.m. Combined Faculty/Dawn Lucien Boardroom (GWP 320)
	* Climate Survey
		+ **10/8/19-11/8/19**
			- Please have your students take the climate survey
				* Only 24% of the staff, faculty, and students have taken the survey so far.
	* Bias Incident Reporting (BIR) Information SessionThursday, October 31, 2019 10:00-11:00AM- BHS 107
		+ An information session specific to Faculty and the Bias Incident Reporting process in the Winter
			- Please pass this to your units
	* Update: Chancellor’s Tri-Campus Steering Committee
		+ Last year, Executive Council voted for the two members to serve on the Tri-Campus Steering Committee
			- Zoe Barsness and Eugene Sivadas
		+ Chancellor of UWT also selected two appointees
			- Tye Minckler and Jill Purdy
		+ The Tri-Campus Steering Committee will meet Thursday, October 31st, 2019
3. **EVCAA Written Report**
	* EVCAA was unable to make this meeting due to a scheduled meeting during this Executive Council meeting, therefore a written report was given to the Vice-Chair to read out loud to the Council on behalf of the EVCAA.
		+ **Curriculum:** Most of the programs that were ranked as medium or high priority in the Academic Plan have moved through the preliminary review and feedback stages of the curriculum process. Faculty are working on full proposals that incorporate responses to the comments offered in preliminary review, which may be from tri-campus or statewide constituents.
		+ **Board of Regents:** UW Tacoma will host the Board of Regents on our campus on November 14. Campus leaders and a UWT alumnus will make presentations to the Academic and Student Affairs Committee to update members on our campus and student outcomes.
		+ **Budget:** Schools will be asked to evaluate budget reductions at the 1.5%, 2.5% and 4.5% levels. A process and timeline for this work is in development. Requests for new budget allocations will be solicited as usual beginning in December with a deadline in late January.
		+ **Faculty Lines:** Schools should begin discussing needs for permanent faculty lines and gathering data to support such requests. These requests will be due in early February.
		+ **Tri-Campus:** The Faculty Council on Tri-Campus Policy held its first meeting of the year. It will take a leadership role in guiding discussions about changes to tri-campus relationships. The Chancellor’s Steering Committee on Tri-Campus Relationship will meet for the first time on Thursday.
			- Action Item: The Vice-Chair of Faculty Assembly is on this committee, and will also send an update to the Council.
		+ **Graduate School:** The EdD program had a site visit from a Graduate School review team last week which will provide written recommendations for the program. The new Dean of the UW Graduate School, Joy Williamson-Lott, is visiting campus today (October 28).
		+ **Leadership Selection:** The search committee for the Dean of Social Work and Criminal Justice will meet on November 4. The search firm of Greenwood/Asher & Associates will assist the committee, which is co-chaired by Rachel Endo and James McShay. Committees are being finalized to conduct administrative reviews of the current leaders of the School of Urban Studies and the School of Nursing and Healthcare Leadership and will make recommendations on inaugural Dean appointments. The Associate Vice Chancellor for Research search committee is still in the process of being formed – co-chairs are Justin Wadland and Belinda Louie.
			- Action Item: Vice-Chair of Faculty Assembly will send an email to the EVCAA asking if the committee members are known in public.
		+ **Regional Accreditation:** The Northwest Commission on Colleges and Universities accredits UW under the authority of the US Department of Education. It has revised its standards and moved the deadline for our self-study report up by a year. Resource data will be reported by UW in February 2020, and UW Tacoma academic units should be prepared to report on their students’ achievement of learning outcomes by November 2020.
		+ **Retention:** A working group is being formed to support faculty access to data about curricula, course offerings and student success. Each School will have at least one representative who will be able to provide data to faculty for planning purposes. This data will also support financial sustainability and managing our limited classroom space as we work toward improving the efficiency of our academic offerings.
			- Is this workgroup made of Staff or mostly faculty
				* Action Item: The Vice-Chair of Faculty Assembly will email EVCAA regarding this.
4. **Unit Reports**
	* Last meeting, the Vice Chair of the Faculty Assembly introduced that one member from each unit will be tasked to compile a Unit Report and present it to the Executive Council as a whole.
		+ A sign up sheet will be composed with times and dates
		+ The topics for the report include the following
			- Unit Budget and budgeting process
			- The work that each unit is doing in regards to equity and inclusion- specifically in the Search processes in own unit.
	* The Faculty Affairs Committee has been tasked by the chair to go over the new handbook which is titled “Best Practices in Faculty Searches.”
	* First reports to be completed in the middle of winter
		+ One unit report per month.
5. **Dr. Tye Minckler, Vice Chancellor, Finance and Administration**
	* Vice Chancellor of Finance and Administration spoke to the Executive Council regarding the budget, the funding of programs and projects, and individual questions by each unit that provided the questions.
		+ EBC will communicate better.
			- Documents that were sent in this meeting were not presented until last spring.
				* There was a delay due to reorganization, and UW Human Resources had to go through a legalistic review process with Attorney Generals to make sure all documents were in place.
		+ Key areas in document
			- Questions that are related to the collaborative and consolidated faculty questions
				* Related to question 19

Tuition dollars will also be generated along with the state funding for the new programs.

IAS provides the majority of the core classes

Budgets and revenue are connected

* + - * + Related to Question 20

UWT asked for the Mechanical Engineering and Civil Engineering programs

The Dean of the School of Engineering and Technology presented a rough budget on the Faculty meeting October 25th 2019.

* + - Specific questions in the meeting:
			* How do we get to the target ratio of 20 Students to 1 Instructor if we don't have more buildings creating bigger classroom sizes?
				+ This can be idealized through the Strategic Plan. As far as any additional funding through the state for more buildings, that may not be possible for now.
				+ There are talks to have more hybrid classes or online courses, or one class meet virtually and one class meet in the same classroom.
				+ This ratio is affected by corse releases, research and search requirements.
				+ Another concern is should programs be maintained if there is low enrollment in the program.

In addition, if a class of 20 is in a classroom max capacity of 40, it would make sense to move the class to better suitable area with the same max capacity.

* + - * The Chancellor communicated last spring and in the present that Academic Units are to participate in budget cut exercises (1.5% budget reduction, 2.5% budget reduction, and 4.5% budget reduction). Who can the departments go to for support to figure out the best ways of figuring out where these budget reductions should go?
				+ The Vice Chancellor of Finance and Administration and the Associate Vice Chancellor for Finance can help as needed to the Deans of the Programs.
				+ Cuts can’t be made without the understanding of the impacts of quality and revenue.
			* SIAS was uncertain of its future due to budget concerns. Can you clarify what was miscommunicated to SIAS?
				+ There was miscommunication from the Dean of SIAS and the Vice Chancellor of Finance and Administration with choice of funding woes.
				+ Follow up to miscommunication:

Someone in SIAS had mentioned that there is no knowledge of who is responsible for what, and still miscommunication

There is a lot of pressure, as we are not in the negatives, but we may end up even financially.

* + - * Are we prepared for a recession and ready for student growth?
				+ The Chancellor’s exercise is hopefully a good way of preparing for a future recession.

The Vice Chancellor also states that the University is in a better situation than the last recession.

* + - * + It would be dire if the state was to cut funding for programs, and also unlikely.
			* Will the library be affected by the Snoqualmie project?
				+ $30 million dollars available in reserves with half of that money committed to projects such as the Snoqualmie.
				+ There will be 2 or 3 more phases to do in the library, which may not be possible without additional funding

It may be possible to add these into state funds, but the college is looking to save the state funding for bigger projects.

* + Please feel free to share these documents by the Vice Chancellor of Finance and Administration to faculty within your individual units.
1. **Key Topics**
	* Key topics were not made in this meeting, Administrative Support suggests the following key topics:
		+ Finance and Administration and the EBC will communicate more to Faculty and each unit to the best they can.
		+ EC Representatives representing each school will be signing up shortly for Unit Reports. The unit report will be on the following information:
			- Budget processes and individuals involved
			- Equity and inclusion- specifically to Faculty Searches
		+ The Council is in the process of voting for a member to join the Emergency Response Workgroup with the Associate Vice Chancellor for Student Life and the Director of Campus Safety.
		+ Please have your students complete the climate survey!
		+ Bias Incident Reporting information session to be held Thursday October 31st, 2019 in BHS 107
		+ The Tri-Campus Steering Committee will meet Thursday, October 31st, 2019
2. **Adjournment**
	* Meeting was adjourned at 1:21PM
		+ Next meeting: Friday, November 8th, 2019 1:00-3:00PM
			- Dawn Lucien Boardroom GWP320