

**Faculty Affairs Committee Meeting Minutes**

December 13th, 2021 / 12:30pm-1:30 p.m. Zoom

***Members Present through Zoom:*** *Chair Sharon Laing, Ehsan Feroz, Diana Falco (Filling in for Ken Cruz), Christopher Knaus, Margo Bergman (Chair, Non-Tenure Track Faculty Forum)*.***Excused:*** *Yonn Dierwechter, Wei Cheng, Alex Miller,* ***Guests:*** *None* ***Administrative Support***: *Andrew Seibert*

1. **Recording Permission/Consent**
   * Recording permissions granted by the Committee. Recording started via Zoom and is for minutes purposes only.
2. **Approval of Minutes** 
   * **Minutes from 11/15/2021**
     + Edits:
       - No edits were made to the November 15, 2021 Minutes.
     + A motion was made to approve the minutes as written. So moved by Diana Falco, seconded by Ehsan Feroz.
       - ***Vote:*** *4 yes, 0 no, 0 abstentions, 3 absent*
   * Minutes are approved as written.
3. **Update from Non-Tenure Track Faculty Forum**
   * Margo Bergman, Chair of the Non-Tenure Track Faculty Forum had the following to report:
     + Chair of the Non-Tenure Track Faculty Forum screen-shared the Draft COVID-19 Needs Survey
       - Chair Sharon Laing has asked members not to share *draft* documents outside of FAC as draft documents are not finalized.
     + The Forum will have a meeting with all of the Non-Tenured Faculty as one group on January 19, 2022, from 12:30-1:30 p.m. on Zoom
     + The Forum is asking for jobs metrics of some administrators because there is a lack of transparency of assessed duties
     + The committee is looking to define a new normal post COVID-19 for students

1. **Discussion of Faculty Workload Resolution** 
   * Discussion of the Resolution
     + Chair Sharon Laing provided a brief overview of the faculty workload resolution and some discussions ensued regarding ‘research’ designation to teaching faculty role description and adding ‘service’ designation to TT/tenured faculty role description.
     + Chair wanted FAC to have time to fully review the document and provide edits and additions as needed.
     + FAC members agreed that having a document to begin working on will be most helpful. The document is placed on FAC shared file and FAC members will continue to edit the document over the break with a follow-up discussion to occur at the first meeting in the new year
     + Document is currently in *draft* form
2. **Discussion of COVID-19 Needs Assessment and Next Steps**
   * Discussion of COVID-19 Needs Survey
     + Representatives acknowledged the stress of not only students, but also of faculty; the pandemic has added on inordinate amount of extra burden to all. Some challenges reported included caring for children and family which has been particularly hard for primary caregivers who are also teaching full time.
     + There is no “normal” to go back to for faculty, staff, and students.
     + Staff are also overwhelmed as well as faculty and students
     + Recommendations from FAC is to dig into the qualitative elements of the data and then derive a series of ‘asks’ of UWT administrative that will support faculty needs.
     + Chair Sharon and Laing and Alex Miller will be working on the qualitative analyses over the break with the intent to have a final report by the first meeting in January
3. **Action Items in 2022: Supporting International Faculty**
   * Discussion from Faculty Affairs Committee
     + Due to time constraints, the Faculty Affairs Committee was not able to get to this Agenda item. This will be on the January 10, 2022 Agenda.
4. **Adjournment**
   * Meeting was adjourned at 1:31PM
     + Next meeting Jan 10, 2022
       - Zoom