**Faculty Assembly Executive Council (EC)**

**Meeting Minutes**

Monday, 09/26/2022, 12:30 p.m. – 1:20 p.m.  
GWP 320 Dawn Lucien Boardroom

***Present:*** *Chair Menaka Abraham, Vice Chair Huatong Sun, APCC Chair Julie Masura, APT Chair Jim Thatcher, FAC Chair Sharon Laing, Kathy Beaudoin, Monika Sobolewska, Jim West, Zhiquan (Andy) Shu, Barb Toews, Andrea Hill, Rupinder Jindal, Anne Taufen, Julie Eaton, Jenny Xiao, Alex Miller, Margaret Griesse, Ruben Casas, Erika Bailey* ***Excused:*** *Arindam Tripathy, Mary Hanneman* ***Guests:*** *Susan Johnson* ***Program Coordinator:*** *Andrew Seibert*

1. **Land Acknowledgement, Consent to Agenda, Meeting Minutes, Permission to Record**

The agenda was approved and recording permission was granted by the EC. The minutes from 06/06/2022 and 06/10/2022 were approved as written.

1. **Welcome and Introductions**

The chair welcomed new and existing EC members to a new Academic year. The members introduced themselves.

1. **Ground Rules for Faculty Assembly Meetings**  
   * The chair presented the ground rules document and suggested that these rules be read at all committee meetings when the members meet for the first time. The ground rules document will be posted on the faculty assembly website. A motion was made to adopt the ground rules as written. The motion was made by Julie Masura and seconded by Julie Eaton
   * After discussion, an amendment was made to clarify the following sentence to add additional wording shown in red below:

Speak from your own experience instead of generalizing (“I” instead of “they,” “we” and “you”) unless indicating what you share is a collective message from others.

* + The amended motion was moved by Sharon Laing and seconded by Jim Thatcher
    - ***Vote:*** *17 yes, 1 no, 0 abstentions*

1. **Executive Council Tasks for the 2022-23 Academic Year**

The chair requested that EC representatives add agenda items to a shared document to prioritize EC work for the year. The chair added some essential topics that will be discussed during autumn quarter meetings.

1. **Charge Letters for the 2022-23 Academic Year**
   * The charge letters for Faculty Affairs, Appointment, Promotion & Tenure, and Academic Policy & Curriculum committees were reviewed.
   * Appointment, Promotion & Tenure Committee charge letter
     + The APT chair has requested to remove the charge to create a best practices document for APT due to a heavy caseload in the 2022-23 academic year. The APT chair stated it is equally as important but wants to honor the workload for this committee.
   * A motion was made to approve all the charge letters for the three standing committees on Faculty Assembly. The motion was moved by Sharon Laing and seconded by Jim Thatcher
     + ***Vote:*** *18 yes, 0 no, 1 abstention*
2. **Adjournment**
   * The meeting was adjourned at 1:20 p.m.
     + Next meeting: October 7, 2022, GWP 320