**Faculty Assembly Executive Council Meeting Minutes**

Friday, 04/09/2021, 1:00 p.m. – 3:00 p.m.

Open Public Zoom Meeting

***Present:*** *Chancellor Mark Pagano (During Q & A),Chair Sarah Hampson, Past Chair Marian Harris, FAC Co-Chair Rob MacGregor, APCC Chair Menaka Abraham, APT Chair Yonn Dierwechter, EVCAA Jill Purdy, Jim West, Katie Haerling, Anaid Yerena, Kathy Beaudoin, Rupinder Jindal, Maureen Kennedy, Amanda Sesko, Mary Hanneman, Monika Sobolewska, Andrea Hill, Sushil Oswal, Jacob Martens, Randy Nichols,Marisa Petrich, Annie Nguyen, Arindam Tripathy.* ***Excused****: Vice Chair Turan Kayaoglu,* ***Absent:******Guests:*** *Sharon Fought (Dean: School of Nursing and Healthcare Leadership), Chris Demaske (Faculty Council Vice Chair: SIAS)* ***Faculty Assembly Coordinator:*** *Andrew Seibert*

1. **Consent Agenda & Recording Permission**
   * Agenda was approved and recording permission was granted by the Council.
     + Approval of 03/29/2021 Meeting Minutes
       - Edits to minutes
         * Under Section 4, bullet 2: Sub Bullet was revised for minor grammatical changes
         * Under Section 5:

Corrected Next Executive Council Date to April 9, 2021

* + - * Motion to approve the Minutes as amended requested by the Chair of Faculty Assembly. So moved by Anaid Yerena., seconded by Menaka Abraham.
        + ***Vote:*** *16 yes, 0 no, 3 abstentions*
      * Minutes stand approved with edits.

1. **Announcements**
   * Land acknowledgement
   * Chancellor’s Listening Session with Faculty
     + May 4, 2021 12:30-1:20 p.m.
     + Highlighting Tenure line Faculty concerns, however all Faculty are encouraged to attend.

* + Faculty Assembly Leadership and the Chair of the Appointment, Promotion, and Tenure Committee has scheduled a special event meeting regarding Promotion and Tenure with the Provost Mark Richards and Vice Provost Cheryl Cameron. The date will be May 20, 2021. A full announcement will be sent over email with the details.
    - Appointment, Promotion, and Tenure Committee will organize the questions and then will be open to questions from all Faculty after.
  + Faculty Assembly Spring Quarterly Meeting to be held virtually on May 21, 2021.
    - Faculty Senate Chair Robin Angotti to present with any updates in the Tri-Campus and open to questions after.
    - Appointment, Promotion, and Tenure Committee Chair Yonn Dierwechter to present on the need to review the purpose and charge of the committee.

1. **EVCAA Report** 
   * **NWCCU Accreditation Review**
     + Next week (April 13 and 14) the University of Washington will have its accreditation visit with the Northwest Commission on Colleges and Universities. This institutional review is conducted every 7 years, and this is our first review under new standards. A task force has been working for several years to prepare for the review, and units across UW Tacoma have contributed information.
   * **Instructional Support**
     + In planning for returning to more normal conditions of instruction, several tri-campus groups are working on instructional support for faculty to address needs in digital learning (hybrid and remote), in-class technology, and inclusive pedagogy.
   * **Student Support**
     + The transition back to more in-person instruction will require support for students, faculty, and staff. Both students and faculty have expressed concerns about the challenges, and Faculty Senate plans to foster conversations about how we can be supportive of students and each other.
   * **Ramping up for Learning**
     + WSAC reports that 25% of students in K-12 received a failing grade last year, and the current academic years has been difficult for many. Undergraduate and graduate students have shared concerns that they are not feeling academically prepared or confident about returning to campus. Faculty and staff across UW are considering how they can provide tools to refresh learning, skills, and competencies prior to the start of fall quarter. This may include no-stakes Canvas modules that review pre-requisite knowledge, workshops to review skills, or supports such as embedded tutors that accompany a course. Faculty are encouraged to think about what needs their student may have, how they can be met with existing or new approaches, and what resources might be needed to help students thrive academically.
   * **Question regarding funding for GO-MAP Scholarships:**
     + UW Tacoma currently awards 140,000-150,000 per year in scholarships to graduate students based on 1% of the tuition revenue received the previous year. These are not cash scholarships, but they reduce the amount of tuition a student must pay. The GO-MAP scholarships would allocate a portion of this funding to support recruiting graduate students of color. Tacoma is the only campus that does not yet offer GO-MAP scholarships. UW Bothell has allocated $60,000 of its tuition rebate funds towards GO-MAP. Currently each school can award tuition rebates to graduate students based on the amount of tuition paid by graduate students in the school in the previous year, and funding is awarded in Fall for Winter and/or Spring. GO-MAP would require earlier commitment of funds and perhaps multi-year awards to recruit graduate students of color. No decisions have been made about the structure of GO-MAP scholarships. A task force of graduate faculty and advisors will be formed to work on program design.
2. **Unit Report: School of Social Work and Criminal Justice (See Unit Report** [**here**](https://drive.google.com/file/d/1Cqtf0eXLT-vf6_xYy_f3-Dhnhi4uSD6q/view?usp=sharing)**)**
   * Due to time constraints, a very brief explanation was made for this unit report. For the full unit report, please see the link above in the title of the section.
     + Questions for School of Social Work and Criminal Justice Representative
       - There were no questions for the Representative
3. **Chancellor Pagano Updates and Q&A**
   * Chancellor’s updates
     + The 30th Anniversary task force has completed their work. The following happened:
       - A report was made with a lot of good ideas. A lot of suggestions from that report will be implemented into celebrations that are already taking place such as the spring celebration.
     + Decriminalize UWT Taskforce Updates:
       - Susan Wagshul-Golden was interviewed by the Task Force
       - Chancellor Pagano talked with the two Co-Chairs of the Task Force Robert (insert last name), and Cassandra Nichols.
       - No report has been submitted to the Chancellor yet, however he will update representatives when one is submitted
     + Staff Association and Faculty Assembly COVID-19 Response Proposal and Survey
       - Chancellor Pagano has stated that nothing can be done yet until the state finishes its current financial audit.
     + Budget:
       - Senate budget and House Budget are attempting to prevent furloughs or cuts.
       - Board of Regents website discussion:
         * Item F6 shows the University has received 1.92 million dollars total and shows where it has been deployed

Some was directed to students in their hand as aid

$1 million to be processed for Court 17 expenses (With a total loss of $1.3 to $1.4 million dollars because of occupancy)

$252,000.00 was allocated to update the technology

Education department got $24,000 in the first grant and $35,000 in the second grant

The first grant was given to former foster care students on campus

The second grant is planned to be allocated in a similar way

* + - * President Ana Mari Cauce, Provost Mark Richards, EVCAA Dr. Jill Purdy, Chancellor Pagano, and Jan Rutledge met Tuesday regarding budgets.
        + There was no further discussion whether UW Tacoma would receive the $1.2 million back, but they were positive about the work UW Tacoma is doing in the present and upcoming fall.
      * Vice Chancellor for Finance and Administration search
        + The Search is being Co-Chaired by Katie Baird from SIAS and Vice Chancellor for Equity and Inclusion Dr. James McShay

The University has hired the same in-house consulting firm that was used for the previous search.

The firm has grown in staff which is expected to help UW Tacoma successfully find the Vice Chancellor for Finance and Administration

32 applicants have applied for this position so far.

Vetting process is detailed. Finalists will be selected in late May to early June.

* + - * Response to Black Student Union demands
        + The response went to the BSU on March 15. This was also publicly addressed in the Chancellor’s Town Hall.
        + The [document](https://drive.google.com/file/d/1FFxRsTkgl3gGT_WuW3-2Fk7dACGNfsw8/view?usp=sharing) was sent to Chair of Faculty Assembly.
    - Campus Construction and Renovation Projects
      * During the Milgard Hall Construction, no parking will be available in the Cragle Lot.
      * Snoqualmie Building and Tioga Building
        + Work is anticipated to be completed in the Fall
      * Engineering labs on Pacific Avenue
        + Construction is underway currently
      * The Office of Community Partnerships' new location will be in the Dougan building, and the second floor is almost complete.
      * The Whitney Lot expansion is complete, but there isn't a complete list of how many spots were added.
  + Questions for Chancellor Pagano
    - A Representative from SIAS inquired about with the Parking in the Cragle Lot gone if there was other plans of getting the access point for the Students on campus
      * Parking will be reserved for students coming such as admissions
      * 40 spaces have been added higher and the campus is looking to add more
        + Working with a private developer to explore more parking options nearby
    - The Chair of Faculty Assembly had asked about plans for Commencement
      * An email was just sent out during the Executive Council meeting outlining the 2021 Commencement.
        + Commencement will be virtual for all three campuses. Hoodings or official Commencement activities will be virtual as well.
        + There is a possibility of a “Drive through celebration” to celebrate in person with Students and their families, but following CDC and Pierce County Health Department guidelines.

1. **SIAS Teaching Evaluations Discussions**
   * In 2015-16 Academic Year, Faculty Assembly and Academic Affairs had established a [Fellows group](https://drive.google.com/file/d/1IfAcJxNz0YfyLiWQD8MaiI3TTHBedy7r/view?usp=sharing) to study student evaluations. Part of this focus group included general teaching where some discussions came up in the Executive Council level a few years ago.
   * SIAS has been discussing this during the 2020-21 Academic Year. Chris Demaske and Sushil Oswal have been working on a discussion on Teaching Evaluations for one quarter currently and would like to gather information from each School on Campus for creating a policy in the School of Interdisciplinary Arts & Sciences regarding Teaching Evaluations. This policy would attempt at implementing the recommendations from the Fellows group which was cleared by Sushil himself and Tom Koons. Sushil asks the following questions from the other six schools.
     + 1. Has any other school looked into the [report](https://drive.google.com/file/d/1IfAcJxNz0YfyLiWQD8MaiI3TTHBedy7r/view?usp=sharing) closely like SIAS did?
     + 2. Have you come up with a policy related to teaching evaluations within your school
     + Chris Demaske adds that what they are looking to do in SIAS is move away from the older policy of having students do teaching evaluations in every class and then having a peer review system. Currently, SIAS requires depending on the rank (Teaching Professor/Professor) to have a letter, an peer review every year, every other year, or every three years. Chris Demaske and Sushil Oswal are wanting to think of a more substantive approach than what is currently made since Faculty Code recommends only once a year.
       - Sushil also adds that there are no specific guidelines or training, and is looking to strengthen that by revising this policy currently in SIAS.
   * Discussion:
     + School of Education
       - The School of Education Representative has said they are piloting a new student evaluation form which they are more than happy to share, and the process for doing peer evaluations has been updated. School of Education currently does pre-meetings and post-meetings.
       - The Co-Chair for the Faculty Affairs Committee who is also affiliated with the School of Education added that this work is ongoing. They added that they like the idea of having a portfolio of something that is more comprehensive
     + Milgard School of Business
       - A Milgard School of Business Representative has said that currently the process for teaching professors are peer evaluations are conducted every year by their own experience in the non-tenure track area, but they are not aware how it is managed in other non-tenure track areas.
       - Another Milgard School of Business Representative asked a question for everyone what different schools do to ensure and evaluate the quality of teaching and commitment of part-time lecturers. The Representative added that the Milgard School of Business relies on part-time faculty for various courses and some courses being taught by the same person for a number of years. This would be due to the speciality of the class.
     + School of Engineering & Technology
       - The School of Engineering & Technology Representative said they follow the Faculty Code (Having Teaching Evaluations every year), but have revised it at one point to make it more open and friendly for Faculty. They add that while they are typically doing it every winter or spring, that the process may not be followed given the COVID-19 pandemic, and rather fulfilling the duty rather than embracing the process, and they hope that people will be generous towards one another during spring reviews
     + School of Social Work and Criminal Justice
       - The School of Social Work & Criminal Justice Representative said that their current policy is for Teaching Professors and Professors that don’t have tenure that a peer review of their teaching is to be completed annually. Once there is tenure or promoted in the Teaching Professor ranking it becomes once every three years, and a student evaluation of teaching for all courses.
         * The unit added a question on the Faculty Activity report to explain how the COVID-19 Pandemic has affected teaching.
         * The unit also implemented a new policy with the part-time lecturers where they get evaluated every year, as they realized some have not had a evaluation at all during their work at the University.
     + School of Nursing & Healthcare Leadership
       - The School of Nursing & Healthcare Leadership Representative has said they have two documents:
         * One document is the peer review of faculty teaching that talks about the purpose of peer review and the various steps in the process.
         * The second document is separated into 3 subsections of A, B, and C.

Form A is for a faculty peer review of actual teaching performance, which has questions, numerical ratings, and room for qualitative information for the faculty.

Form B is for faculty peer review of teaching materials and procedure appraisal, which has a series of quantitative items and room for qualitative responses.

Form C is for faculty peer review of teaching instructor feedback on a student assignment which has a series of quantitative items and room for qualitative responses where you’d appraise instructor feedback on an assignment

* + - * + All of these procedures to be completed annually.
        + The Representative added as far as student evaluations, the unit goes by the Faculty Code, but is not sure if there is anything official in writing for the School of Nursing and Healthcare Leadership.
    - School of Urban Studies
      * The School of Urban Studies Representative has stated that the unit does not do anything differently than what was said in this discussion (Student evaluations to be once a quarter for every course). A discussion in the unit level was made last spring that it was not necessarily a requirement but rather something by code. The practice is the opposite administrator sends out questions every quarter or mid-quarter to know if faculty are choosing to have a course evaluated that quarter and request the form.
        + Regarding peer evaluations, there is no process and the representative has said they would love to see something in writing as well. During this discussion in Executive Council a few years ago, Urban Studies was still in the process of transitioning to a School at the time, so no action was taken at that time.
    - Faculty Assembly Chair has stated if there were any additional documents to please send to the Faculty Assembly Coordinator along with Chris Demaske and Sushil Oswal.

1. **Update and Discussion: Faculty Financial COVID-19 Survey**
   * Faculty Assembly Leadership along with Staff Association Leadership was invited to submit this data on behalf of the Faculty and Staff. The survey was sent out and Faculty Assembly Leadership collected 54 responses from each question. Due to the limited timeframe, this was the data that was submitted to the Chancellor’s Budget Advisory Committee, however the survey is still open and can be completed [here](https://catalyst.uw.edu/webq/survey/assembly/404193) if you have not done so already. The Staff Association had 70 responses by the timeframe given.
     + Statistics and discussion:
       - 57% of Faculty were in need of phone service, high speed internet, technological capabilities during the pandemic
       - 65% of Faculty said they were in need financially for work from home supplies, laptops, webcam.
       - 96% of Faculty are using their own equipment or materials when working from home during the pandemic.
       - Costs range from small amounts under $100.00 all the way up to $2,100.00
       - A Representative had asked whether their professional development funds could be used to offset these expenses.
         * Due to the General Operating Funds (GOF) being state funds they cannot use that to reimburse Faculty or staff for “Personal Costs.” Faculty Assembly Leadership along with the Staff Association Leadership are asking for approximately $100,000.00 of reserve funds for the next five years to allocate grants for employees. Also in this agreement would be a Faculty and Staff Compromise Committee to work on the criteria for the grants and financial details. This proposal has not been fully supported financially or agreed to at this time, however it is being requested on behalf of the Faculty and Staff of UW Tacoma.
         * Faculty usage examples would be using the funds for:

Course releases

Supporting research

Professional Development Funds

* + - * A representative asked how people can share their feedback given the deadline is over
        + Faculty Assembly Chair has said to continue to submit a response to the survey, as it is still open and will gather any additional feedback.
    - An additional [document](https://drive.google.com/file/d/1aTTUR0kMKqplcFUdXQBqJ-hPFQ7jbbOA/view?usp=sharing) was shared to Executive Council on the Actions and recognizing COVID-19 impacts on Faculty. This document was drafted mostly by EVCAA Dr. Jill Purdy
      * Comments on the document
        + A representative added that something from point 5 of the document is although recognizing hardships financially, but not adding the lack of compensation for the additional work taken on during the pandemic
        + Chair of Faculty Assembly had stated that there was a tight turnaround on this and would like to get it sent out soon, however a representative added they may want more time on this.

Faculty Assembly Coordinator to send out this document via email and upload it onto the Google Drive for feedback to be sent to Faculty Assembly Leadership within a week

* + - * + There was a concern that deans did not see this document, and one representative wanted to consult with their dean

The Chair of Faculty Assembly had said it is more than okay to share with the dean of their school, and that she believes the origin of the document was with the deans.

1. **Adjournment**
   * Meeting was adjourned at 2:57 p.m.
     + Next meeting: Monday, April 26, 2021, Zoom