**Faculty Assembly Executive Council (EC)**

**Meeting Minutes**

Friday, 10/07/2022, 1:00 p.m. – 3:00 p.m.  
GWP 320 Dawn Lucien Boardroom

***Present:*** *EVCAA Andrew (Andy) Harris, Chair Menaka Abraham, 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, Robin Evans-Agnew, Rupinder Jindal, Anne Taufen, Mary Hanneman, Julie Eaton, Jenny Xiao, Alex Miller, Margaret Griesse, Ruben Casas, Erika Bailey* ***Excused:*** *Vice Chair Huatong Sun, Jai’Shon Berry (ASUWT Representative),* ***Guests:*** *Bonnie Becker, Tina Peterman (ACE Fellow)* ***Program Coordinator:*** *Andrew Seibert*

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

The agenda was approved and recording permission was granted. The minutes from 09/26/2022 were approved with edits.

1. **Executive Vice Chancellor for Academic Affairs (EVCAA) Report**

The EVCAA, Dr. Harris, noted that enrollment is down 4.5% as of the EC meeting, however, the numbers are not final numbers and stated that enrollment in other community colleges in the area are up, which could be an opportunity to have these students transfer to UWT. He mentioned that he would like to see a discussion on Academic Planning on the flexibility of the needs of the institution as far as the intake process. He reported that the search for the Dean of the School of Nursing & Healthcare Leadership is underway. He noted that the budget process should be a more transparent process regards to clarity, consistency, durability, and sustainability.

The Chair asked for an update on the restructuring of Academic Affairs. EVCAA responded that they will need to have discussions with all units to see what the needs of the units and the institution are.

The Chair invited EC representatives to share any items with the Chair and Vice Chair as they meet biweekly with the EVCAA.

1. **Associated Students of UW Tacoma (ASUWT) Report**

ASUWT President, Jai’Shon, has seen mixed messaging on the return to in-person learning with the understanding that there is no correct modality. He stated that ASUWT is working to increase the student experience and get the childcare program fully funded.

1. **Chair Report**

The chair reported that the Senate Executive Committee met during the summer on an upcoming Class A Legislation item on the Grievance and process regarding Chapters 27 and 28 in the Faculty Code. A pilot mentoring program started last year and this year’s BIPOC Faculty. The search for the Vice Chancellor of Finance and Administration is in its final stages and a person should be hired soon. The Chair reported on the new faculty orientation and the Fall retreat organized by the FA leadership, collecting data for Academic Planning, and on issues around the enhanced budget monitoring.

1. **Academic Planning Charge and Taskforce, Ad hoc Budget Committee voting (time permitting)**
   * + Members discussed the Academic Planning charge and taskforce formation.
     + After discussion, the following changes were made to the document.
       - An EC representative stated how crucial it is to have the work and input of the Faculty Assembly Chair and Vice Chair for continuity
       - It was suggested to replace “must align” with “should align” for the strategic planning
       - It was recommended to have input from each school in the Core group (EC Representatives) and the language, “4 members from EC that are not represented by current chairs” was added to the membership.
       - It was recommended to add enrollment management plan to the charge.
     + A motion was made to approve the Academic Planning Charge and Taskforce with the above changes (Appendix A). The motion was made by Julie Masura and seconded by Sharon Laing
       - ***Vote:*** *17 yes, 0 no, 0 abstention*
   * Ad hoc Budget Advisory Committee
     + The following faculty members were nominated.
       - Davon Woodard, Assistant Professor, School of Urban Studies
       - Cheryl Greengrove, Associate Professor, School of Interdisciplinary Arts & Sciences
       - Mohammad Jasim, Assistant Professor, School of Engineering & Technology
       - Fei Leng, Associate Professor, Milgard School of Business
     + A motion was made to approve the above faculty members to the Ad hoc Budget Advisory Committee. The motion was made by Julie Masura and seconded by Barb Toews
       - ***Vote:*** *16 yes, 0 no, 0 abstentions*
2. **Adjournment**
   * The meeting was adjourned at 2:59 p.m.
     + Next meeting: October 24, 2022, GWP 320

**Appendix A**

Academic Planning Taskforce Charge  
Approved by EC on October 7*th 2022*

**Background**

In January 2019, the Executive Council (EC) of Faculty Assembly approved a [policy and process](https://www.tacoma.uw.edu/sites/default/files/2020-11/academic-plan-policy-voted20190128.pdf) for an academic plan which was implemented over the next 5 years. The existing documentation can be found on the academic affairs website at <https://www.tacoma.uw.edu/academic-affairs/academic-plan>

The Academic Policy and Curriculum Committee (APCC) collected feedback on this during the 2021-22 academic year. A small workgroup did some planning during the summer quarter of 2022 to brainstorm the direction and to plan for the new cycle.

Half of the Faculty Assembly Retreat of Fall 2022 was spent on brainstorming activities and collecting faculty feedback for the new cycle of Academic Planning after a refresher was provided. A digital survey was also sent in September 2022, containing the same questions raised at the retreat, to get broader input from faculty who weren’t there. Feedback is summarized here at this [link](https://uwnetid-my.sharepoint.com/:w:/g/personal/mmuppa_uw_edu/EQMzr1oC4CpHqqGND-4qA6YBlkTVBStn4l6iuX93o8PQSQ?e=hjgw9T).  
  
Task Force Charge

The leadership of Faculty Assembly is asking this task force to produce an updated draft of policy and process for the new academic planning cycle. In producing this new draft policy and process, the task force is expected to review and consider all feedback received from the surveys and in person feedback collected from the Fall 2022 Faculty retreat as well as any relevant guidance and requirements. This new policy and process should align with the upcoming UWT Strategic Plan and Enrollment Management Plan and be cognizant of the resource constrained environment that we currently face. We ask that the task force provide timely progress reports and seek feedback from all stakeholders (deans, advisors, faculty councils, units, and faculty) of the campus.

**Task Force Membership and Workflow**

The task force membership will consist of a core group and an advisory group. The core group will contain APCC Chair, EC Chair and EC Vice Chair, four members from EC from schools not represented by the current chairs. The advisory group will contain Executive Vice Chancellor for Academic Affairs (EVCAA), Assistant Vice Chancellor for Enrollment Services, Associate Vice Chancellor for Student Success, one member from Strategic Planning group, American Council on Education (ACE) fellow. The core group oversees developing the policy and process and will consult with the advisory group to get guidance.

**Timeline**

· Fall 2022 – Task force members will meet and review all the feedback and existing documentation on policy and process. They will draft a preliminary policy and process that is in alignment with the new strategic plan. This preliminary policy and process will be shared with the EC for feedback.

· Winter 2023 – Task force members will revise the policy and process and hold listening sessions for the campus to gather more feedback on the proposed policy and process.

· Spring 2023 -- Task force members will provide the final draft for vote with EC