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

April 14, 2017 1:00-3:00pm CP 206 C

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

1. **Consent Agenda & Recording Permission**

The agenda was approved with the addition of an update on the Open Access Policy and a brief discussion about the Variety Show. Permission was given to record for the minutes.

1. **Approval of Minutes**

The March 31, 2017 Executive Council meeting minutes will be reviewed for approval at the April 26 meeting.

1. **Announcements:**
	* End of Year Standing Committee Reports Due: 5/19/17
	* Updated New Program Flowchart & Process – *Jeff Cohen* Appendix A

An updated New Program Flowchart and Process has come out of Academic Affairs. APCC reviewed it at their 4.12.17 meeting. From their perspective, these are procedural changes for the New Undergraduate Program (1503) process, but not content changes. These procedural changes attend to some of APCC’s concerns about having information at the right times in the process to make informed decisions. The procedural changes: 1) ensure that deans/directors know what else is happening on campus; 2) the Executive Budget Committee (EBC) will ensure that as a campus we know what we’re agreeing to pay for; 3) Northwest Commission on Colleges and Universities now requires a 75 day minimum review on all new programs at the end of the UW process.

There is currently a PNOI template being drafted by a subcommittee of APCC which will align with the new flowchart. There are still some changes that may affect the flowchart, namely, the addition of a “step zero” at the beginning of the process which will consist of 30 days for tri-campus review of the program name and concept to identify possible overlap and collaboration. This step won’t be a barrier to program development. It will be facilitated by the new UW Curriculum Management system. It will be best practice to talk with one’s dean/director before submitting a new program idea to the “step zero.” The policy for “step zero” is not yet written. APCC chair, Jeff Cohen, will suggest that the policy include a suggestion to consult with one’s dean/director first. At the tri-campus review steps, it is made clear that no campus can stop a program on any other campus. This will be true for “step zero” as well. UW Seattle has sometimes been protective of their programs being duplicated. In reality, some programs need to be duplicated to serve place-bound students.

A new program can only be stopped for curricular reasons at APCC, as faculty have oversight on curriculum. Academic Affairs and EBC can put a hold on a program due to resources. The initial pro-forma budget is not a deal-breaker and commitment to support a program will not change due to inflation.

When this flowchart is no longer in draft, it will need to be forwarded to deans, directors, program administrators, and faculty with clear messaging. The legend should include a highlighting of the new aspects of the procedure and include the overall time it may take for a new program to complete all of the necessary steps and reviews (2 years at minimum.)

* Update on Open Access Policy – This proposed policy needs to go through the Attorney General’s (AG) office, specifically asking if this policy could work as both an opt-in and an opt-out. It may begin to infringe on employment contract language, and therefore, it needs to be reviewed for legality. EC members had questions about the AG’s role in UW Tacoma’s policy making. FA leadership will consult with the Secretary of the Faculty on this question about the AG and report back to EC members.
* All Staff, All Faculty Variety Show – EC members discussed the most conducive time to host this event. They considered 5pm-8pm to be the best timeframe so that people wouldn’t have to leave to go home and then come back. There was also the suggestion of prizes for participants, i.e. most creative, most dystopian, etc. or to invite participants to enter a drawing for a prize.
1. **EVCAA Report**

1) There have been concerns about uneven structuring at UW Tacoma in regards to having 4 schools and 3 programs. For example, the last attempt for Urban Studies to become a school only included ad hoc criteria for how programs become schools. There was a general lack of guidance. 2) There have also been concerns from within SIAS about their divisional structure, i.e. does it do the job it’s supposed to? Would departmentalization work better?3) Lastly, there is usually a regular convening of the head academic officer with all department chairs, but this best practice doesn’t happen at UW Tacoma yet.

Due to these three concerns, UW Tacoma administration, deans, and directors are suggesting that a Limited RCEP process be looked into. They are seeking permission from EC, as the representative faculty body, to begin to examine UW Tacoma’s organizational structure and figure out how the two procedures within Limited RCEP would apply to UW Tacoma (since UW Tacoma could fit into multiple distinctions: campus, unit, school, which has schools and units within it.) Provost, Jerry Baldasty is waiting for EC to endorse and support this first stage. When EC officially endorses this, they will let the EVCAA and Chancellor know, then the Chancellor will let the Provost know, and then the Limited RCEP timeline (clock) will start. Urban Studies Director, Ali Modarres, will lead a group of deans, directors, faculty, and Faculty Assembly leadership who will (potentially) develop the process, find data, discuss, and vote.

EC asked for more information on the justification of the concerns/problem. EVCAA Lavitt clarified that the main issue at hand is the need for a policy in how programs become schools, as well as, what constitutes restructuring within a school from divisions to departments. EC asked for time to intentionally engage with faculty about this, affirming that this is not something to rush through. After EC has further discussions about this, they will vote on whether or not to allow analysis of restructuring at UW Tacoma. Currently, SIAS is doing a structure assessment. They are collecting systematic data on how their structure is working and not-working; the issues and benefits of their current structure. This current work could help inform future decisions.

EC will have discussion time for this on a future agenda.

1. **Chair’s Report and Discussion Items**
* Faculty Assembly Spring Meeting: 4/21/17

EC members talked at length about how to frame the important conversation around faculty input in appointments, faculty composition by categories, and what the goal of this conversation should be. They reviewed a [Powerpoint presentation to be used at the FA spring meeting](https://catalyst.uw.edu/workspace/file/download/11b8cb7a85818d723b612913caada4ec326e97c51cd4360c9bee5dc3fb273038?inline=1). EC members called for consideration of the goal/outcome desired from this conversation at the FA spring meeting. There was a suggestion to include faculty category data by unit and have this conversation at the unit level as well. EC acknowledged that there are many complex combinations of issues related to this conversation. EC members continued to discuss how the discussion questions should be framed, i.e. who makes the strategic hiring decisions in your unit? What’s important to you in a new hire? Etc.

The table discussion notes from the FA spring meeting will be collected into a report to share with campus leadership, deans, and directors.

* Salary Planning Exercise from Provost - Discussion postponed.
1. **Adjourn**

**Appendix A**

