

**Faculty Affairs Committee Meeting Minutes**

October 18, 2018 12:30-1:30pm SCI 104

***Present:*** *D.C. Grant, Rob MacGregor, Fei Ling, Rich Furman, Sharon Laing*

***Excused:*** *James Thatcher, Sarah Hampson*

1. **Approval of Minutes**
* Approval of minutes from June 7, 2018 and 9/20/18 with change to include the welcome to all new members: “The meeting began at 12:25 with Chair D.C. Grant welcoming new members Rob MacGregor (SOE), Rich Furman (SWCJ), and Sharon Laing (NHCL) and Fei Ling (MSB).”
1. **Open Public Meetings**
* Members who watched the Open Public Meeting Act video signed confirmation list at the meeting.
1. **Executive Council Charges to Standing Committees**
* Reviewed the letter from Executive Council Chair and Vice Chair, confirming charges for FAC for 2018-2019. Members can find this document on the Google drive: <https://drive.google.com/drive/folders/1uQxBt9iCmGP_vNvYKo16xjPMk3YPWEGE>
1. **Parking**
* Increasing local parking options is a growing need for staff, students and faculty. Last year’s FAC draft proposal for the purchase and remodel of a nearby warehouse (2210 South C Street) it to provide about 500 new parking spaces, was rejected due to capital costs. A new idea might be to gravel some of the vacant lots inside the campus footprint. This low cost alternative could be secured with cardkey access. We’ll allocate 15 minutes during the November FAC meeting to brainstorm ideas and discuss options.
1. **Childcare**
* Tacoma campus has no institutional child care here unlike UW Seattle, which has created multiple facilities with ties to early childhood development and learning programs and ties childcare with research. The existing UWT partnership with MUSE, is inadequate. This option is expensive, but worse yet, they have no space available and the wait list is long.
* A task force including faculty, students and staff was created last year to research alternatives; this task force will continue work this year and will begin a search for funding and administrative support.
* FAC members interested in working with the task force should email the FAC Chair. Member Robb MacGregor expressed interest during the meeting in working with this task force.
1. **Teaching Evaluation Policy**
* FAC was charged in 2017 to finish this effort (which began in 2013)*\*\*\*(See notes below)\*\*\**.
* A proposed policy was twice sent to the Executive Council last year, and was returned each time.
* FAC will continue to work on this, new members are urged to re-read the policy for the November meeting and invited to develop and distribute suggestions for edit in advance, so we can vote on an updated version during the November meeting.
* The proposed policy is expected to return to Executive Council for action this autumn.
1. **Changes to UW Faculty Code**
* It became apparent in spring of 2018 that changes were made to the Faculty Code without due process.
* FAC drafted a letter to the Faculty Senate in June and revisited this letter in September. This letter was sent to the Faculty Senate including current and prior FAC member signatures on October 1st, 2018.
* FAC Chair received a letter on October 17th attesting all changes to faculty code since February 2016 will be reverted.
1. **Non-Competitive Hiring Policy**
* The 2017-18 FAC spent considerable time working to develop ‘best practice’ procedures regarding hiring policies. Proposed policies sent to Executive Council twice last year were sent back with more questions. FAC members will revisit these policies in the December meeting.
* FAC Chair will distribute current information in advance of an expected vote during December 6th, 2018 meeting. Coordinator Beverly Berry will collect all documentation currently in UW use for hiring policies and place on the FAC Google drive for member review.
1. **Sound Transit**
* FAC charge: to improve bi-directional transit between campuses. Previous service was cut in 2011. On campus pickup and bidirectional travel options throughout the day are needed. Beverly will contact Zach Ambrose/Sound Transit Community Outreach and invite him or a representative to attend a future FAC meeting to discuss options with Sound Transit.
1. **Adjournment**
* The meeting adjourned at 1:08pm on a motion from Rich Fuhrman...
* The next meeting will be on Thursday, November 15, 2018 at 12:30pm in SCI 104.

\*\*\* *The Teaching Evaluation policy development project was first commissioned by EC in the 2013-2014 academic year.*

*“Teaching Evaluation Campus Fellows” met during the 2014-2015 academic year to develop recommendations.
 That work culminated in a “2016 Report of the Teaching Evaluation Campus Fellows” FAC used to build policy.*

***FAC Proposed Campus-Wide Policy for Teaching Evaluation***

***Approved by the Faculty Affairs Committee on 4.19.18***

*In response to the 2016 Report of the Teaching Evaluation Campus Fellows, the Faculty Affairs Committee proposes the adoption of the following campus-wide policy:*

*According to the University of Washington’s “Evaluating Teaching in Promotion & Tenure Cases: Guide to Best Practices (2016)” and supported by extensive research in the “Report of the Teaching Evaluation Campus Fellows”, UWT academic units should rely on all three of the following methods of teaching evaluation: peer evaluation, self-evaluation, and student evaluation of teaching. Each unit should:*

*1. Review and update teaching assessment guidelines to ensure that they match best practices for student, peer, and self-assessment. Academic unit guidelines should clearly identify which kinds of teaching assessment are used for which purposes and how much weight they will be given in merit, contract renewal, promotion and tenure decisions.*

*2. Define teaching excellence, directly addressing the diverse needs of our students as well as fair and just evaluation of all faculty, including women and faculty-of-color.*

*3. Clarify with students the use of and reasons for student evaluation feedback. Only those student comments relevant to the learning process should be utilized for teaching evaluations.*

*4. Provide resources for and remove barriers to effective teaching practices. Best practices include:*

*●Reduced faculty teaching loads to allow time for training and provision of thorough and systematic peer review.*

*●Recognize self-assessments as a critical component in merit review, contract renewal, promotion and tenure decisions,*

*●Support the participatory development of student success and teaching excellence.*

*●Create assessment and support systems appropriate to faculty rank and teaching experience.*

*5. Refer to University of Washington’s “Evaluating Teaching in Promotion & Tenure Cases: Guide to Best Practices (2016)” and the “Report of the Teaching Evaluation Campus Fellows” for guidance on the implementation of best practices, (see appendices).*