**Faculty Assembly Executive Council (EC)**

**Meeting Minutes**

Monday, 11/27/2023, 12:30 p.m. – 1:20 p.m.
Zoom

***Present:***  *Chair Huatong Sun, Vice Chair Anne Taufen,, APCC Chair Julie Masura APT Co-Chair Matthew Weinstein, FAC Chair Sharon Laing, Kurt Hatch, Monika Sobolewska, Jim West, Barb Toews, Andrea Hill, Robin Evans-Agnew, Gary Viers, Mary Hanneman, Julia Eaton, Jenny Xiao, Alex Miller, Ruben Casas, Sushil Oswal, Zhiquan (Andy) Shu, Erika Bailey.* ***Excused:*** *Past Chair Menaka Abraham, Davon Woodard, Margaret Griesse, Rupinder Jindal,* ***Guests:*** *None* ***Program Coordinator:*** *Andrew Seibert*

1. **Opening:**
	* **Land Acknowledgement, Consent to Agenda, Meeting Minutes, Permission to Record, Approval of Meeting Minutes from 10/31/2023**
		+ The Program Coordinator read the Land Acknowledgement. The agenda was consented as written. Permissions to record for minutes purposes only were granted with no objections. Meeting minutes for October 31st were approved after a minor correction.
2. **Report**
	* **Faculty Assembly Chair’s Report**
		+ Reports
			- The Faculty Assembly Chair’s and the Executive Vice Chancellor for Academic Affairs can be found on the Executive Council OneDrive and was also shared via email to all representatives.
		+ Follow up: Elected Faculty Council meetings
			- The Faculty Assembly Winter retreat will have a brief section in which each Elected Faculty Council Chair or Vice Chair can update the campus on what is happening within their units. Please bring at least 5 of your colleagues to this important meeting.
		+ Budget Process
			- The Budget process was briefed on at the latest campus updates, which can be found on the Office of the Chancellor’s website [here](https://www.tacoma.uw.edu/chancellor/town-halls-campus-updates). EVCAA discussed the budget process in their report to the campus community.
		+ Other updates:
			- The Chair reminded Faculty to stay informed on any updates regarding the Board of Regents. You can find the minutes for 2023 [here](https://www.washington.edu/regents/minutes/meeting-minutes-for-2023/).
3. **Discussion and Action Items**
	* **FA Fellows (APT Task Force) Selection & Vote**
		+ The chair shared the 7 candidates that have applied and some background information, along with a slate that is up for approval.
			- A motion to discuss the slate of candidates was moved and seconded
				* Discussion ensued
				* EC rep raised concerns about individual candidate. A motion was made to conduct the vote online and have EC vote on individual candidates from the slate rather than on the slate as a whole. This was moved and seconded.
	* **Revision to FA Meeting Ground Rules (See Appendix A)**
		+ The Chair went over the revisions made to the 2022 Faculty Assembly Ground Rules document.
			- A motion was made to approve the revisions to the ground rules document and seconded.
				* ***Vote: 17 yes, 0 no, 0 abstentions.***
				* Please see Appendix A for the final language that was approved
4. **Discussion**
	* Faculty Assembly Priorities Part 2: Advisory Committees (Campus Safety, Budget; Teaching & Instructional Success)
		+ The Chair and Vice Chair introduced and discussed rationale on making the Faculty Assembly Budget Advisory Committee from Ad Hoc committees to Advisory Committee, along with the Campus Safety Committee and a need for Instructional Success Committee to have a continued advisory role. Introduction charges will be brought to the Executive Council at the next meeting, or on January 5, 2024.
			- The Faculty Assembly Budget Advisory Committee will be the extended voice of the faculty to advocate for Faculty budgetary items to present to the Campus Budget Advisory Committee.
			- Discussion ensued on this topic.
			- A few Faculty are concerned and would like to ensure that the vote of the previous motion in the last set of minutes. This will be voted at the next meeting.
5. **Adjournment**
* The meeting was adjourned at 1:22p.m.
	+ Next meeting: December 8, 2023, GWP 320.

Appendix A: Approved Faculty Assembly Ground Rules document



Ground Rules for Faculty Assembly Meetings

*Suggest reading these rules at the start of the academic year for all standing committees and EC*

*Approved by the UWT Executive Council on September 26, 2022*

*Updated and approved on November 27, 2023*

***Behaviors Everyone Should Follow***

* Raise your hand before you speak. Say your name before speaking.
* Use professional language with no profanity.
* Use technologies of inclusion (microphones, notecards, name tags, etc.).
* When using slides, briefly describe the content of the slide, including the visual aids, rather than just pointing to the slide.
* Be conscious of body language and nonverbal responses.
* Once you have spoken, stop speaking so others may have an opportunity.

***Principles We Believe In***

* Practice active listening.
* 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.
* Be aware of the social and institutional positions that you bring to the discussion and make sure that these positions treat our diverse students, faculty, and staff inclusively and equitably.
* Avoid assuming the backgrounds, experiences, views, and identifications of other participants.
* We value deliberation and dissent, and we expect each member will treat others with dignity and respect even during heated debates.
* Discrimination of any kind is unacceptable and will be directly addressed by the meeting leader.

***Protocols To Remember***

* Email communication among members of the Executive Committee should be undertaken with caution.
	+ EC listserv is reserved for sending meeting or event announcements, distributing meeting materials, posting leadership reports, and sharing online resources among Executive Council Representatives.
	+ Online discussion is not recommended on the EC listserv since not every EC rep can be available online at the time when a certain topic is being posted and discussed, and those who are not available thus end up being excluded from the debate and conversation. In such a circumstance, a discussion topic should be submitted as an agenda item for future EC meetings instead.
	+ An ongoing “group email” among Executive Council members discussing or deliberating substantive issues is in potential violation of the Open Public Meetings Act (OPMA).
	+ If a critical issue needs to be raised with the Executive Council, it should be done so by being placed on the official agenda.
* Zoom meeting
	+ Executive Council meetings are recorded for the purpose of verifying the details for creating meeting minutes.
	+ EC members can request access to the recordings within a month when they miss part or the whole meeting.
	+ Zoom recordings are saved in Zoom Cloud service for up to 30 days after the meeting minutes are created.
	+ Zoom chats are reserved for voting and clarification for a motion.
* “Faculty council members shall be deemed to have vacated their seats when they have been absent from three council meetings in an academic year. Council members are considered absent only if they fail, prior to a meeting, to inform the chair of the faculty council or the faculty council analyst of their inability to attend.” Please inform Andrew and chair of your absence.
* When meetings are held in person, consider using zoom as a backup option only when you must (i.e., health reasons or a business trip), to facilitate engaged discussion and interaction. Executive Council Members are expected to attend in-person meetings at least twice a year.