**Faculty Assembly Executive Council Meeting Minutes**

Friday, 11/06/2020, 1:00 p.m. – 3:00 p.m.

Open Public Zoom Meeting

***Present:*** *Chair Sarah Hampson, Past Chair Marian Harris, EVCAA Jill Purdy, FAC Chair Jim Thatcher, APCC Chair Menaka Abraham, APT Chair Yonn Dierwechter, Randy Nichols, Katie Haerling, Anaid Yerena, Kathy Beaudoin, Arindam Tripathy, Marisa Petrich, Rupinder Jindal, Maureen Kennedy, Amanda Sesko, Jacob Martens , Mary Hanneman, Monika Sobolewska, Andrea Hill, Annie Nguyen, Sushil Oswal.* ***Excused****:Vice Chair Turan Kayaoglu,* ***Absent:*** *Jim West* ***Guests:*** *Vincent Da (ASUWT President), Sharon Fought (Dean, School of Nursing and Healthcare Leadership), Trudy Collins (Incoming Part-Time, Academic Affairs and Finance and Administration), Chris Demaske (Faculty Council Vice Chair SIAS), Randy Myers (Faculty Council Chair, SSWCJ)* ***Faculty Assembly Coordinator:*** *Andrew Seibert*

1. **Consent Agenda & Recording Permission**
	* Agenda was approved and Recording permission was granted by the Council.
		+ Approval of 09/28/2020 Meeting Minutes
			- Edits to minutes
				* Under section four, bullet point three: Revised language for clarity, sent by Executive Council Representative
			- Motion to approve the Minutes as amended made by the Chair of Faculty Assembly. So moved by Kathy Beaudoin, Randy Nichols, seconded by Annie Nguyen.
				* ***Vote:*** *14 yes, 0 no, 1 abstentions*
			- Minutes stand approved.
2. **Announcements**
	* Land acknowledgement
	* Faculty Assembly will be sending a call for nominations via email to all faculty to fill 2 UW Senate seats and one faculty seat on the UWT Tri-Campus Policy steering committee. Faculty Assembly Chair encourages all faculty to keep their eyes open for these emails and encourage faculty to serve on these opportunities.
	* Reminder: feedback on proctoring ban by 11/23 meeting
		+ Faculty Assembly Chair reminded Executive Council Members to submit the feedback for the proctoring ban proposal.
	* Listening session dates:
		+ Winter faculty listening session - Feb 17th 12:30-1:30
3. **EVCAA Report**
	* **Large Section Instructional Support**
		+ Multiple faculty have requested support for Winter Quarter, the funding was provided for this year only, if faculty want to continue a program like this discussions should be initiated among faculty. A section is considered large if it has 80-90 students.
	* **Associate Vice Chancellor for Academic Affairs Budget and Finance**
		+ Trudy Collins has been hired on a half-time, six month basis to support budget and finance in Academic Affairs units. Most recently Trudy served as Vice Chancellor of Administration and Finance at Montana State University Billings until her retirement in 2019. She has a background in accounting and public administration and extensive experience in higher education finance and budgeting.
	* **Student Policies**
		+ Faculty should be aware that multiple student policies have been revised due to the ‘extraordinary circumstance’ of the pandemic. These include changes to the hardship withdrawal policy and grading policies such as Satisfactory/Not Satisfactory. Policy changes related to grading are summarized on the Registrar’s website at<https://www.tacoma.uw.edu/node/37545>.
	* **Spring Quarter**
		+ The Spring quarter schedule will be published in January and as we did for Fall and Winter, faculty will be asked their preferences for course modality. Although there is interest in opening up campus a little more to in-person instruction during Spring Quarter, we anticipate that the same conditions will be in place Spring Quarter as for Fall and Winter, and we are limited by classroom space availability under the conditions of the Governor’s order. Getting information into the registration guide is important to giving students more choice about whether they attend in-person or remotely. Some units have provided different modalities of learning in different sections of the same course, but this is often not possible. Students are not required to provide documentation if they cannot attend in-person or synchronous classes, and faculty continue to be expected to provide alternatives that help students achieve the learning objectives of the course. These accommodations are specific to the current context of the pandemic, not permanent changes in UW policy.
	* Questions to EVCAA Jill Purdy from Executive Council Representatives:
		+ Do Students have a choice of attending classes in-person or online?
			- Students are aware of whether the course is in-person, online or hybrid when they sign up through MyUW through the registration process. There is no designated rule to attend classes during this time to be mindful of the COVID-19 Pandemic. Attendance is not mandatory. EVCAA Jill Purdy did say there are no extreme scenarios and Faculty are willing to accommodate in this situation.
4. **Updates from Campus and Tri-Campus Committees**
	* **Senate Executive Committee (Sarah Hampson)**
		+ Class A Legislation updates
			- There are a few considerations in the Senate Executive Committee. They are as followed:
				* Changing the wording of the Tenure and Promotion requirements to add “Published” into the Faculty Code to indicate that all schools will need to have a guide on how to achieve Promotion and Tenure in the University.

Purpose: To improve transparency and equity around the Promotion and Tenure process. Adding Section 24-54: Procedure for Promotions, Part B of the section.

* + - * + Cleaning up language when it comes to Senior Faculty in the unit sit on the Promotion and Tenure Committee (Outside of the School).
		- Class B Legislation updates
			* Change rules on allowing people that take fee based classes can take courses online at University of Washington
	+ **Chancellor’s Budget Advisory Committee (Sarah Hampson)**
		- Faculty Assembly Chair has recommended to view the [newsletter](https://drive.google.com/file/d/1AZq181kEP0E7w9d-MPjMuA7HWI4QvrYQ/view?usp=sharing) that was sent out as that was the most up to date information on campus budgeting.
	+ **Faculty Council on Tri Campus Policy (EVCAA Jill Purdy)**
		- There has been one meeting currently, and meets twice a quarter. The Committee is housed of voting elected Faculty members and some members of administration who are appointed by the President of UW Seattle.
		- Faculty Council on Tri Campus Policy will continue its work on tri-campus structural issues.
		- Faculty Council on Tri Campus Policy has a draft list of items to be considered on a future agenda such as
			* Financial Aid
			* Academic and Curriculum Planning and the Curriculum Process
	+ Faculty questions on updates
		- Is the membership of the Faculty Assembly Budget Advisory Committee and the Chancellor’s Budget Advisory Committee the same?
			* The Faculty Assembly Budget Advisory Committee is an Ad Hoc Committee that helps communication throughout all units on campus and the modeling of the budget reductions.
			* The Chancellor’s Budget Advisory Committee has the Faculty Assembly Chair and Vice Chair along with other members of Leadership such as ASUWT representation, Staff Association. This Committee is responsible for advising the Chancellor on Budget Decisions that are important on campus.
1. **Additional Faculty Assembly Budget Advisory Ad Hoc Committee Nomination from School of Education**
	* Faculty Assembly Leadership has received interest from School of Education Faculty Member Rob MacGregor to be added as a member of the Faculty Assembly Budget Advisory Ad Hoc Committee. There was discussion from the Executive Council and the Executive Council has asked to get a Catalyst vote for the School of Education Faculty member that expressed their interest along with a statement to attach
		+ Action Item: Faculty Assembly Coordinator will create a Catalyst Vote for all voting members to vote Rob MacGregor on the Faculty Assembly Budget Advisory Committee
2. **Discussion: Communication with Schools and “Key Topics”**
	* Overview: Faculty Assembly Leadership received an email from a previous Executive Council Representative asking the Faculty Assembly Leadership to bring back Key Topics. Key Topics was a brief and very short synopsis that was compiled by the Faculty Assembly Leadership and the Faculty Assembly Coordinator to present important information to bring back to each unit on campus. These important topics were compiled typically at the end of the Executive Council meeting within the last 5-10 minutes of the meeting.
		+ The following suggestions were made by the Executive Council in response to the Key Topics Discussion
			- A suggestion was made to have a rotating group of Executive Council members to keep a Google Document open to take notes. This Google Document would then be shared with the representatives in real-time versus the official Minutes documents.
	* Communication with units discussion:
		+ School of Engineering & Technology
			- School of Engineering & Technology Representative takes down notes to send to the Faculty to vote on and other concerns for meetings, but the School of Engineering & Technology meets once per quarter
		+ School of Education
			- The School of Education meets monthly as a group which is composed of Faculty and Staff in the school and gives any information necessary in those meetings. The representative appreciated the Minutes, and the EVCAA notes to get the information as accurate as possible. The representative also compares their own notes for accuracy
		+ Milgard School of Business
			- Milgard School of Business has a regular meeting every 4-5 weeks. The Milgard Representative has said that they do not wait for the meeting and usually share any feedback/voting information with the Faculty within a day or two. If there are no written summaries from Faculty Assembly, the representative summarizes in their own words and asks for any feedback.
		+ School of Interdisciplinary Arts and Sciences
			- In the School of Interdisciplinary Arts and Sciences, which is heavily represented, they have been sending notes after each Executive Council meeting, with one of the representatives sending to each division within SIAS.
		+ School of Urban Studies
			- The School of Urban Studies representative had said that the Faculty Assembly Coordinator sent a brief synopsis of the meeting which was helpful to bring back to the School of Urban Studies Faculty.
		+ School of Nursing and Healthcare Leadership
			- The School of Nursing and Healthcare Leadership Representative uses the meeting agenda as an outline to take notes during the meeting. After that, they send the informal notes to the faculty in their unit via email right after the Executive Council meeting. The Representative makes it clear that my notes are "unofficial" and that official minutes will be available on the Executive Council webpage when they are approved.
		+ School of Social Work and Criminal Justice
			- The School of Social Work and Criminal Justice Representative has said they meet once a quarter which is a challenge. The Representative is understanding that Faculty may be overloaded with emails and to be mindful. The representative agreed that recapping the discussions are a great idea.
3. **Discussion: Budget Advising - Faculty Discussion**
	* Chair of Faculty Assembly was invited to speak to the School of Education Faculty Council this week, and had a great discussion related to the Budget. The Faculty Assembly Chair asked to have a campus-wide budget discussion with Faculty. All Faculty Assembly Budget Advisory Members were invited to this discussion. Trudy Collins is also listening in between Academic Affairs and Finance and Administration
		+ Discussion
			- Several concerns about the timing and process of the cuts were raised across schools. It emerged that faculty generally wanted to make sure that communication was good between the school faculty councils, the Faculty Assembly Budget Advisory Committee, and the Executive Council. There was a desire to re-think the narrative around the cuts and come up with concrete ideas that reflect faculty values. To aid this effort, we have started a [Google Doc on the EC drive](https://docs.google.com/document/d/1eNVl5rYlZjeDsYRuBCf47Gx-cWv0N2pRxq_eBK1Mfjs/edit?usp=sharing) for reps to share what their faculty councils have done in terms of 1) prioritization/value defining 2) connecting concrete ideas for cuts to these values. Faculty Assembly Leadership is hoping this live document will be a helpful communication tool across schools and a good resource for generating ideas and discussion
4. **Adjournment**
	* Meeting was adjourned at 3:03 p.m.
		+ Next meeting: Monday, November 23, 2020
			- Zoom