**Faculty Assembly Executive Council Meeting Minutes**

Monday, 05/10/2021, 12:30 p.m. – 2:30 p.m.

Open Public Zoom Meeting

***Present:*** *Chair Sarah Hampson, Vice Chair Turan Kayaoglu, Past Chair Marian Harris, FAC Co-Chair Sharon Laing, APCC Chair Menaka Abraham, APT Chair Yonn Dierwechter, EVCAA Jill Purdy, Jim West (Arrived after the approval of the minutes), 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.* ***Excused****: Arindam Tripathy* ***Absent:******Guests:*** *Sharon Fought (Dean: School of Nursing and Healthcare Leadership), Darcy Janzen (Director of Digital Learning), Julie Masura (Incoming APCC Chair, SIAS Faculty), Jeremy Davis (Associate Dean of Faculty Support and Initiatives, SIAS Faculty), Bonnie Becker (Associate Vice Chancellor for Student Success, SIAS Faculty)* ***Faculty Assembly Coordinator:*** *Andrew Seibert*

1. **Consent Agenda & Recording Permission**
	* Agenda was approved and recording permission was granted by the Council.
		+ Approval of 4/26/2021 Meeting Minutes
			- Edits to minutes
				* No edits or additions were requested by the Executive Council
			- Motion to approve the Minutes as written requested by the Chair of Faculty Assembly. So moved by Menaka Abraham, seconded by Randy Nichols.
				* ***Vote:*** *13 yes, 0 no, 2 abstentions*
			- Minutes stand approved.
2. **Announcements**
	* Land acknowledgement
	* APT Conversation with Provost Richards and Vice Provost Cameron May 20th 1-2pm
		+ This event will not be recorded
			- APT Chair added that Faculty and APT Representatives have made a list of questions to be sent to Provost Mark Richards and Vice Provost Cheryl Cameron. If there were any additional questions, it was recommended to send those to the APT Chair
	* Faculty Assembly will host the Spring Quarter meeting on Friday, May 21, 2021. Dr. Robin Angotti, Faculty Senate Chair will update Faculty on topics in the Senate. The second half, Yonn Dierwechter will have an update and presentation on the current status of the Appointment, Promotion, and Tenure Committee, and there will be a brief update from the Faculty Assembly Leadership team. This event will be recorded and added onto the website to follow an Executive Council Special meeting on May 28, 2021 at 11:00 a.m.- 12:30 p.m. to discuss the Charge of the Appointment, Promotion, and Tenure Committee
3. **EVCAA Report**
	* **COVID and Fall Planning**
		+ Vaccines will be mandated for UW students in the fall. Everyone associated with UW is expected to get vaccinated. Exceptions are permitted for medical, religious, and philosophical reasons.
			- Faculty Questions:
				* **Q: If masks are required, how will we support hearing impaired students and faculty for whom masks make communication much more problematic?**

A: UW has an FAQ on the EH&S [Face Covering Requirements](https://www.ehs.washington.edu/covid-19-prevention-and-response/face-covering-requirements) webpage that addresses this question: *“What about people who read lips or other who need an alternative type of mask?”:* Clear masks or cloth masks with a clear plastic panel are an alternative type of mask for people who interact with people who are deaf or hard of hearing, students learning a new language, or people with disabilities.

* + - * + **Q: Will UW pay for these masks?**

A: UW Tacoma has a supply of these masks and units can request them for faculty from Facilities Services. There is no cost to faculty.

* + - * + **Q: What about performing arts? Can we offer these classes in person?**

A: Colleagues in the Division of Arts are updating their COVID-19 prevention plan and mask practices for performing arts to follow the state standards for performing arts which include a combination of masks,  isolation of performers from others, barriers, and other COVID-19 prevention measures.

* + - * + **Q: Are faculty expected to teach in person and also support students who aren’t coming to campus?**

A: There is no expectation that faculty offer multiple modes of teaching in fall. Instruction will be primarily in person. At same time technology is in many classrooms to be able to record lectures of live classes, and many faculty have long provided resources to support students who couldn’t attend one or more class sessions.

* + - * + **Q: We are hearing from students who are worried about coming back to campus in the fall. What do we tell them?**

Coming back after a year and a half of being off-campus will be challenging for everyone. It’s helpful to remember the values that are behind it:

**Health**: UW has been a major force in providing scientific data throughout the pandemic. We are using the very best evidence from medicine, epidemiology, and public health to guide how we will safely come together again on our campuses. The in-person interactions we have with others are vital to our social and emotional well-being.

**Learning**: UW’s exceptional reputation for academic excellence is built on in-person learning. We come together to create and share knowledge, master new skills, engage in dialogue and connect with diverse people.

**Community**: Creating community is a central aspect of what UW does, and the connection of students, staff, faculty, and community members enriches everyone’s lives. Our informal interactions are important ways we learn together and support each other every day.

* + **Dialogue on Fall 2021**
		- To support faculty, UW Tacoma will offer a webinar in early June to address questions collected from faculty. Staff will have a similar webinar focused on their needs. Members of the Back to the Future task force which has been meeting throughout the pandemic will be on hand to share answers and information about all aspects of the return to campus, to the best of our ability. We’ll follow with ongoing opportunities to ask questions and regular email updates throughout the summer.
1. **Hybrid/DL Revised Policy Discussion/Vote -Darcy Janzen, Director of Digital Learning (See** [**Revised Document**](https://docs.google.com/document/d/1Afc6z2rCmgBZERYdxxQwGGn_4zKEPxnHPV-YbQxkF2g/edit?usp=sharing) **with EC Changes and** [**Rationale Document**](https://docs.google.com/document/d/1Zd8BVOnqP-b3tGKjJ1tn4BYD6k3TQ33Jx79NHKgpsYU/edit?usp=sharing)**)**
	* Revisions before EC discussion
		+ Added piece on recertification
			- Recertification wording was added after APCC approval
		+ Course DL certification is no longer going through UWCC and goes through the Office of Digital Learning
			- Need to complete renewal after a three year period of time per request of UWCC, and the three year timeframe is almost up.
	* Discussion from EC Representatives and Guests
		+ The School of Education Representative had said their Faculty gave feedback on the revised policy to Darcy, but had a concern with the recent information from the EVCAA regarding synchronous attendance, and number 3 adding that “APCC prohibits synchronous student participation in on campus in-person class sessions.” Instead they would be limited to a single class session where a student is permitted to attend remotely and the representative has said there are situations in the School of Education where that won’t work. An example given was their students are finishing their Masters degrees and could get a job in another state. The representative continued saying that there were mixed concerns with statement number 3.
			- The second concern in the School of Education was regarding the iTech fellows certification for part-time lecturers
		+ The Milgard School of Business Representative stated that by Teaching in person, there was no recertification process for teaching in person, therefore it didn't make any sense asking for that recertification process for a fully online (Distance Learning) course. They add that initially completing the iTech fellows should be face-to-face to continue the improvement and not recertification.
			- The School of Nursing and Healthcare Leadership representative expressed the same concerns about recertification for online but not for in person teaching They recommended continuing education where skills continue to be developed but not having to go backwards. They also asked who will be responsible for the tracking of the development
				* The EVCAA added that the Faculty of UW Tacoma are required by the rules of their own by the UW Faculty Senate and a Curriculum Committee of UW to do this as it has been created this way. This is the process in which online and hybrid courses are currently. Currently, courses cannot be put in as a Distance Learning or Hybrid designation without the permission of Darcy Janzen. The EVCAA warns if there was a need to change the process, Online and Hybrid courses won’t be offered until the change is finalized, and this solution is a short-term solution as revisions continue to be made.
				* The EVCAA also adds as far as recertification that teaching isn’t certifiable. All courses are required to be evaluated by students and peer-evaluation. All of that is assessment and certification and Faculty who are not successful in teaching do receive coaching, training, and feedback. If they are not successful, they could be removed from the classroom.
			- Libi Sundermann, online teaching mentor from SIAS working with Darcy Janzen and Chris Lott through this process discussed how this originally was supposed to be about creating a community around Online teaching, but ended up not being that, and instead supporting Faculty during remote emergency teaching. Libi expressed that she was successful due to this. Libi had mentioned that the policy is out of date and needs to be updated. Libi agreed with the EVCAA as far as evaluations and assessment.
				* Libi also argues that online teaching has its own pedagogical stance where some things are different in an online setting. She also states that this is not necessarily a recertification process, however a self-review of your course (e.g. What am I doing well? What do I need to improve on?) which would be assisted by the Office of Digital Learning and documented
			- The School of Social Work and Criminal Justice representative provided feedback from their school mirroring the same concerns as representatives from other schools had shared. One recommendation was to slow down the timing of passing this revision given the circumstances of the pandemic.
			- The APCC Chair added that there needs to be more thought into how programs go online. Currently there is a push to all programs wanting to go online but the policy that is being proposed should be moved forward with the understanding there needs to be work on what the recertification, renewal, or review will look like. She added that there should be more thought and work put into the renewal by gathering faculty feedback
			- The School of Engineering and Technology representative wanted to give credit to Darcy and her team for their help, and provided feedback from the School of Engineering and Technology faculty.
				* Feedback:

It was time to put aside the plans for recertification since they are inconsistent with faculty code.

The current pandemic has focused attention on online teaching and forced many of us into delivery methods that were no doubt uncomfortable, but this is the nature of reactionary citizenry and no reason for the university to react.

Faculty members are struggling with heavy workloads as it is, but proposed to make the recertification as asynchronous as possible to accommodate different time schedules and faculty members

Concern that iTech fellows training requirements are inconsistent across the Tri-Campus setting and would highly appreciate a comparison table summarizing the faculty training requirements across all three campuses.

* + - * A School of Interdisciplinary Arts & Sciences representative stated that the Faculty may have a sense that Zoom will be taken away, but this may not be the case. The representative asked if there should be extra wording in case we may have to return to emergency remote teaching
			* Darcy Janzen added the following comments to the Executive Council Representative concerns listed above.
				+ Remote instruction:

Darcy added if we return to remote instruction, the policy would not apply during that time.

* + - * + Recertification (Review process)

There currently is no process for UW Seattle and UW Bothell, and there has been expression of wanting a similar process on all three campuses.

An online/hybrid rubric for evaluation is to be constructed which is soon to go through Center for Teaching & Learning (CTL), as there have never been any evaluation tools for Faculty to use in those spaces. Post-COVID the university wants to elevate accountability and how online/ hybrid is approached

She adds that it is certainly not off the table as far as using this rubric. She also adds that some Faculty have asked for a Quality Matters refresher course and created one. Overall positive feedback from retaking the course, which is another option

Some other feedback received was to go through an official quality matters review which does cost money. It is a possibility that it could be funded in the professional development funds

The third option is using a tool used and approved by UW Seattle, and then feedback from the Office of Digital Learning in the form of a self-reflection.

* + - * + Advisory Council for Digital learning is still in the works, and hope to have that in place in the Autumn quarter
				+ Pedagogy around hybrid/online learning

Darcy acknowledges and appreciates those who have mentioned this as it is different from teaching in person

* + - * + Individual focused review

Darcy fully supports the ideal situation of someone focused on one specific Faculty, but does need more assistance as they are a office of two people

* + - * + Lastly, Darcy is willing to work with the Faculty to see what will be the best fit.
	+ A motion was made to approve the policy as amended by the Academic Policy and Curriculum Committee. So moved by Menaka Abraham, and seconded by Randy Nichols
		- A representative expressed concern that there is still draft language inside the policy and could not vote with that language.
			* The final wording is three years and not 5 years.
			* It has been edited since APCC approved to produce the final wording of the document
		- A final copy will be sent along with a catalyst survey for voting members of the Executive Council. Official votes will be shared with the Executive Council when the final vote is received.
1. **Unit Report: School of Engineering and Technology (See** [**Report**](https://drive.google.com/file/d/1PyVnYcvoLANwqpfA5j937WOkvu_FDK28/view?usp=sharing)**)**
	* 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 the School of Engineering and Technology Representatives
		+ The Executive Council had no questions for the representatives.
2. **Unit Report: Milgard School of Business (See** [**Report**](https://drive.google.com/file/d/1FRIXCBPKKLhfRHuZPRe4o8l8HBcri3_n/view?usp=sharing)**)**
	* 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 the Milgard School of Business Representatives
		+ The Executive Council had no questions for the representatives.
3. **Update from the Climate Survey Faculty Implementation Team**
	* A brief summary was shared by Dr. Marian S. Harris, Co-Chair of the Climate Survey Faculty Implementation Team. The other members that have worked with Dr. Harris are as follows: Dr. Sharon Laing, Co-Chair and Faculty in School of Nursing and Healthcare Leadership, Dr. Gordon Brobbey, Faculty in the School of Education, and Anthony Falit-Baiamonte in the School of Urban Studies. This data along with the full climate survey data is posted on the UW Climate Survey website [here](https://www.washington.edu/uwclimatesurvey/).
		+ In addition to reading the report, the Climate Survey Faculty Implementation Team engaged in a number of additional data gathering activities which include the following:
			- Review of Diversity fellow statement
			- Reviewed individual school reports along with Faculty Assembly DEI report 2018, 2019, 2020
			- Interviews from key stakeholders such as:
				* Associate Vice Chancellor for Research, Director of the Office of Research.
				* Interim Director of UW Tacoma Library
				* EVCAA
				* Director of Academic Personnel
				* Deans from all seven schools on campus

SIAS Associate Dean for Student, Support and Curriculum

Associate Dean for Faculty Development and Academic Initiatives

Milgard Associate Dean for Academic and Student Affairs

Milgard Associate Dean for Administrative Initiatives

* + - * + Chair and Vice Chair of Faculty Assembly
				+ One of the Non-Tenure Track Faculty Forum Co-Chairs, the second Co-Chair was unavailable.
				+ Faculty of color
				+ Associate Vice Chancellor for Innovation and Global Engagement
		- Examples of recommended action items from interviews along with target dates:
			* Unreported sexual harassment in 100% of the cases on the UW Tacoma Campus
				+ The recommendation that the Faculty implementation team is making is that resources be provided to all new faculty both tenure track and non tenure track during orientation on how to report and seek help for this type of issue.
				+ On the responsible entities for this taking place we've have the Chancellor now as a chief operating Officer of our campus responsible for all of the in the implementation of all of the recommendations and this particular one, the implementation team just call them out called them out specifically, but the counter in in the end is responsible for the implementation of all of the all of the plan so we also have the Executive Vice Chancellor for Academic Affairs, the Director for Academic Personnel, Faculty Assembly Chair and Vice Chair, as well as the Faculty Assembly. The target date for implementation is starting in 2021-2022 and ongoing.
			* Lack of institutional trust that is preventing reporting of hostile, intimidating and exclusionary behaviors.
				+ Recommendation: The chancellor documents actions taken to address occurrence of hostile, intimidating, and exclusionary behaviors and that the documentation be submitted in an annual report to the provost including the actions take to address it, and a copy being submitted to the President of the University. Target date of start is Summer 2021 and ongoing
			* Non-Tenure Track Faculty are fearful of speaking up across different issues due to fear of retaliation or retribution
				+ Recommendation: Require an orientation for all non-tenure track Faculty part-time and full-time when hired that includes information regarding the Faculty Code, and their rights and responsibilities and avenues and resources for seeking help as employees of the University of Washington.
				+ Responsible entities would be Faculty Assembly, Faculty Affairs Committee, the Non-tenure track Faculty Forum Co-Chairs, and the Director of Academic Personnel to start in 2021-2022 and remain ongoing.
			* Nearly half of Academic Personnel (48%) of UW Tacoma have considered leaving in the past year
				+ Recommendation: Require exit interviews conducted with anyone who decides to leave.
				+ Responsible entities would be the Director for Academic Personnel, Executive Vice Chancellor for Academic Affairs, Vice Chancellor for Equity and Inclusion to start 2021-2022 and ongoing
			* Lack of support for BIPOC Faculty on our campus
				+ Recommendation: Create a multi-tiered mentoring partnership program that focuses on retaining and supporting new BIPOC faculty with a focus on equity centric mentorship model (one to one mentoring and includes the fact that mentor may be from other units or universities)
				+ Responsible entities: Executive Vice Chancellor for Academic Affairs, Vice Chancellor for Equity and Inclusion, Deans and Director of Academic Personnel. Target start date in the 2021-2022 Academic year and ongoing. This would be monitored by the Climate Survey Implementation Team
			* A forum for Faculty and Staff will be on June 1, 2021. More information to come in the future.
1. **Shared Governance Statement (Review)**
	* Due to no quorum, the Faculty Assembly Chair has said the vote to share the [Shared Governance Statement](https://drive.google.com/file/d/1aTTUR0kMKqplcFUdXQBqJ-hPFQ7jbbOA/view) drafted by the EVCAA will be made through a Catalyst Vote by either approving that it should be shared, disapprove that it should not be shared or abstain from this action item. An update will be made when the majority vote is received.
2. **Adjournment**
	* Meeting was adjourned at 2:27 p.m.
		+ Next meeting: Friday, May 28, 2021, Zoom