**Faculty Assembly Executive Council Meeting Minutes**

Friday, 12/10/2021, 1:00 p.m. – 3:00 p.m.

Open Public Zoom Meeting

***Present:*** *Chair Turan Kayaoglu, Vice Chair Menaka Abraham, FAC Chair Sharon Laing, APCC Chair Julie Masura, APT Chair Christine Stevens, Interim EVCAA Ali Modarres (Only for EVCAA Portion), Jose Rios (Filling in for Kathy Beaudoin Autumn 2021), Monika Sobolewska, Jim West, Barb Toews, Katie Haerling, Ellen Moore, Rupinder Jindal, Anne Taufen (Filling in for Anaid Yerena 2021-22), Sushil Oswal, Julie Eaton, Jacob Martens, Amanda Sesko, Randy Nichols, Mary Hanneman, Marisa Petrich, Arindam Tripathy, Andrea Hill .* ***Excused****:* ***Absent:******Guests:***

***Program Coordinator:*** *Andrew Seibert*

1. **Approval of Agenda, Meeting Minutes, Permission to Record**
	* No corrections, additions, or removal of Agenda items were requested from Executive Council Representatives. Agenda was approved and recording permission was granted by the Council. Recording the meeting is for minutes purposes only and gets automatically discarded through the Zoom cloud server.
		+ Approval of 11/29/2021 Meeting Minutes
			- Edits requested by Executive Council
				* Missing name from Present Colleague Ellen Moore
				* A correction was made from a discussion from a SIAS Representative mentioning Joe Lawless saying something. The correct individual in the discussion was Secretary Mike Townsend.

The Program Coordinator mentioned that although it was not documented in minutes to streamline the minutes per the request of Chair and Vice Chair of Faculty Assembly, it would be documented in the minutes of this meeting as a correction to the discussion that happened on 11/29/2021.

* + - * Minutes stand approved with the edit mentioned above.
				+ 0 abstentions.
1. **Introductions/Reports**
	* **Land acknowledgemen**t
	* **Interim EVCAA Report**
		+ Interim EVCAA Dr. Ali Moddares had the following to report
			- APT
				* Interim EVCAA is currently reading Mandatory Promotion and Tenure cases at this time. Interim EVCAA will be finishing by Tuesday.
				* Following, Interim EVCAA will be reviewing Sabbatical requests and non-mandatory cases
			- Searches
				* Director of Academic HR

The Director of Academic HR search was deemed a failed search. The Interim EVCAA is working with Faculty Assembly Leadership on revising the job description. A national search will be conducted.

* + - * + Dean of SIAS

The search for the Dean of SIAS will start in January. Interim EVCAA is hopeful to have the finalists available to the new EVCAA selected or around the time the EVCAA is selected.

* + - * + EVCAA Search

Interim EVCAA expressed gratitude for Faculty input around the search for the EVCAA

* + **Report of Faculty Assembly**
		- Faculty Assembly Leadership had the following to report
			* APT Taskforce
				+ 2 applications have been submitted. The Faculty Assembly Chair encourages all Representatives to share within units and apply.

A representative also asked to submit any names to the Chair of Faculty Assembly as another alternative.

* + - * Faculty Council on Tri-Campus Policy
				+ Class A Legislation

Changing Faculty Code for intervention and complaints. No format is currently in process for addressing these in Faculty code

* + - * + Class C Resolution

A Class C Resolution will be produced in regards to the decriminalization of UW Tacoma which will go to President Cauce.

* + - * EVCAA Search session from 12/09/2021
				+ Next session will be on December 13, 2021 from 12:30-1:30 p.m.
				+ If you know any viable candidates to serve as the next EVCAA, you can nominate in the catalyst survey for the EVCAA Search. Target goal to get the new EVCAA is July 2022
			* Logistics
				+ Faculty Assembly Leadership works together with the Program Coordinator to ensure Faculty are on the full and part-time listservs
				+ Faculty Assembly Program Coordinator and the Vice Chair have been updating the Faculty Assembly websites. If there is any information that may be missing, please feel free to get in touch with the Leadership Team
1. **APCC Resolution on DL/Hybrid Policy (See Appendix A)**
	* Discussion from Executive Council
		+ A representative wanted to clarify for those teaching online courses that have been in the system for a longer period of time if the course would be exempt from the process
			- If the new policy is approved, APCC Chair would develop a list to give to Tri-Campus and courses will be grandfathered distance learning
			- Proposed to add language in the policy
		+ A representative asked clarity on the philosophy of 39% online and why the policy does not cover synchronous teaching method
		+ A representative is concerned that this does not cover fully online programs (Example: Criminal Justice online program), and whether APCC is qualified to determine how distance learning is done.
			- Fully online programs
				* The APCC Chair ensured that they are backing the current fully online programs and this won't change their process.
			- Qualification
				* The APCC Chair has stated that the Director of Digital Learning sits on APCC as an ex-officio member which assists with the DL/Hybrid courses.
		+ A representative mentioned that the exemption does not include courses taught remotely due to extraordinary circumstances (COVID-19 Pandemic). Some Faculty are saying this is not a fair approach
			- APCC Chair encourages all Faculty who have completed the additional training through Seattle or Bothell to get iTech fellows
		+ A representative who could not make the Executive Council meeting wanted to remind the Executive Council that at this time, we are still in the COVID-19 Pandemic to some degree and concerned of why this policy is happening at this time.
			- APCC Chair mentioned that this revised policy would give more access to more faculty that didn’t have the opportunity to do the training. APCC Chair offered to discuss with the colleague more on that.
		+ Can Executive Council require schools to develop a policy (Appendix A, 5)
			- APCC Chair said this is in the interest of students having options.
		+ The APCC Chair also said any language that needs to be fixed will be fixed and updated to Faculty Assembly Leadership.
	* After extensive discussion, no vote was made to finalize the document at this time. Most Executive Council representatives requested that a vote be postponed at this time. The Faculty Assembly will have this Agenda item at the January 7, 2021 Executive Council meeting.
2. **Preliminary Discussion:**
	* **Faculty Affairs Committee: COVID-19 Impact Survey (See Appendix B)**
		+ Questions on data provided
			- A SIAS Representative asked if there is a discussion to reopen the survey to have more Faculty input.
				* Provided approval from Leadership, Faculty Affairs Committee Chair could open back up the survey
				* The same representative asked if the slides shared in the meeting on the screen can be sent to Faculty

The Slides can be shared

1. **Standing Committee Quarterly Reports**
	* The Standing Committee quarterly reports have been changed to an email delivery. Program Coordinator will send the reports through the listserv.
	* **Faculty Affairs Committee- Sharon Laing**
	* **Academic Policy and Curriculum Committee- Julie Masura**
	* **Appointment, Promotion, and Tenure Committee- Christine Stevens**
2. **Adjournment**
	* Meeting was adjourned for non-voting members at 2:41 p.m.
		+ Next meeting: Friday, January 7, 2022, Zoom
		+ The UWT Faculty Assembly Executive Council went into Executive Session
3. **Executive Session**
	* After the Adjournment, the Executive Council went into Executive Session with only voting-members. This portion was ***not*** recorded and minutes were not compiled. Faculty Assembly Program Coordinator was not present in the Executive Session and Zoom hosting privileges were administered to the Faculty Assembly Chair.

**Appendix A:**

[APCC Policy for Hybrid (B) & Distance Learning (D) Teaching](https://docs.google.com/document/d/15CByJYIsU25LpTmjXiCRn1LAXgPWu2IwVNdMsA4_Zjo/edit?usp=sharing) \*\*
Effective Autumn 2022

Approved by APCC on Nov 10, 2021

**Purpose**: To ensure all faculty have the opportunity to teach Hybrid/DL courses. This policy replaces the [Distance Learning and Hybrid policy](https://www.tacoma.uw.edu/uwt/sites/default/files/2021-05/uw_tacoma_dl_designation_and_review_policies.pdf) (approved by EC on 3/2/16) to address the concerns raised in Spring 2021 and to align the policy with [UW Scholastic Regulations](https://www.washington.edu/admin/rules/policies/SGP/ScholRegCH115.html). This policy is not applicable during emergency remote teaching mode.

**Audience**: Faculty who intend to teach courses in Hybrid/DL format. Existing DL/Hybrid courses taught before Autumn 2022 by certified iTech Fellows are not required to gain new approval under this process. This exemption does not include courses taught remotely during extraordinary circumstances. All newly proposed courses in Hybrid/DL format must go through the review process outlined below.

**Timing**: In recognition of the time needed to prepare courses for approval through APCC/UWCC, faculty should submit the course for approval at least two quarters in advance to allow for APCC and UW Curriculum Office approvals.

**Campus Course** - Courses where up to 39% of scheduled in-person class time may be replaced with distance learning (e.g., video lectures, online discussions, or activities). Up to 61% will be in-person on campus. Any synchronous distance learning must be during the same time as the scheduled in-person class time either face-to-face or online.

**Hybrid Course** (B) - Courses where between 40-99% of scheduled in-person class time is replaced with asynchronous online learning (e.g., video lectures, online discussions, or activities). Up to 40% can be synchronous (in class or virtually) but must have at least one in-person on campus meeting.[[1]](#footnote-0)

**Distance Learning Course** (D) - Courses where in-person interaction between students and professors is entirely replaced with online learning tools and content that **do not** require a synchronous online presence of all students.[[2]](#footnote-1)

**To teach in Hybrid or Distance Learning format**:

1. Faculty are recommended to have successfully completed prior training to teach a course in Hybrid/DL format.
2. Faculty who decide to teach in Hybrid/DL format can get trained at any UW campus. Please consult the Office of Digital Learning (ODL) for approved training pathways.
3. Proposed DL/Hybrid courses must go through approvals from the unit/school and Academic Policy & Curriculum Committee (APCC).[[3]](#footnote-2) APCC will consult with ODL during the academic year for courses requesting Hybrid/DL designation regarding the course design, structure, and accessibility through the lens of digital design best practices.
4. Faculty will use the Guide to Hybrid and Online Teaching at UWT in designing their course content before they submit the course syllabus for approval at least two quarters in advance to allow for APCC and UW Curriculum Office approvals.
5. Units or schools will develop a policy about their course delivery options (Example: one section in campus delivery format, one section in Hybrid or DL format when offering 2 sections of a course with student access and student success in mind.) This policy will be shared with APCC by the start of the Hybrid & DL Policy. APCC will review the proposed policies and provide feedback. After this first review, course delivery policies will be housed in the units or schools.
6. If a new course may be taught in Campus and Hybrid/DL format, two versions of the course syllabus must be submitted to APCC, one for Campus format, and the other for Hybrid/DL format. If requesting Hybrid/DL designation for an existing course, a syllabus with the content delivery information, grading information and other details (learning outcomes, synchronous meeting times, etc.) must be submitted to ensure student access and success.
7. For continued improvement of faculty who teach in Hybrid/DL format, the following is recommended:
	1. Participation in faculty development activity coordinated by the ODL to share their experiences (training, topical presentations, learning communities, etc.) and/or provide a tool or resource or process or practice to help others.
	2. Conduct or receive a peer observation of a course taught in either format. Peer observation templates for Hybrid/DL can be obtained from the ODL.
	3. Units/schools are encouraged to review course evaluations of Hybrid and DL courses and refer faculty to ODL to improve the course delivery and student access as needed.
8. For ongoing assessment and learning, faculty who teach in Hybrid/DL format during an academic year will be asked to complete a survey from ODL reflecting on their Hybrid/DL teaching and participation in faculty development activities.
9. APCC will review survey results at the beginning of Fall quarter. A recommendation will be provided to the ODL to help shape their programming and support.
1. B – Hybrid (*Time Schedule definition*): A course section in which some, but not a significant majority, of instruction is delivered online rather than via face-to-face contact between students and an instructor(s). [↑](#footnote-ref-0)
2. D – Distance learning (*Time Schedule definition*): A course section in which all instruction is delivered online rather than via face-to-face contact between students and an instructor(s). [↑](#footnote-ref-1)
3. Existing DL/Hybrid courses taught before Autumn 2022 by certified iTech Fellows are not required to gain new approval under this process (1-6). This does not include remote format courses. New courses taught in Hybrid/DL format must follow the process (1-6) even if they are by iTech fellows. However, all faculty teaching Hybrid/DL courses are recommended to follow steps outlined(7-8) above. [↑](#footnote-ref-2)