**Faculty Assembly Executive Council (EC)**

**Meeting Minutes**

Friday, 01/05/2024, 1:00 p.m. – 3:00 p.m.
Zoom

***Present:***  *Chair Huatong Sun, Vice Chair Anne Taufen, APCC Chair Julie Masura, APT Co-Chair Matthew Weinstein, APT Co-Chair Christine Stevens, FAC Chair Sharon Laing, Kurt Hatch, Monika Sobolewska, Jim West, Barb Toews, Robin Evans-Agnew, Gary Viers, Mary Hanneman, Julia Eaton, Jenny Xiao, Alex Miller, Ruben Casas, Zhiquan (Andy) Shu, Erika Bailey, Margaret Griesse, Rupinder Jindal, Sushil Oswal, Davon Woodard, Andrea Hill.* ***Excused:*** *Past Chair Menaka Abraham.* ***Program Coordinator:*** *Andrew Seibert*

1. **Opening:**
	* **Land Acknowledgement, Consent to Agenda, Meeting Minutes, Permission to Record, Approval of Meeting Minutes from 12/08/2023**
		+ 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 December 8th, 2023, were approved as written.
2. **Report & Conversation**
	* **Faculty Assembly Chair’s Report**
		+ Priorities for Winter Quarter
			- The Chair mentioned that the APT Taskforce will be the priority for the Winter Quarter meeting, and hopes to get this completed by the end of the academic year
			- The Faculty Assembly Winter Quarter meeting will be held in William Philip Hall (WPH) on January 19, 2024, from 1:00-3:00 PM. The Chair shared a draft agenda with the Executive Council.
		+ Community building events
			- The 2023 Distinguished Faculty Awards will be scheduled with the Office of Community Partnerships and Faculty Assembly. More details are to come later.
			- An International Faculty panel will be scheduled as a follow-up event to the luncheon hosted by Faculty Affairs Committee, and Office of Academic Affairs
			- A Zoom webinar around Faculty Code and Shared Governance 101 workshop to help educate and advocate around the Faculty Code and Shared Governance.
		+ Reminders
			- The Chair reminded representatives around the Promotion and Tenure Feedback Survey that was requested by Faculty Council on Tri-Campus Policy
	* **Standing Committee Chairs Report**
		+ Academic Policy & Curriculum Committee (See ***Appendix A*** for report on what was discussed)
		+ Faculty Affairs Committee
			- Summarized updates
				* Faculty workload

Received positive feedback of the needs within each school via self-assessment document. Schools asked questions and Faculty Affairs Committee

Data analysis will be done through designated personnel in the Office of Academic Affairs. The Faculty Affairs Commitee will be determining whether the concerns should be addressed. Questions include transparency, involving Seattle, involving a 3rd party mediator for findings, etc.

* + - * + International Faculty

Faculty Affairs Committee, Faculty Assembly, and Office of Academic Affairs (with Office of Equity and Inclusion) had a luncheon for International Faculty.

Next steps involve bringing in workshops in partnership with the Office of Equity and Inclusion.

* + - * + Pay equity for Non-Tenure Track Faculty

Faculty brought up the concern about the 3-year rule for part-time teaching faculty who can only teach for up to three years. Originally designed as an equity measure for non-tenure line faculty to motivate the program to convert a temp line into a permanent one, it ended up being used punitively by programs to part away from the faculty who have taught for three years and hire new people.

The Non-Tenure Track Faculty Forum Co-Chair brought up in a Faculty Affairs meetings looking into an audit of how this 3-year rule is applied in each unit.

1. **Discussion and Vote (Executive Session)**
	* The Executive Council of Faculty Assembly went into Executive Session.
	* The Executive Council Representatives elected 1 of the 3 applicants to serve on the APT Taskforce. As the taskforce is made up of four members, the Chair of Faculty Assembly will sit in as the tiebreaker vote and chair for the APT Taskforce as decided at the EC meeting of Dec. 8., 2023.
2. **Discussion**
	* **Campus Safety Ad-Hoc Committee Composition & Charge**
		+ The Ad Hoc Committee Composition and Charge was presented to EC. See ***Appendix B*** for details.
		+ The Charge was reviewed by the Executive Council and after discussion ensued, the Charge was approved as written
	* **Budget Advisory Committee Charge**
		+ The Vice Chair of Faculty Assembly provided a draft of the Budget Advisory Committee Charge. This is still in draft form and will be ready in a meeting on March 8th.
	* **Faculty Governance in Tri-Campus Structure**
		+ The Chair of Faculty Assembly reviewed the following:
			- Faculty Senate Priorities outlined in the UW interview of the Faculty Senate chair: <https://www.washington.edu/news/2023/12/28/faculty-senate-chair-cynthia-dougherty-brings-awareness-to-faculty-wellbeing/>
			- The improvement on tri-campus engagement for the past half year.
			- The faculty code slides used for the onboard training of new UW administrators by the Office of Academic Personnel (OAP) were shared to have the EC aligned with the OAP about the interpretation of the Faculty Code. Faculty Code functions as both an employment document and as a (shared-)governance document.
			- Definition of Shared Governance
				* “*The UW system of shared governance makes it a responsibility of the faculty to share with the administration, the day-to-day running of the University. The four Institutions of faculty governance are the faculty senate, secretary of the faculty. University faculty councils, and the elected faculty councils within schools and colleges*.”
			- Introduced the interpretation of the tri-campus faculty governance structure by the Bothell Campus, presented by the Chair of the Faculty Council of Tri-Campus Policy (FCTCP): <https://www.uwb.edu/gfo/gfo/what-is-faculty-governance>

1. **Adjournment**
* The meeting was adjourned at 2:59p.m.
	+ Next meeting: January 29, 2024, Zoom.

# **Appendix A: APCC Autumn 2023 Report**

# Annual Report from Academic Policy and

Curriculum Committee (APCC) 2023-2024

Submitted by Julie Masura, Chair on 1/5/24

## Committee Members

### Voting Faculty

* **Chair: 2023-24:** [Julie Masura,](http://directory.tacoma.uw.edu/employee/jmasura) School of Interdisciplinary Arts & Sciences, 2020-2026
* [Ingrid Horakova,](http://directory.tacoma.uw.edu/employee/horaki) School of Engineering and Technology 2022-2025
* [Raghavi Sakpal,](http://directory.tacoma.uw.edu/employee/rsakpal) School of Engineering and Technology 2022-2025
* [Susan Johnson,](http://directory.tacoma.uw.edu/employee/slj6) School of Nursing & Healthcare Leadership 2021-2024
* [Claudia Sellmaier,](http://directory.tacoma.uw.edu/employee/sellmaic) School of Social Work & Criminal Justice 2022-2024
* [Gordon Brobbey,](http://directory.tacoma.uw.edu/employee/gbrobbey) School of Education 2022-2025 **(On Leave 2022-23)** - Representative filling in during 2022-23 Academic Year: [Laura Feuerborn](http://directory.tacoma.uw.edu/employee/feuerl)
* [Lisa Hoffman,](http://directory.tacoma.uw.edu/employee/hoffmanl) School of Urban Studies 2022-2025 (As of January 2023)
* [Joan Bleecker,](http://directory.tacoma.uw.edu/employee/bleecj) School of Interdisciplinary Arts & Sciences 2021-2024
* [Tanya Velasquez,](http://directory.tacoma.uw.edu/employee/iamtanya) School of Interdisciplinary Arts & Sciences 2020-2024
* [Shahrokh Saudagaran,](http://directory.tacoma.uw.edu/employee/shahrokh) Milgard School of Business 2021-2024

### Ex-Officio

* [Andrew Harris,](http://directory.tacoma.uw.edu/employee/atharris) Executive Vice Chancellor for Academic Affairs, ex-officio, non-voting
* [Andrea Coker-Anderson,](http://directory.tacoma.uw.edu/employee/cokera) Registrar, ex-officio, non-voting
* [Patrick Pow,](http://directory.tacoma.uw.edu/employee/ppow) Vice Chancellor of Information Technology, ex-officio, non-voting
* [Annie Downey](http://directory.tacoma.uw.edu/employee/adowney)[,](http://directory.tacoma.uw.edu/employee/jwadland) Library representative, ex-officio, non-voting
* [Lorraine Dinnel,](http://directory.tacoma.uw.edu/employee/ldinnel) Associate Director, University Academic Advising, ex-officio, non-voting[,](http://directory.tacoma.uw.edu/employee/asuwtuauwedu)
* TBD, Student representative - ex-officio, non-voting. Still vacant.
* [Tammy Jez,](http://directory.tacoma.uw.edu/employee/jezt) Curriculum and Operations Manager, Academic Affairs, ex-officio, non-voting
* [Darcy Janzen,](http://directory.tacoma.uw.edu/employee/janzen) Director, Office of Digital Learning, ex-officio, non-voting

### Faculty Assembly Administrative Coordinator

* Andrew Seibert

## Brief Summary of Work of Chair

* Led monthly reviews of curricular proposals and graduation petitions. See table below.
* Provided orientation and training for members and School curriculum administrators.
* Implementation of Academic Plan Policy
* Conducted policy and business discussions.
* Attended meetings for APCC

### Proposal Reviews September 2021 to June 2022

|  |  |  |  |
| --- | --- | --- | --- |
| *Type of Proposal* | *# Reviewed 2022/23* | *# Reviewed Autumn 2023* | *Change* |
| New Graduate Program/Options | 1 | 0 | -1 |
| Changes to Graduate Programs/Options | 2 | 0 | -2 |
| New Undergraduate Programs | 0 | 0 | 0 |
| Changes to Undergraduate Programs | 15 | 7 | -8 |
| New Courses | 76 | 3 | -73 |
| Course Changes | 24 | 14 | -10 |
| Retire Changes | 4 | 0 | -4 |
| Diversity Designations | 0 | 0 | 0 |
| Graduation Petitions | 3 | 1 | -2 |
| PNOIs | 0 | 0 | 0 |

Orientation and Training

Two days prior to the first APCC meeting, an orientation and training session was offered for both APCC member and the school’s academic curriculum managing staff. Content included the context & scope of APCC. All reviewed APCC’s website and available tools for guidance. Most important were the curriculum links on the right-side of the page: [https://www.tacoma.uw.edu/faculty-assembly/academic-](https://www.tacoma.uw.edu/faculty-assembly/academic-policy-and-curriculum-committee) [policy-and-curriculum-committee](https://www.tacoma.uw.edu/faculty-assembly/academic-policy-and-curriculum-committee) A proposal that was being reviewed at the next meeting was projected and a guided tour with free-flowing questions allowed for all to interact with the content members would either be preparing or reviewing. Useful dynamic documents below were shared.

* [APCC Best Practices for Course Proposals](https://docs.google.com/document/d/1NgdnA_XjzH1Q6Nb0r4dFkxjPTKag5nAtFQyI2RHCCO4/edit#heading%3Dh.s1hs2bh24ny0)
* [APCC Best Practices for Program Proposals](https://docs.google.com/document/d/1fJpODN1dlyBVV9sNckFe6cX4_oPOtrndnFFTNZC6zkw/edit#heading%3Dh.s1hs2bh24ny0)

The Best Practices documents above were updated as needed and book-marked links were shared with proposers as proposals were sent back for edits/updates.

### Policy and Business Discussions

#### Academic Plan

The [Academic Planning Policy](https://www.tacoma.uw.edu/sites/default/files/2023-05/Academic%20Planning%20Policy.pdf) was discussed at every meeting. The APCC was recognized as key players in the implementation of the academic plan. Program Notice of Intents will come in beginning in Winter 2024. Tammy Jez & Julie Masura completed process documents for new program proposals. Anne Taufen & Julie Masura presented update at Leadership Faculty retreat in October. This spurred increased action of programs to complete the program invigoration survey due at the end of the autumn quarter. The Chair met with NUMEROUS faculty to clarify intent and approach to completing this task.

#### Course Designation W,S,R,Div

An updated spreadsheet of courses offered with the designations W,S,R,Div was posted to the APCC website. [Writing, Research, and Community Engaged Guidelines and List of Courses.](https://www.tacoma.uw.edu/faculty-assembly/w-ce-r-course-designations) The action was

initiate when noted that it hadn’t been updated since 2016. This spreadsheet will be updated prior to the Autumn meeting by the FA Administrator and as noted by APCC members.

## Tri-campus Curriculum Review

University Committed on Curriculum Administration – Chair is member of this committee.

University Committee on Undergraduate Education – Tri-campus Chairs Jason Johnson and Ann Huppert visited committee twice to share the new tri-campus review process, seek members, and receive feedback on language drafted for areas of inquiry.

## Completion of Tasks for 2023-2024 Charge Letter

See Appendix for copy of charge letter.

**Charge 1.** Review all the course and program proposals. **Deliverable:** Report to be included in the FA annual report **Timeline:** Fall 2023-completed, Winter 2024, and Spring 2024

**Charge 2**. Provide orientation to new and existing APCC members and an open invitation to all faculty and curriculum coordinators.

**Deliverable:** A recorded orientation

**Timeline:** Fall 2023-completed

**Charge 3.** Partner with EC to launch and implement 2022 academic planning policy through a participatory process and provide guidance to school units on new program development.

**Deliverable 1:** Facilitate the data collection of UW Tacoma Questionnaire for Invigorating Academic Programs

**Timeline:** Autumn 2023 – completed

**Deliverable 2:** Develop unit-level guidelines and instructions concerning PNOI for new program development.

**Timeline:** Winter 2024 - completed

**Deliverable 3:** A report of the implementation work this year submitted to the EC for review

**Timeline:** Spring 2024

**Charge 4.** Develop solution to address the negative impact of CADR Policy Enforcement on Tacoma students.

**Deliverable:** A draft resolution submitted to the EC for review.

**Timeline:** Winter 2024

**Charge 5.** Update the course list for designations, DIV, W, R, and S.

**Deliverable:** APCC website will have the current course lists for the various designations.

**Timeline:** Winter 2024

**Charge 6.** Update the UWT writing requirement in collaboration with Director of Writing.

**Deliverable:** A report submitted to the EC for review.

**Timeline:** Spring 2024

## Suggested Focus for 2023-2024

* Work to focus on next year will include supporting the writing work completed in 2018
	+ Met with writing instructor leaders
	+ Attended SIAS ‘W’ policy meeting
* Assist with implementing the second academic plan
	+ Completed process documents with Tammy Jez
	+ Presented updates to campus leadership with Anne Taufen
	+ Met with numerous faculty members about survey & PNOI
	+ Connected with MSES & BAA faculty to re-align with new academic plan
* Focus on Diversity designation for consistency across proposal
	+ Tri-campus committee working on this.

### APPENDIX - 2022-2023 APCC Charge Letter

Julie Masura, M.S.

Teaching Professor, School of Interdisciplinary Arts and Sciences Chair, Academic Policy and Curriculum Committee

Re: Academic Policy and Curriculum Committee Charge for 2023-24 Academic Year Dear Professor Masura,

Thank you for serving as Chair of the Faculty Assembly’s Academic Policy and Curriculum Committee (APCC) for another year. To provide more transparency and clarity about the work of the Faculty Assembly to our faculty and UW Tacoma students, staff, and administration, the FA’s Executive Council (EC) is formally charging each FA standing committee and will publicize these charges in October.

APCC Charge as Agreed on by FA and APCC Leadership

# **Charge 1. Review all the course and program proposals.**

**Deliverable:** Report to be included in the FA annual report

**Timeline:** Fall 2023, Winter 2024, and Spring 2024

# **Charge 2. Provide orientation to new and existing APCC members and an open invitation to all faculty and curriculum coordinators.**

**Deliverable:** A recorded orientation

**Timeline:** Fall 2023

# **Charge 3. Partner with EC to launch and implement 2022 academic planning policy through a participatory process and provide guidance to school units on new program development.**

**Deliverable 1:** Facilitate the data collection of UW Tacoma Questionnaire for Invigorating Academic Programs

**Timeline:** Autumn 2024

**Deliverable 2:** Develop unit-level guidelines and instructions concerning PNOI for new program development.

**Timeline:** Winter 2024

**Deliverable 3:** A report of the implementation work this year submitted to the EC for review

**Timeline:** Spring 2024

# **Charge 4. Develop solution to address the negative impact of CADR Policy Enforcement on Tacoma students.**

**Deliverable:** A draft resolution submitted to the EC for review.

**Timeline:** Winter 2024

#

# **Charge 5. Update the course list for designations, DIV, W, R, and S.**

**Deliverable:** APCC website will have the current course lists for the various designations.

**Timeline:** Winter 2024

# **Charge 6. Update the UWT writing requirement in collaboration with Director of Writing.**

**Deliverable:** A report submitted to the EC for review.

**Timeline:** Spring 2024

We would like quarterly updates regarding each of these in the form of a memorandum and a full report in Spring 2024.

We look forward to continuing our collaborative work to strengthen our campus for our faculty, staff, and students.

Huatong Sun Anne Taufen

Professor, SIAS Professor, SUS

Faculty Assembly Chair Faculty Assembly Vice-Chair

**Appendix B: FA Campus Safety Ad-Hoc Committee (2023-24) Composition & Charge**

*Approved by the EC on 1/5/2024*

**Committee Makeup:**

Jim West (Co-Chair, SET)

Robin Evans-Agnew (Co-Chair, SNHCL)

Barb Toews (SSWCJ)

Julie Eaton (SIAS)

Gary Viers (Milgard)

**Charge**: Determine unit orientations to a safe campus, and to make recommendations concerning EC’s role in assuring campus safety.

**Roles**

1. Provide input across the spectrum of campus safety and security issues.
2. Review administrative policies and practices about campus safety and security, emergency and building preparedness to secure the campus and support the needs of our students, faculty, staff, and community stakeholders.
3. Recommend a role for EC in an integrated campus safety planning effort.
4. Participate with the Campus Safety & Security Team in their current Physical Security Assessment of our buildings.
5. Advise UWT administration in planning tasks for a safe and inclusive campus.

The committee will consist of a total of five members from different units, including the co-chairs. The committee will meet at least twice each quarter and conclude by the end of the 2023-2024 academic year.