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**Faculty Assembly Executive Council (EC) Meeting Minutes**

January 12, 2018 1:00-3:00pm GWP 320

***Present:*** *Lauren Montgomery, Michelle Garner, Leighann Chaffee, Ka Yee Yeung-Rhee, Laura Feuerborn, Jill Purdy, , Nicole Blair, Loly Alcaide Ramirez, Ellen Moore, Mark Pendras, Sushil Oswal, Arindam Tripathy, Ji-Hyun Ahn, Greg Rose, Justin Wadland, Jack Vincent, Charles Costarella. Guests: Ed Mirecki, James Sinding, Mentha Hynes-Wilson.* ***Excused:*** *Mark Pagano, Menaka Abraham, Denise Drevdahl, Jutta Heller. Absent: D.C. Grant, Jie Sheng, Eugene Sivadas*

1. **Consent Agenda & Approval of Minutes**

* The agenda, with an addition, and the December 11, 2017 Executive Council meeting minutes were approved.
  + The item Time Schedule Matrix Guidelines was added to the agenda

1. **Announcements**

* Announcement for Standing Committees to begin their chair elections so that there can be overlap between the incoming and outgoing chair.
* Upcoming unit reports: What is the structure of faculty governance in your unit? How does your unit schedule courses?
  + SIAS (CAC, SBHS, SAM, PPPA, SHS, MAIS), IT, SWCJ, UEAC on 2/23
  + MSB, US, SOE, NHCL on 3/5
  + EC chair will send reminder
* FA Winter meeting on Monday 1.22.18 – the VC for Finance and Administration, Tye Minckler, will give a presentation about the budget. Input from EC on including a budgeting game in the presentation: many faculty have not played this game, so encourage Tye to allow time at the end for this game
* Time Schedule Matrix Guidelines – EC chair, Lauren Montgomery, and EC past chair, Mark Pendras, worked on a document that gives guidelines for the new time schedule matric (to be implemented Fall 2018), especially in regards to the lunch hour – Appendix A
  + EC reviewed the document and agreed it should be circulated to deans, directors, program administrators, schedulers, and anyone else on campus who could benefit from such knowledge

1. **Academic Planning**

* EC discussed the upcoming phases of the academic planning. After the rubric is due next Monday (1.15.18), the Deans and Directors will work on their summaries. The rubric will be used for internal purposes only

1. **Report on the Faculty 2050 Initiative** 
   * This is a vision exercise before the new provost comes in
   * The idea is that the faculty we hire in the next 10 years will be leaders in the future. The goal is to support these new faculty members
2. **Student Conduct Report** *– Ed Mirecki, Dean of Student Engagement – Appendix B*
   * There has been a decrease in misconduct cases. This could potentially be due to communication and awareness among faculty members
   * New code of conduct in August 2017 changed the way the conduct code is being administered
   * Discussion: partnership with faculty, culture of UWT, how to support students with mental disability
3. **Parking Update** – *James Sinding, Auxiliary Services Manager* 
   * Transportation program: need to find a new funding source for the UPASS program
   * Parking permit: might be able to renew in Spring for the following academic year
   * Discussed parking options for part-time lecturers
4. **Administrative Leader Search Updates/Timelines / EVCAA search feedback solicitation *–*** *Co-chairs of the EVCAA search committee: Mentha Hynes-Wilson, VC SAES, & Ka Yee Yeung, FA vice chair*
   * Discussed time line of search and the importance of clarifying the decision process
     + Nov 2017: Committee was formed.  Revised job ad.
     + Dec 9: Job ad was posted to UWT leadership search web site
     + Dec 12-13:
       - The Chancellor's Office announced the search committee and web site
       - Alina Solano posted the job announcement on the all 14k UW faculty mailing list
       - Faculty Senate (tri-campus), General Faculty Organization (GFO) at UW-Bothell, Chief Diversity Officer
     + Jan 19: applications due
     + Jan 19: Committee meeting to design rubric.
     + Jan 22- Feb 8: Review applications.
     + Feb 8-12: committee meetings: interview questions and identify candidates
     + March 2018: on-campus interviews
   * Solicited feedback on the rubric and on what qualities EC and faculty are looking for in a candidate
5. **Professional Development Funds –** Jeremy Davis, Co-chair, Lecturer Affairs
   * Jeremy Davis provided a chart that showed differences of professional development funds available across job categories and across academic units
   * EC discussed the need for enhanced transparency of budget at the unit level
6. **Adjourn**

**Appendix A**

*Clarification and Guidelines for the New Time Schedule Matrix | Reviewed EC: 1/12/18*

The Time Schedule Matrix is the basic scheduling structure for the five credit undergraduate courses that make up the majority of our classes at UW Tacoma. The intent of the new matrix is to preserve the lunch hour for community building on campus. This intention was held strongly and overwhelmingly by faculty and students alike.  It is also consistent with the intention to prioritize pedagogical needs over pure efficiency in class scheduling.  However, we recognize that not all of our undergraduate curricular offerings fit neatly into the matrix schedule: for example, labs, field courses, art studios, and other unique engagements may not match up with the schedule blocks. Similarly, graduate classes have different requirements and we expect their scheduling to continue as before, largely outside of the undergraduate scheduling matrix.

As a general guide, anything that did not fit within the previous matrix should receive the same flexibility under the new matrix. However, to honor the goal of community building we urge all schedulers and course planners to schedule around the lunch hour whenever possible, to preserve this time for students, faculty, and staff to gather on campus.

In addition to other adjustments, the revised schedule matrix also includes one additional section in the latest time slot on Mondays and Wednesday (8-10pm). It is worth noting that this latest time slot was intended as a hedge against future growth; it was not intended for immediate use unless there are clear pedagogical reasons to do so. Students and faculty alike have expressed aversion to these latest slots, and using them may also incur additional facilities costs. Our hope is that we can focus our efforts first on efficiently utilizing the earlier sections, expanding and coordinating our hybrid offerings, and using the latest slot only under circumstances that clearly advance pedagogical needs.

**Appendix B**

DATE: October 14, 2016

TO: Dr. Lauren Montgomery, Chair, Faculty Assembly

FROM: Ed Mirecki, Dean of Student Engagement

RE: 2016-2017 Academic Misconduct Cases

This memorandum is intended to provide the Faculty Assembly with an overview of the number and types of cases handled by the Office of Student Conduct during the 2016-2017 academic year.

A total of 62 cases of misconduct were reported during the 2016-2017 academic year: 7 cases involved non-academic violations of the Student Conduct Code; 32 of these cases are from Residence Life in Court 17 Housing; and 23 cases involved allegations of academic related misconduct.

**The number of 2016-2017 academic related misconduct cases represents a significant decrease compared to the 2015-2016 academic year (43 cases), but is similar to the 2014-2015 academic year (19 cases).**

A total of 10 of the cases involving academic misconduct were submitted as “Report Only” by the complainant. Of the students found responsible for violating the Student Code of Conduct for academic misconduct, 4 students received a disciplinary reprimand, and 9 students were placed on disciplinary probation.

**Considering 2016-2017 academic misconduct cases, 69% of academic conduct reports involved plagiarism. Incidents involving plagiarism continue to constitute the majority of academic misconduct cases, and is consistent with the trends in cases over the recent years.**

Please note that records and information regarding student disciplinary proceedings are subject to the provisions of the Family Educational Rights and Privacy Act and supporting regulations (20 U.S.C. 1232g), and to Chapter 478-140 WAC.

I hope this information is helpful. If you have any questions, or require additional information, please contact me at 253-692-4901.