**Faculty Assembly Executive Council Meeting Minutes**

Friday, 12/11/2020, 1:00 p.m. – 3:00 p.m.

Open Public Zoom Meeting

***Present:*** *Chair Sarah Hampson, Vice Chair Turan Kayaoglu, Past Chair Marian Harris, FAC Chair Jim Thatcher, APCC Chair Menaka Abraham, APT Chair Yonn Dierwechter, Jim West, Katie Haerling, Anaid Yerena, Kathy Beaudoin, Rupinder Jindal (Arrived after minutes approval), Maureen Kennedy, Amanda Sesko, Mary Hanneman, Monika Sobolewska, Andrea Hill, Sushil Oswal, Jacob Martens (Arrived after Minutes approval).* ***Excused****: EVCAA Jill Purdy, Randy Nichols, Arindam Tripathy,Marisa Petrich, Jacob Martens, Annie Nguyen* ***Absent:******Guests:*** *Sharon Fought (Dean: School of Nursing and Healthcare Leadership), Diana Falco (Co-Chair: Lecturer Affairs Ad Hoc Committee), Belinda Louie (Chair: Research Advisory Ad Hoc Committee)* ***Faculty Assembly Coordinator:*** *Andrew Seibert*

1. **Consent Agenda & Recording Permission**
	* Agenda was approved and recording permission was granted by the Council.
		+ Approval of 11/23/2020 Meeting Minutes
			- Edits to minutes
				* No edits were made to the November 23, 2020 Minutes from Executive Council Representatives.
			- Motion to approve the Minutes as amended made by the Chair of Faculty Assembly. So moved by Anaid Yerena, seconded by Kathy Beaudoin.
				* ***Vote:*** *12 yes, 0 no, 0 abstentions*
			- Minutes stand approved as written.
2. **Announcements**
	* Land acknowledgement
	* Food Pantry for Students, Faculty and Staff
		+ Chair of Faculty Assembly reminded all Representatives to please help the Food pantry that serves the UW Tacoma Students, Faculty, and Staff
	* Sign up for [unit report dates](https://docs.google.com/spreadsheets/d/1XDGMnSqYCnbtSUNqmC5W5WeUMt9sd5gDcF81v9n8Csk/edit?usp=sharing)
		+ Chair of Faculty Assembly reminded all Representatives to sign up for their Unit Report for their schools. Instructions are inside the Google Spreadsheet for the key discussion topics Representatives must discuss.
	* Listening session dates:
		+ Winter faculty listening session - Feb 17th 12:30-1:30 (Non-Tenure Track Faculty)
	* Special Meeting
		+ The Faculty Assembly Chair has called for a Special Executive Council Meeting on Friday, December 18, 2020 from 12:30 p.m. to 1:30 p.m. to discuss a [proposed resolution plan](https://docs.google.com/spreadsheets/d/1XDGMnSqYCnbtSUNqmC5W5WeUMt9sd5gDcF81v9n8Csk/edit?usp=sharing) from the Faculty Assembly Budget Advisory Ad Hoc Committee. This proposal will be sent to Executive Council via email and representatives will need to gather feedback from all units
3. **EVCAA Report (Written report)**
	* **Tuition Exemption Proposal:**
		+ Input was solicited from the campus community on a proposal to limit the tuition exemption benefit to 12 credits for students, with grace periods for currently enrolled state employees to continue until spring 2022 without a limit. 41 comments were received from 19 faculty, 20 staff, and 2 students on the proposal. Seven of these respondents had used or are currently using tuition exemption benefits. Overall, responses were balanced between supporting and opposing the proposal. Many comments posed questions, and several offered suggestions. The most frequent suggestion was that additional benefits be extended exclusively to UW Tacoma employees. Answers to questions posed are below.
			- **Does the proposal conform to state law?**
				* Yes. Restrictions on the benefit are permitted under the law.
			- **Can UW Tacoma employees receive different benefits than other state employees?**
				* No. The proposed policy conforms to UW [Administrative Policy Statement 22.1](http://www.washington.edu/admin/rules/policies/APS/22.01.html) which provides the same benefit across all three UW campuses.
			- **Is UW Tacoma restricting benefits more than other institutions?**
				* No. Most public universities in Washington instituted greater restrictions on the use of tuition exemption in 2015 or earlier. Institutions may limit state employees to taking classes as nonmatriculated students rather than offering the ability to complete a portion of a graduate degree.
			- **What are UW Seattle and Bothell policies?**
				* UW Seattle and UW Bothell have more fee-based graduate programs than UW Tacoma and these do not permit any use of tuition exemption. Among state-supported graduate programs, UW Seattle generally does not have space available to admit tuition exempt students. [UW Bothell’s policies](https://www.uwb.edu/registration/policies/tuition-exempt) for tuition exemption, instituted in 2015, are more restrictive than UW Tacoma’s proposed policy and include restrictions on tuition exemption for undergraduate courses as well as graduate courses.
			- **Why 12 credits?**
				* There are three reasons. First, the proposal was informed by data about UW Tacoma graduate programs. Programs accepting tuition exempt students range from 36 to 64 credits in total. The 12 credit policy allows 19%-33% of a graduate degree to be completed with tuition exemption, which supports program sustainability while providing a meaningful benefit to state employees. Second, the majority of graduate programs at UW Tacoma offer 3- or 4-credit graduate courses, making it desirable to select a multiple of these numbers. Finally, 12 credits is consistent with the tuition exemption policies already in place at UW Tacoma for the masters programs in Nursing and Education.
	* **Academic Plan update (See** [**Folder**](https://drive.google.com/drive/folders/1p2peu2eGJiJ_QfGrRVf0dPksXAUr1BOS?usp=sharing) **for Curriculum Charts)**
		+ Please see the attached curriculum maps, which indicate where the 11 programs approved in the current [2018-2023 academic plan](https://www.tacoma.uw.edu/academic-affairs/academic-plan) are in their respective curriculum processes. Both maps have been updated slightly since last year to improve clarity but the processes remain unchanged. Schools guide the pace at which programs move forward through the curriculum process.
4. **Standing Committee Chair Updates**
	* **Appointment, Promotion, and Tenure Committee (Yonn Dierwechter)**
		+ Case review
			- 20 cases across the campus are eligible for review for the APT Committee.
				* 7 Mandatory Cases from Assistant Professor to Associate Professor
				* 7 Associate Professor to Full Professor
				* Other various cases from both Tenure Track and Non-Tenure Track
		+ The next round of cases will be processed before the holiday break (7 Associate to Full)
		+ Workshops:
			- APT is looking to have a workshop for the Associate Professors
			- APT Chair also said they are looking to have Provost Mark Richards participate in a future workshop
			- APT Chair would also like to have a workshop for Teaching Professors with Provost Richards
		+ Faculty Assembly Leadership, APT Chair and Faculty Affairs Chair had a conversation in October on the future and structure of APT.
	* **Academic Policy and Curriculum Committee (Menaka Abraham, See** [**document**](https://drive.google.com/file/d/1qNH-CEHsj340nXs3ppXysk2DEK1eDf73/view?usp=sharing)**)**
		+ APCC held 4 meetings in the academic year so far.
		+ The meeting on 9/23 was dedicated to orientation so that members can learn how to review course and program proposals. The program proposals orientation didn’t happen due to time constraints. Recordings were made available instead.
		+ Members take turns attending UW Seattle curriculum committee meetings that are held once a month
		+ Chair attended two meetings held by Curriculum Management oversight committee (CMOC) meetings to represent APCC and another meeting by Faculty Council on Tri Campus Policy (FCTCP) regarding Notice of Proposal (NOP) and new software release.
		+ Chair attended Community Engaged Learning (CEL) Tri Campus meeting and is planning to attend another meeting regarding the SAT requirement for UW Tacoma
		+ Discussed Diversity Designation (DD) at the October 14th meeting and APCC decided to reexamine the policy and process with wider faculty involvement under the guidance of CEI and faculty with diversity expertise. EC will be driving this effort.
		+ Registrar and members went over the hardship withdrawals and grading S/NS that is in place
		+ During the December 9th meeting, we set some time to go through the academic plan and where the different proposals are within the plan with the help of EVCAA’s office
		+ Future Plan for APCC
			- Continue to review the program and course proposals
			- Assist the units with their proposals that are part of the academic plan
			- Elect new chair for 2021-22 in Winter quarter
			- Attend UW Seattle meetings for Winter and Spring quarters
			- Discuss Community Engaged Learning designation and SAT requirement with APCC
			- Discuss Diversity Designation and process that the workgroup comes up with
			- Assist with training for the new Program proposals to go through the UWCM system and to train the faculty and staff on UWCM. UW Seattle offers training but they work with curriculum approval bodies and registrar’s office.
				* APCC Chair encourages all faculty to learn about the University of Washington Curriculum Management program.
	* **Faculty Affairs Committee (Jim Thatcher)**
		+ Faculty Affairs has been looking in Research expectations for Assistant Professors who face mandatory promotion and how it changes and impacts work life balance.
			- A survey was made by Faculty Affairs and they received over 88 responses, and a handful of emails. Results were anonymous. 83 were positive and some were concerned of equity. There was uncertainty in the Junior Faculty.
		+ Faculty Affairs would like to hold an open listening session for Faculty to come together, voice concerns. This would be open to all Teaching Professors and Tenure Track Faculty members.
		+ Lecturer Affairs Co-Chairs are attending Faculty Affairs meetings
5. **Ad Hoc Committee Chair Updates**
	* **Lecturer Affairs Ad Hoc Committee (Diana Falco)**
		+ Lecturer Affairs plans to brainstorm how the transition from the Ad Hoc Committee to the Non Tenure Track Faculty Forum.
		+ Lecturer Affairs has seen an increase in participation this academic year, 20 active members representing 5 schools on campus
		+ The committee has met 3 times this quarter. There has been lots of energy as well as concern on campus.
		+ Full-time Teaching professors represent ⅓ of the faculty on campus
		+ Teaching Professors expressed significant concern about the survey made by Faculty Affairs because of the concern of impacts to Non-Tenure Track. the Co-Chair has said there is discussion how Teaching Professors can support Tenure Track Faculty.
		+ Lecturer Affairs is looking at the Climate data.
		+ Lecturer Affairs is keeping an eye on contract renewals. While Teaching professors were happy about the contract renewal being changed to five, seven, or ten years depending on the rank, there are concerns in regards to COVID-19 and the budget.
		+ Lecturer Affairs is looking into equity across campus for Non-Tenure Track Faculty
	* **Research Advisory Ad Hoc Committee (Belinda Louie, See** [**document**](https://drive.google.com/file/d/17rUQ1_Uadb67R5eE1t2rXXipKyRLc1Yh/view?usp=sharing)**)**
		+ In accordance with the mission of UW Tacoma, the RAC is committed to fostering scholarship, research, and creativity to address the challenging problems of our time and place. The committee will partner and collaborate with internal units and external agencies for the common good of our campus and the region.

In the November 2020 UW regents meeting, the UW leadership recognized the tremendous contribution of UW Tacoma faculty and staff in making education a great equalizer of a wide range of social inequities. UW Tacoma is an example of how the university is able to make great strides in providing higher education to BIPOC populations, the Veteran population, and first generation college students. Since the beginning of the campus, the entire Tacoma and Pierce County community has embraced this campus as their own. Being part of a world-class university system, UW Tacoma successfully creates an intimate and personable environment similar to that of a small town University to transform students under our care.

To ensure the excellence of educational quality at UW Tacoma, it is critical and essential to support faculty scholarship and research. According to Faculty Surveys conducted by RAC in 2020 and by Office of Research in 2016, the top faculty research needs are culture (UWT values faculty scholarship), time (course load reduction to conduct studies), and assistance (a win-win situation to train students to support faculty research).

RAC is seeking assistance from the Office of Advancement (OA) to provide much needed support to advance faculty scholarship and research at UW Tacoma. The RAC is seeking support from OA to solicit funding to:

1. Support faculty scholarship and research which promotes the UWT mission.
2. Create 10 course releases for the tenure-line faculty in the next 3 years (RAC will facilitate the application and selection of the faculty applicants.)
3. Create 10 research-assistant scholarships for students in the next 3 years to support faculty work (RAC can facilitate the application and selection of the student applicants.)
	* **Faculty Assembly Budget Advisory Ad Hoc Committee (Sarah Hampson)**
		+ There is representation from six of the seven schools in this committee
		+ Instilling communication in regards to the budget during COVID-19.
		+ A list of guidelines or expectations for budgeting was compiled to help the process for Faculty advising on the budget in future years (See [Dec newsletter](https://docs.google.com/document/d/1oZaSrLk1QmqnVPK4XgcWguBGb_vKV0ag_ZA1TbEOBAw/edit?usp=sharing))
		+ A proposal was drafted for Executive Councils review on the budget.
4. **UWT By-Law’s Change to reflect Title Changes (Vote, See** [**document**](https://docs.google.com/document/d/1WvbamuIjpDvZAteR1xNQEmv8v5_3JCPQdUnjJYqpSV0/edit?usp=sharing)**)**
	* Executive Council Representatives discussed the
	* Brief Synopsis on changes made to the document in this meeting
		+ Article II, Section 1A: Organized ranking in accordance with the [University of Washington Faculty Code](https://www.washington.edu/admin/rules/policies/FCG/FCCH21.html)
	* A motion was made by the Chair to approve the Bylaw changes made in the Executive Council Meeting and be sent to Faculty for full vote. So moved by Menaka Abraham, seconded by Anaid Yerena
		+ ***Vote:*** *16 yes, 0 no, 0 abstentions*
5. **Discussion: Diversity Designation Task Force (See** [**document**](https://docs.google.com/document/d/1AYe6WTDfYNwmrjd_YUB0u4RiGsmGos_37aJz_otjeQM/edit?usp=sharing)**)**
	* Discussion on Diversity Designation document
		+ A Representative was concerned about nominations/self-nominations and that if the work is too much that they could have the option of withdrawing their nomination.
		+ A Representative asked if this should be forwarded to the Faculty in the units
			- The Chair of Faculty Assembly that they wait until the call is officially sent out, which will happen in 2021, however, the Chair has said that Representatives can let units know it is coming soon.
		+ A representative asked if leadership could provide who the key stakeholders were in this document
			- The chair did not provide names for confidentiality reasons. These individuals are all faculty of color with expertise and experience in the field of equity and inclusion, and were derived from consultations with the Office of Equity and Inclusion (Dr. James McShay), Marian Harris, 2019-20 Chair, Faculty Assembly Harris, Turan Kayaoglu. 2020-21 Vice Chair, Faculty Assembly. Some individuals who were asked to provide feedback did not respond, and the Chair expressed concern about repercussions for Junior Faculty for their assistance in this process.
				* APCC Chair Menaka Abraham noted that this committee was also consulted on who to ask for input into the call.
				* The Representative is concerned about secrecy, but the Chair has said this is to protect the members that gave input without being asked if they could be named.
		+ The Chair noted that this discussion can continue in the winter quarter.
6. **Adjournment**
	* Meeting was adjourned at 3:03 p.m.
		+ Next meeting: Friday, December 18, 2020
			- Zoom