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

February 17, 2017 1:00-3:00pm CP 206 C

***Present:*** *Marcie Lazzari****,*** *Jennifer Harris, Matt Kelley****,*** *Marian Harris****,*** *Greg Rose, Mark Pendras, Lauren Montgomery, Ji-Hyun Ahn, Ka Yee Yeung-Rhee, Michelle Garner, Sushil Oswal, Loly Alcaide Ramirez,**Nicole Blair, Charles Costarella, Marion Eberly, Jeff Cohen, Leighann Chaffee, Katie Haerling, Julia Aguirre, Jutta Heller****. Excused:*** *Mark Pagano, Melissa Lavitt, Jim Gawel, Ellen Moore.*

1. **Consent Agenda**

The agenda was approved.

1. **Approval of Minutes**

The February 1, 2017 Executive Council meeting minutes were approved pending the change from

“**ACTION:** APT chair, Jim Gawel, Matty Kelley, and Sushil Oswal volunteered to help write this policy and then will bring it back to EC,” to “**ACTION:** APT committee is working on writing this policy and then will bring it back to EC.” Additionally, members requested consideration how much detail to include so that the minutes would not point to a particular individual when recording group discussions.

1. **Announcements:**
   * Vice Chancellor, Finance and Administration Search – *Katie Haerling*

On the VC for Finance and Administration Search, Katie Haerling is the faculty member representing EC, and EC is the body the represents all of the academic units. EC asked that Katie keep them informed on new decisions and candidates. EC also asked for the job description and for the membership of the search committee. Katie will follow-up with the job description. The search committee membership is: Alina Solano, Karl Smith, Richard Wilkinson, Bob Hardie, Chancellor Pagano, Anna Mertz, Cindy Valerio, Noreen Slease, and potentially others.

* + Vice Chancellor for Student & Enrollment Services Search – *Ka Yee Yeung & Sushil Oswal*

Sushil Oswal and Ka Yee Yeung-Rhee are the faculty representatives on the search for VC of Student and Enrollment Services. They reported that the airport interviews have been conducted and the search committee will begin bringing four highly qualified candidates. They shared with EC that the first candidate will be meeting with faculty on February 21st from 11am-11:45 and the second candidate will be meeting with faculty on February 23rd from 2:45pm-3:30pm, both in GWP 320. They encouraged faculty to attend and weigh in on the search process, considering which of these candidates will work best for our students. Faculty members have insight into this since often they are who students approach first with various needs, issues, and ideas. Faculty members need to speak up for the needs of their students in this process. Further information about the candidates and their public presentations can be found at: <http://www.tacoma.uw.edu/chancellor/student-enrollment-services-vice-chancellor-search>

1. **Chair’s Report and Discussion Items**

* Race & Equity Efforts Underway in Units - *Marian Harris*

Some deans/directors did not respond to their Faculty Affairs Committee representatives when they were gathering this information. Chair of FAC, Marian Harris, would like to make a second attempt to gather this information before the end of the school year to include in the FAC final report. FAC members were to contact their dean/director requesting this information using the document that EC leadership provided (Appendix A; EC member requested that these questions be circulated again to EC members). There was a suggestion to next time contact the dean/director with the request and to cc’ the EC representative(s) of that academic unit in order to flag the importance of the request. EC members discussed, “What would we hope to do with this information?” A few suggested to organize this information in relation to the Strategic Plan, namely the Equity Impact Goal and its success indicators. Additionally, how can this fit with the Diversity Fellow’s Statement, the recommendations from the Race & Equity Committee, and the Teaching Evaluation Campus Fellow’s Statement? FAC was asked to consolidate all of this information and make recommendations on what EC can do with moving forward.

* Vote on Proposed Infants/Children in Class Policy - Appendix B

In consideration of all campus policies, including ones about access to the network, EC members decided to approve the Infants/Children in Class Policy with the addition of, “…and for ensuring that all additional University policies and rules are followed by those that you bring.”

**VOTE:** Lauren Montgomery moved, Sushil Oswal seconded, 19 in favor, 0 opposed, 1 absent, 20 eligible to vote.

The approved policy will be posted on the EC website and circulated to all faculty, staff, deans, directors, and administrators, as well as, included in the Syllabi Service Statements.

* Proposed Policy on Non-Competitive Faculty Appointments – Appendix C - *Marian Harris*

EC members agreed with the spirit/idea of this policy as it aims for equity in hiring practices, but brought up many complicated considerations that might affect the language of the policy. FAC chair, Marian Harris, said that she would meet with Alison Hendricks from Academic HR about this to learn of any other considerations to bring in.

There are still too many ways around a competitive hiring process and due to that, the same kind of people are always hired. Could this be a policy with a procedure to follow? Sometimes even if the procedure is followed the results are not ideal because it can be challenging to find qualified people to teach specific content. In giving thought to part-time positions, perhaps write a campus-level policy without specifics, but with language around having a clear process so that all are aware of the process. A few EC members had specific wording edits. They should follow up specifically with FAC chair, Marian Harris.

* Time Schedule Matrix (TSM) Update – Appendix D

ASUWT discussed and voted to approve the draft of the proposed TSM that included an open lunch-time hour each day. EC chairs, Mark and Lauren met with Chancellor Pagano and EVCAA Lavitt about the proposed TSM and gained their support. The Chancellor’s Cabinet was mostly positive in their review of it as well. Interim Co-Vice Chairs of Student and Enrollment Services (SAES), Karl Smith and Kathleen Farrell, will review it as it relates to SAES. The Chancellor encouraged all of the Vice Chancellors to work toward making this proposed TSM a reality. The Vice Chancellor’s will all meet at the end of February; they all need to sign off on this and then it will go to the Registrar. The hope is that it can be enacted Fall of 2018. The discussion around a new TSM that serves students and faculty better by including a mid-day break has come through several meetings, but Program Administrators may not be clear on what is proposed and where it’s at in the process. This change is a big ask for Program Administrators, Schedulers, the Registrar’s office because often, the various needs of academic units do not line up and they have to figure it out. This is especially hard because the early and late class times are unpopular with both students and faculty.

* Strategic Plan Update – *Marcie Lazzari*

Over 100 ideas were submitted by over 75 people. Some ideas were redirected as they were items that weren’t in the purview of the committee and already had approval channels, i.e. curriculum, space, research centers. People who submitted the ideas were invited to also submit a proposal, due March 31st, and including a budget, like a RFP. Then the Strategic Planning Coordinating Committee (SPCC) will review all proposals, and prioritize recommendations to the Executive Budget Committee. Working together and determining the process as-we-go-along have been challenging factors in this first year of implementing the Strategic Plan.

SPCC is putting on its first set of Lightning Talks on March 2nd to highlight some of the Strategic Planned Aligned work that is already being done in regards to the Equity Impact Goal. Faculty Assembly chair, Mark Pendras, is presenting about faculty racial/ethnicity demographics and the call from our students to have a faculty body that represents them racially/ethnically.

Marcie Lazzari will be stepping down from SPCC at the of the 2016-2017 academic year, and thus, the faculty need an at-large representative to commit to being on SPCC for at least 2 years. She hopes to have a name by early May.

* Budget, Planning, and Facilities - Appendix E

EC reviewed the Budget Involvement Options sheet and discussed the advantages and disadvantages of each option. None of the options would be to replace the Campus Budget Committee, the Executive Budget Committee, of the Faculty Assembly chairs involved on those committees, but would be faculty involvement in addition to the current system. EC agreed that they didn’t want faculty taking on extra work without it going anywhere. The Faculty Assembly Bylaws and Faculty Code both give budget oversight to the faculty, but this oversight must be enforced through one of the options (see Appendix D.) In addition, the Provost has repeated that each campus must have faculty input in their budget processes. Chancellor Pagano also wants faculty input and support in budget processes as he works to make it more and more transparent.

In addressing the challenges of faculty members having input in their academic unit budgets, option two, having EC take on the budget oversight responsibilities, makes the most sense. There is a structural disconnect between EC and deans and directors. Some units have time for the EC rep as a standing item on their agendas, but not all. EC should work on beginning a dialogue with deans and directors.

The challenge of EC taking on more budgetary work is that it will displace other work that EC does. EC will need to better prioritize their work and how they spend their time. One focal point is that the data should already be transparent and accessible so that EC won’t have to spend time digging it up. EC should recommend a policy to the Chancellor about the level of budget transparency that is expected/required. This is an important discussion in relation to the new Vice Chancellor for Finance and Administration. The candidate that is chosen should be able to explain the budget to the campus community in laymen’s terms and should act transparently.

**Action:** EC will be the faculty budget group (option two.) We will invite personnel from Finance to a spring EC meeting to begin learning.

* Campus Policy for Equity in Teaching Distribution Among Rank

SIAS has a policy for equity in teaching across rank that addresses the sharing of unpopular times and course levels. This is considered best practices for students, though it can be hard for faculty. Should EC develop a policy like this for campus? It would set campus culture and help the EVCAA to back up deans and directors in enforcement of this policy. Units would be expected to distribute teaching times and levels evenly across faculty ranks (everyone has to take one unpopular time each year.) EC also discussed Article XII of the Faculty Assembly Bylaws in which any unit can opt out of a campus-level policy by developing their own that addresses the issue more specifically to that unit’s needs.

Other suggestions included:

* Student-centric in assigning of times; considering work, families, schedules
* Cohort-model for scheduling students
* Fold this policy into a larger set of equity policies? Including a set of principles for student-centric scheduling; top down/ campus-wide policy would help impact
* Pedagogy research shows that all faculty should teach first year/lower division
* Subcommittee to help write the policy? Add students?
* A campus-wide policy could be problematic; a blanket policy might be imbalanced
* The Spirit of Equity in distribution of course level and teaching time – make guidelines?
* Family responsibilities and children should be taken into account

This will be brought back up for further discussion.

* Campus-wide W-Course Policy & Review (Policy yet to come through APCC)
  + Writing Advisory Committee in Governance Structure

EC did not yet discuss this because the policy was not yet approved by APCC.

1. **Adjourn**

**Appendix A**

**Faculty Affairs Committee:**

Gathering Information from Academic Units about Race & Equity Initiatives Underway or Planned

An important priority for the University of Washington Tacoma campus is improving the racial climate and creating a more inclusive campus environment. The Executive Council of the Faculty Assembly is committed to contributing to and advancing those efforts.

As a starting point, the Executive Council is asking that members of the Faculty Affairs Committee gather information about race and equity initiatives being carried out in their home units. These might include existing practices or procedures or plans for new activities.

**For example, are there:**

* **Planned discussions, trainings, or workshops?**
* **Social gatherings or other community building events?**
* **New courses being proposed?**
* **Changes to hiring procedures, promotion guidelines, or other aspects of unit by-laws?**

**It is really up to the members of the unit to determine if/how they are contributing to this effort.**

The purpose here is to gather as much information as we can so that Faculty Assembly can develop an understanding of planned and existing activities, avoid duplication, enable cooperation and collaboration across units, and explore new possibilities.

Please respond to your Faculty Affairs representative by 12/5/16 or communicate with them about an extension. They will be asked to report this information at the 12/9/16 EC meeting.

**Appendix B**

**Infants/Children in Class Policy**

Approved by the Executive Council on 2/17/17

If you find yourself in a situation where you have no choice but to bring a child or children with you to class, you must seek permission from your course instructor prior to class. If permission is granted, you are responsible for seeing that the child or children are not disruptive to the class and for ensuring that all additional University policies and rules are followed by those that you bring. There are some classes where it may not be safe for an infant, child or children to be present, and in those cases an instructor may restrict an infant, child or children from being present in class.

If you are breastfeeding an infant or expressing milk regularly, you may bring an infant or breast pump to class for this purpose, and do not require permission from the instructor, though it is best practice to discuss it with the instructor beforehand. Or if you prefer to breastfeed or breast pump outside of class, you may take time out of class to use the lactation room (GWP 410). You do not need permission from the instructor to do so, but it is best practice to let your instructor know ahead of time that you will need to leave class for this period of time.

**Appendix C**

Proposed Policy on Non-Competitive Faculty Appointments

It is understandable and normal for some level of non-competitive hiring (and the use of temporary or adjunct faculty) to be customary. ~~to satisfy unanticipated circumstances and emergency situations.~~ To ensure equity, inclusiveness and diversity are incorporated in all aspects of the faculty hiring process, the Faculty Affairs Committee herewith proposes the following policy on non-competitive hiring process:

Non-competitive full-time faculty appointments may be made for a maximum of one year. ~~to satisfy unexpected shortcomings in faculty course coverage~~. Whenever a non-competitive full-time position is filled, the competitive hiring process must be immediately undertaken to fill the position through a diversity focused and inclusive process for the following year. Non-competitive hires are assumed\* to be included in the candidate pool for the competitively hired position, unless they opt out of the process, but are not afforded special treatment due to their incumbency.

\* eligible to apply / If non-comp hires are part of pool

-add part-time, or similar policy

-equity for race and rank (lecturers)

Draft Version 1.0 / 2016-11-30 ; edits added at EC 2.17.17

**Appendix D**

Proposed Time Schedule Matrix Revision, viewed and approved by ASUWT; viewed by EC on 2.17.17:

* This equalizes the mid-day
* Break across all days so that
* Meetings will be more evenly distributed. It also
* Adds another section late on M/W, but similar to T/Th.

**Monday:**

* 8-9:20am
* 9:30-10:50am
* OPEN TIME: 12:30-1:20pm
* 1:30pm-3:30pm
* 3:40-5:40pm
* 5:50-7:50pm
* 8-10pm

**Tuesday:**

* 8-10am
* 10:10-12:10pm
* OPEN TIME: 12:20-1:10pm
* 1:20-3:20pm
* 3:20-5:30pm
* 5:40-7:40pm
* 7:40-9:50pm

**Wednesday:**

* 8-9:20am
* 9:30-10:50am
* OPEN TIME: 12:30-1:20pm
* 1:30pm-3:30pm
* 3:40-5:40pm
* 5:50-7:50pm
* 8-10pm

**Thursday:**

* 8-10am
* 10:10-12:10pm
* OPEN TIME: 12:20-1:10pm
* 1:20-3:20pm
* 3:20-5:30pm
* 5:40-7:40pm
* 7:40-9:50pm

**Friday:**

* 8-9:20am
* 9:30-10:50am
* OPEN TIME: 12:30-1:20pm
* Seminars
* Labs
* Meetings

**Appendix E**

**Guidelines for discussion of faculty participation in budgeting and facilities**

As we continue to make improvements to the budgeting process on the campus level, the Executive Council of the Faculty Assembly needs to advance discussions about how to gather greater faculty input and participation in that process. In short, the faculty needs to develop greater awareness and expertise in the area of budgeting and facilities planning. While it may be difficult to find and create the *perfect* solution from where we sit right now, we can nevertheless use the information we have available to us to makes choices about a *better* way to move forward. To guide that discussion, three possibilities are outlined below: create a new Budget and Facilities standing committee; make the EC the de-facto Budget and Facilities committee; create a subcommittee of the EC to act as the Budget and Facilities specialists. Each of these has its merits and challenges.

1. **Create a new Budget and Facilities standing committee of the EC:**

The benefits of creating a new standing committee include:

* This would establish a clearly defined group with a specific charge
* Self-selection may populate this committee with some expertise
* UW Seattle and Bothell both have this type of committee, so the structure would be recognizable

The challenges of creating a new standing committee include:

* This would require a formal bylaws change; as we are uncertain about how the committee would operate or how effective it will be, that means making formal changes in an uncertain environment.
* Recruiting volunteers from the faculty assembly to fill standing committees is always a challenge; this would be adding to that challenge.
* Establishing such a committee would add a new layer to the budgeting process and thus create new communication and reporting challenges. Information and decisions would still need to pass through the EC eventually.

1. **Designate the Executive Council as the Budgets and Facilities committee;**

The benefits of making the EC the B&F committee include:

* Clearer and more efficient communication and decision making
* This would develop some budgeting expertise within EC

The challenges of making the EC the B&F committee include:

* This switch would elevate the time and energy commitment required of EC members.
* As it is unlikely that this could simply be added on to the work the EC currently conducts, there would be opportunity costs: the EC would have to stop doing some things in order to focus on budgets and facilities.

1. **Establish an ad-hoc sub-committee of the EC to focus on Budgets and Facilities**

The benefits of creating an ad-hoc EC sub-committee for B&F include:

* This is likely the quickest and simplest action to take to establish such a committee.
* This creates a focused leadership group within the EC
* Creates *some* expertise within the EC itself
* More efficient communication than with a standing committee, but less efficient communication than if the entire EC assumed the B&F responsibilities.
* Captures the experimental spirit of the effort; could serve as a pilot to inform future decisions.
* This approach may displace less of the established EC agenda

The challenges of creating such a sub-committee include

* The communication channels could be complicated, as this group would still need to educate the rest of the EC.
* Finding volunteers to take on this extra work.

ARTICLE V EXECUTIVE COUNCIL AND STANDING COMMITTEES

Section 1. Executive Council

1. Responsibilities: The Executive Council is an elected faculty council of the Faculty Assembly. It shall provide leadership for the Faculty Assembly of the University of Washington Tacoma. The Executive Council is directly accountable to the faculty as a whole, from which it is elected. It will act on behalf of the University of Washington Tacoma faculty serving as its legislative agent with responsibility for formulating policies, rules, and regulations for the campus in all matters except amendments to these bylaws. It shall advise the Chancellor and inform the Faculty Assembly on matters of policy regarding faculty promotion and tenure, and on matters involving academic policy, **including priorities, strategic planning, resource and salary allocation, and budgets** (Sec. 23-45.B). Additionally, the Executive Council shall advise the Chancellor and Vice Chancellors on the general welfare of the campus. Substantial study and deliberation of the matters concerning appointment, promotion and tenure policy, academic standards, the curriculum, and faculty affairs will be undertaken in the Faculty Assembly Standing committees having jurisdiction over these matters as described in Article V, Section 2. It shall be the responsibility of the Executive Council to ensure that such advice conforms with the broadly defined will of the faculty and, time permitting, to refer to the membership of the Faculty Assembly questions on which the faculty’s will is substantially unknown or unclear. The Executive Council shall report regularly to the Faculty Assembly and as completely as is possible, consistent with the occasional need for confidentiality in its advisory role to the Chancellor and Vice Chancellors. The Chair of the Faculty Assembly shall convey to the Chancellor the decisions and recommendations of the Executive Council in writing.   
     
   **Upon request, the Chancellor shall provide the Executive Council information concerning salaries, teaching schedules, salary and operations budget requests, appropriations, allotments, disbursements, and similar data pertaining to the University of Washington Tacoma** (23-46.H). The Executive Council will receive all policy recommendations from the Faculty Assembly standing committees and any ad hoc committees or task forces which may be established either by the Faculty Assembly or under this Council’s authority.   
     
   The Executive Council shall:
   1. Oversee, coordinate, and support the activities of all faculty standing committees at the University of Washington Tacoma
   2. Recommend faculty representatives for campus wide committees , and
   3. Provide for the election of the Vice Chair and members of the Executive Council and the Chairs of the standing committees. The agenda for Executive Council meetings shall be developed by the Executive Council with input received from individual faculty members, academic units, and the Chancellor and Vice Chancellors.