

**UNIVERSITY OF WASHINGTON TACOMA**  
**Faculty Assembly (FA) Executive Council (EC)**  
**Wednesday, November 17, 2011**  
**12:30 – 2:00 p.m.**  
**Minutes**

**Attended:** Zoe Barsness, Chair, Katie Baird, Vice Chair, Donald Chinn, Linda Dawson, Yonn Dierwechter, Marjorie Dobratz, Charlie Emlet, Garth Novack, Diane Kinder, Marcie Lazzari, Beverly Naidus, Nita McKinley, Mark Pendras, Peter Selkin, Larry Wear, Charles Williams, JW Harrington, VCAA, ex-officio

**Guest:** Colleen Carmean, Assistant Chancellor for Instructional Technologies

**1. Approval of minutes from Nov 2 meeting, with noted changes.**

Passed unanimously.

**2. Standing Committee Updates**

APC: Nita reported that they had met and approved the Education Doctorate.

CC: Katie discussed issues surrounding curriculum committee, and reported on evolving conversations taking place among Katie, Zoe, JW and Debra Friedman. A short discussion of problems and confusions that have been identified in the course and program (i.e., 1503 form) approval processes ensued. Differences that have been identified with Seattle and Bothell in regard to these two processes were also discussed. Katie indicated that the surfacing of these problems/confusions and differences present an opportunity for us to rethink the purpose and scope of the Curriculum Committee. Katie indicated that she will wrap up gathering background information on the UWT, Seattle, and Bothell processes to present back to the CC. Once this effort is complete, she will put together a work group made up of CC and APC members to review these processes in light of the differences and opportunities identified. Zoe indicated that the purpose of such a task force review would be to propose revisions to campus-level processes or structures that work to (1) streamline the review course and program/degree approval processes, (2) assure accurate and timely compliance with UW system deadlines, standards and requirements, and (3) conserve faculty time and effort in order to free faculty resources to focus on more substantive issues related to the curriculum and academic standards rather than primarily bureaucratic compliance activities as appears to be the case now on the CC.

APT. Yonn reported that the APT was in the midst of reviewing promotion and tenure cases; committee recommendations on each case are due 12/15 in VCAA's office. The APT is also working on workshops to assist faculty seeking tenure or a promotion. They also want to promote a more robust discussion around going up for Full. Finally, the APT is coordinating with Academic HR and the office of the Secretary of the Faculty to finalize edits to language in our handbook. This effort will draw to completion the

review of our APT processes begun two years ago. When complete, the handbook will be updated.

FA: Donald reported that they had just met. The FA discussed interviews with faculty to address needs with respect to funded and unfunded research. The group also briefly addressed concerns about the teaching evaluation approach and the need to come up with alternative approaches, but are not sure what sort of a priority this is. Katie said this was a recurring issue without any sort of progress, for example, she suggested that IAS had gone through numerous such investigations, without any apparent consequence. Linda added that there had been workshops and catalyst sites, so a lot of information had been compiled “back in the day”. Nothing has been implemented or recommended, however. Larry discussed the Institute’s approach which evaluates lecturers and faculty on a regular basis. Donald said it was a time consuming process, especially now with more part timers.

SBC: Marcie gave update. The committee is moving along, trying to define its scope and identify data needs. She indicated that the committee may bring issues to EC.

Linda Dawson informed EC on an emerging issue being taken up by an EC subgroup (Katie and Linda) concerning the lecturer experience at UWT. The effort is motivated by a desire to address special concerns particular to this group (i.e., lecturers). The subgroup is collecting information, via focus groups, and hopes to have some game plan to present early next quarter. Discussion ensued about our ability (or not) to offer lecturers three year contracts. There was a collective realization among EC members present that we need to develop a better understanding of opportunity and possibilities for lecturer professional development and career paths.

### **3. Update from Chancellor’s Office**

JW gave following updates:

- 1) Faculty recruitment and important points. Emphasized the importance and of enhancing diversity among our faculty. Stated that we are looking for the highest quality candidate. We want to utilize broad description, hiring fellow scholar. It is important that we develop multiple criteria for the hire prior to beginning the application evaluation process.
- 2) Faculty information on the web. JW asked whether or not we want template and also whether we should have a minimum set of information on every faculty member available on their biographical page. Discussion then ensued among EC members about best way to make such faculty pages “searchable.”
- 3) Sabbatical Applications. JW reported that 43 quarters have been requested for sabbatical next year yet Seattle has only allocated 31 quarters to UWT. He indicated that the VCAA office will develop criteria that will be used to evaluate sabbatical applications. These criteria will be used to determine who will get sabbatical time.
- 4) Academic assessment committee. JW reported that he is working with Ginger MacDonald to write up a protocol. Ginger is working on the University accreditation plan and need assessment data. She has pulled together a committee that includes a faculty representative from each academic unit to work on this effort. Zoe inquired

- about the process for choosing faculty representatives on the assessment committee. A general discussion followed. Reports from EC members ranged from those who had no information or knowledge of who their academic representative was or how they had been chosen to some units who reported that faculty volunteers had been solicited by the director/dean.
- 5) Academic Council meeting. JW reported that the AC had discussed a campus-wide improvement process that is being rolled out for enrollment and admissions advising. This will occur in a two stage process. Derek Levy, (VC Enrollment Services) will be leading this effort.
  - 6) Debra Friedman will initiate a chancellor's blog once the new website is up and running. JW will be posting too, and requested suggestions from faculty for topics they would like to see addressed on this blog.

#### **4. Online Courses and instructional Support**

Colleen Carmean, Assistant Chancellor for Instructional Technologies, discussed online support and classes. Colleen reported that she appreciated the October, Faculty Assembly Roundtable discussion and had learned a lot. She realized that she needed to support a deeper and broader discussion, formally and informally with faculty of these technologies and tools. Part of discussion needs to be about teaching and learning. She has received permission to fund a fellowship program. The program will be competitive. Fellows will receive a stipend for being part of a small group. Fellows will come together after spring quarter to develop their own hybrid or online courses. There will be a one week workshop followed by meeting at the end of summer for all fellows. Colleen will be meeting with programs and mapping out distance learning possibilities with programs. She would continue her efforts to clearly communicate to faculty that she is "not here to destroy teaching". She indicated that lots of technology and many technological solutions are perfectly compatible with excellent teaching, and can improve teaching. She wants to listen to faculty/student needs and draw on her experience to support our efforts. She asked: What can she do to make us more successful? How can problems be solved with technology? She wants us to "save" students who need an online alternative. Colleen proposed that we should be able to provide educational services for a wider range of students rather than having to send them back to community colleges to complete course requirements we currently are unable to offer or to access courses they may be unable to access on our campus.

A general discussion about assessment and online classes ensued. The topic of online assessment was raised. EC members raised some concerns about which students tend to participate in online teaching assessment efforts and which students do not. Colleen described a pilot online teaching assessment effort with Urban Studies. Course evaluations will be conducted online as part of this pilot. This program is piloted out of UW Seattle, but offers us the opportunity to provide significant input into the design of online course evaluations at the UW more generally. Colleen reported that some research indicates online course evaluations can provide better, richer information since students fill out the evaluations on their own personal time.

Yonn asked about how our online offerings compare with other institutions. Zoe suggested a “best practices” workshop, perhaps early next quarter before fellowship applications are due. Colleen might give “teasers” to try to get faculty interested.

There was also discussion of a new Faculty Research Center. Kelly and Colleen are establishing as a place where faculty can meet, and have resources available that support both teaching and research activities.

**5. Discussion on Interdisciplinarity tabled until 11/30 EC meeting**

**6. Upcoming Faculty Assembly Sponsored Events.**

Zoe gave update on planned FA events. Tracy Thompson has agreed to lead a roundtable on critical thinking on Wed Feb 8<sup>th</sup> from 5:00 - 6:30pm. Marcy Stein has agreed to give a talk in the spring focused on community engagement (Thursday May 10<sup>th</sup>, 5:00 - 6:30pm)

Zoe announced a “Wine/Beer Drive” effort among faculty to help provide refreshments for our events. This is likely to occur in concert with our January FA meeting.

**Meeting adjourned 2PM**

Minutes prepared by Katie Baird, Vice Chair of Faculty Assembly, [kebaird@u.washington.edu](mailto:kebaird@u.washington.edu).