

Faculty Council Meeting Minutes

May 11th, 2023

12:30pm – 2:00 pm

On Zoom

<https://washington.zoom.us/j/4099314657> [washington.zoom.us]

FC Member Attendees: G. Viers, S. Norman, J. Ni, M. Eberly, H. Smith

Non-FC Member Attendees: A. Merchant, J. Cao, S. Davalos, M. Turek, E. Feroz, J. Core, E. Zhang

Call meeting to order: 12:31pm

3. Approval of FC Meeting Minutes from April meeting – Revision: Removed names of PTL discussion. No other feedback for other revision. **Approved.**

2. Voting Items: **No voting items**

3. Discussion of non-voting topics

• **MSBA Summer Saturday classes & PTL workload – Sergio & Michael**

- Regarding the long Saturday Classes, PTLs do not teach all 8 hours.
- This is the first year as Area Coordinators and we are still learning, and it is agreed that we keep the discussion as anonymous as possible.
- Summer classes, teaching morning or afternoon. While students will be there all day, they do not take classes longer than 3 hours and do get breaks. An hour and ten minutes break for lunch. At the end of 3-hour sessions, provide time for student questions. We also provide office hours during the week, structured office hours. Topics relevant to their work that week, depends on student demand and student need. Can be included in office hours. All faculty are required to do office hours. Students are busy and working professionals. May be in the evenings/weekends (Sundays). All office hours are posted in MSB schedule. Students will always know what the office hours are and what classes they will be taking, it is all posted.
- Reviewed Merit review folder, scores for one individual was not out of the range as others. If we took a bell curve approach. As Area Coordinator, I follow the lead of MSBA Director.
- The workload for instructors/students. It's a hybrid program, and we encourage breaks after every 45 minutes of instruction.
- FC Concerns are that with the two classes on one day an PTL has to teach that long for one day.
 - Only required to teach a 3.5-hour class on each Saturday.
 - We follow MBA program scheduling.
- Who is responsible for the advise and guidance to the instructor (PTL) whose teaching is approaching subpar. Is the AC or Dean's Office?
 - Initially it would be AC, working with the MSBA director in terms of what changes and accommodations we need to make.
- Who works on the plan with the instructor?
 - We currently don't have a formal process for that. Bring together the Deans Office, AC, and MSBA Director.

- AC's are responsible for anyone whose teaching evaluations, or trajectory is not satisfactory. One faculty does a peer evaluation and provides feedback on how they can improve.
- This PTL will be teaching this summer, and only taught last summer.
- If this PTL is only teaching this summer, it would be a good idea for this PTL to have a peer evaluation this summer.
- Last summer there were some circumstances and requests to change the teaching modality at the last moment. This may have impacted the PTLs experience from the student perspective. That is something the AC and MSBA Director have been discussing.
- We are developing a plan on how to address this. Not just this particular situation but other situations as well. Can come back to you to let you know what the plan is. We are working on how to do good onboarding and including this information in the process
- FC wants to help support. When we have PTL that needs some assistance, peer review, we want this support to be available to help improve the process. What the plan was, what were the results, and how can we improve. For the instructors and the students
- One of the concerns is how much interest do they have in the courses they are teaching? One PTL has a keen interest, they are delivering well. If they don't seem motivated, it makes our program "smell" a little bit.
- It is requested to do an in-class peer evaluation. And see how that goes and see if that will be adopted by other area coordinators.
- One concern of the AC is that when I find someone to teach the class, we hand over the course, but how can we be more helpful so they do not feel like they are developing a whole new course.

Sergio & Michael leave FC Meeting.

• **Faculty Workload – Ehsan, Gary, and Juliet**

- Some background information:
 - This issue of faculty workload has been here since I've been here (2005).
 - The position of the Chancellor/EVCAA at the time was that we don't have the resources to do anything. If the school has resources, maybe we can do something about it?
 - MSB the only school that has spent their resources. It was not until 2016 when Howard joined us, that we have the current teaching load that we have. This is unique to the whole campus. No other TT faculty has 5 courses as a load. MSB is a role model in terms of what can be done.
 - It always boils down to the resource issue. EVCAA Harris has expressed an interest in doing something about it. Faculty Affairs committee has prepared the three documents that have been shared with the MSB. One of the two documents is a resolution. As part of the resolution. FA committee also wanted to do a survey of the "land", to see how big the problem is and what can be done. FA Committee spread the net wide enough, it has to be, to address the issues and concerns at the campus level, so this survey is simply an attempt in understanding how big the problem is.
 - FA I said there is some funding left from the Covid related budget, suspect it can't be very much. It is in that context the individual schools are being asked to complete the survey.
- The big question is how much info to share? Sharing enough information would be the way to go.

- A Dean in another unit once said, we don't have \$ laying around. MSB does not have money laying around either.
- Back when we moved to a lower course load, did it with great transparency, we reduced one course per faculty by increasing students per class. What they didn't understand was that every single one faculty in IAS had a course release, 165 course releases for the school. We had high teaching loads. We did this with transparency, new administration now, so it's probably forgotten. Deans were all informed and provided sound plan for what we are doing.
- Faculty Affairs cannot solve this issue. First, we need buy out from Chancellor and EVCAA are their resources coming? Let them first have discussion with Provost to see what resources central admin has for us. I did not vote for this proposal for about a year. I expressed my concerns. I have seen enough central admin. Response will likely be, let the schools handle it. Schools don't have resources. Except MSBI did my best to direct attention to where it should be. Let finance come up with a number of how much money we are talking about here. Have a budget first, then how can we finance that.
- Question: Who is responding to this survey mentioned earlier? What are the questions?
 - The survey has been sent to the Dean and FC Chair. They are the ones that are supposed to respond to this survey. Finance, do a budgetary analysis. Only the chancellor can ask for. The survey that the Dean and FC Chair has, will be filled out by them then sent to the EVCAA.
 - We just received that, not required until Fall 2023. That is why we wanted to get some information from to start making plans for that.

Ehsan and Eliza leave meeting.

• **Financial snapshot and summer support – Altaf**

- Business Leadership Award (BLA) event: , 180 people came, invitation only, exclusive event. Making sure it is a premier event and that there was desire.
- Kevin was leading it. Bertha leading as well. Very well organized. Noah is working on the photographs will pass them to Faculty and Staff.
- This is the season for budgeting. Process of fiscal controls, we will have Gordon at the next FC meeting.
- Budget review process: all Center Directors, fee-based programs will be submitting a budget proposal. Budget committee consists of Juliet, Gordon, Jaime, one faculty. Once the committee reviews the budgets, they will send recommendations to the Dean. Howard will represent the faculty on this committee. Grateful for Howard to serve at this committee.
- Summer support
 - The median summer support (Research) increased by 10.50% from 20-21, 42.86% from 21-22, and 8.33% from 22-23.
 - Summer support tiers: non-scholarly academic (SA), \$0 summer support; the base tier for SA will increase to \$13,000 vs. \$12,000 last year; 1.25x base for ABDC A publications in the last 3 years, or \$16,250; top tier 1.5x base for ABDC A* publications in the last 3 years, or \$19,500. Teaching Track will receive \$3,000 vs. \$2,500 last year.
 - The total summer support for research and administrative work increased 19.66% from 2020-21, 34.55% from 2021–22, and 38.88% from 2022 to 23.
- Non-state funds in a healthy position. The closing balance on September 30 has steadily increased. Total funds increased by 11.54% from 2020 to 21, 18.02% from 21 to 22, and are projected to increase by 7.9% from last year (9/22) to this year (9/23).

- Financial Dashboards: Every month, Juliet monitors, Jaime runs reports. Compile an end of year Summary.

- **Merit review process – Juliet**

- Merit review meetings are coming up very soon. Yearly reporting process for merit reviews. How can we improve the reporting process next year. Any suggestions on how to make 3 year comparisons better?
 - It would be nice to just combine one recent year. Current year eval scores, per one notebook.
 - Currently we have one summary spreadsheet.
 - Combined into one book? As long as we have a Masterfile
 - Can you send a refresher/reminder about the dates?
 - Friday May 26th. 12:30 – 2:30 Zoom; June 2nd 12:30 – 2:30pm Zoom
 - Bertha will be sending meeting invites out this week.
- FC Discussions:
 - With the spreadsheet, three years. It's very easy to cut out. Do something similar to the other documents we need to provide. Can we do this with the other documents we provide. Thinking about the value add, busy work and don't know how/what that would look like?
 - Concerns about the spreadsheet: It provides opportunity to take a quick look at something with looking at other documents. Worried that judgements are made without reviewing the other documents. Equitable/Inequitable workloads, be more thoughtful about not promoting taking shortcuts.
 - Will have ongoing discussions with the FC about improvement of the process for next year.
- PTL Evaluations:
 - In past years, with PTLs, people who wanted more information, we gave a very brief update from AC. Are we able to provide any peer evaluations, or more information on the PTL's other than just a teaching summary.
 - All the new PTL's or those who haven't established trajectory, AC will conduct evaluation by the time they are able to update folder. Maybe reminding that the AC, will need to make comment/report for folders.
 - Any PTLs new in Spring could have the mid-course evaluations done. Because they won't have end of quarter evaluations ready for the merit review meeting.
 - Yes, a mid-quarter evaluation can often be more useful.
- Process/Redundancy.
 - Can we carry forward prior course evals and other materials from past years.
 - We did that last year, so everyone can access their previous year folders. Will resume the practice next year. This year was an exception as materials from last year were hosted under Alison's folder.

- **AACSB updates – Jinlan**

- Right now we are almost done with the data collection. I have field data, looking at peer reviewed journals. We are at 62.5 for mid cycle (87 for five-year cycle previously). May be due to improved merit and incentives. Citations, 48,489 citations from google scholar. (41,607 past five years), 310 h-index (284 for past 5 years)

- 54.55% (21-22), 55.94% (22-23):
 - Accounting faculty: SA (> 40%): Current 35.68%
 - 97.74% , 100%
 - Business Analytics faculty: SA+PA+SP+IP (> 90%): Current 81.62%
 - 27.33% ,48.59% :
 - Management: SA (> 40%): Current 30.56%
 - 50.15% ,50.53% :
 - MBA faculty: SA (> 40%): Current 37.17%
 - 21.40% , 37.42% :
 - MSAcc faculty: SA (> 40%): Current 24.60%
- Management a little lower, but past year above required number.
- MAcc, SA Below so the next two years we will need to make this number. Improve what we can do.
- We are showing progress, still have work to do.
- We just hired a TT Accounting faculty. Next academic year will be improved from new hire.
- Management will also go up with TT faculty joining us.
- Other Concern: It's about writing. UPC met twice, sending a map out the curriculum and update the new goals. Stan's plan is to continue this role and have concrete measurement/assessment for data collection.
- GPC – Each Program updating LOS
- Concern #6 – GPC create a table and map Learning Objectives at program level and how we coordinate assessment at the program level.
- New Item: Societal impact. Gathering all the reports and putting them together to work on my initial draft. Do you have any comments or suggestions to my responses to the concerns.
- Macc changed to MSAcc.

• **Nomination of AY 2023/2024 FC Chair candidates – Gary**

- Howard nominated me to FC Chair, and I would like to do it. Any FC member would like to be FC Chair next year, please nominate and this will be voted on by the faculty on May 19th. If you have the desire, please reach out to me and we will make sure you are included on that vote next week.

• **Salary increase survey results - Gary**

- In regards to our salary increase. This was a survey from the faculty that the FC will advise the Dean on. Option A is a 4% across the board, Option B a 3% across the board with 1% adjustment.
 - FC agreed with Option A. Thought we should get a survey from all faculty.
 - 2/3rds feel option A would be best for our faculty.
 - Three faculty had input for option B for now and in the future. Keep them anonymous, Read off this document.
 1. School should develop a rubric for those that get the adjustment
 2. Critical part of this decision, how would the 1% be administered. Discussion as faculty regarding the decision process and what that would look like. Could incentivize high quality research.
 - Majority of the faculty has spoken and agree with Option A.

- Most agreed with what the FC. Think it's a good idea to talk about the rubric. Not now, yes look at research and look at other ways people contribute. This would be a complex metrics.
- We all felt that the more equitable approach was right with what we wanted to progress with this year. This year we want to move forward with Option A, and we can look at things in the future.

Adjourn Meeting – 1:51pm