**Faculty Assembly Executive Council (EC)**

**Meeting Minutes**

Monday, 03/08/2024, 11:00 a.m. – 1:00 p.m.
GWP 320/ Zoom

***Present:*** *Chair Huatong Sun, Vice Chair Anne* *Taufen,* *APCC Chair Julie Masura (Left at 11:29) , APT Co-Chair Christine Stevens, FAC Chair Sharon Laing(11:17-12:35), EVCAA Andy Harris (11:20-11:50), Monika Sobolewska,* *Zhiquan (Andy) Shu (Arrived 11:25), Barb Toews, Rupinder Jindal, Gary Viers, Mary Hanneman (Arrived 11:45), Julia Eaton (Left at 12:28), Jenny Xiao, Ruben Casas, Erika Bailey (Arrived at 12:00).* ***Excused:*** *Past Chair Menaka Abraham, Kurt Hatch, Jim West, Davon Woodard, Alex Miller, Margaret Griesse, Andrea Hill, Robin Evans-Agnew, Sushil Oswal.* ***Guests:*** *Peter* *Selkin (Research Advisory Committee Chair), Megan Watson (Collections Librarian).* ***Program Coordinator:*** *Andrew Seibert*

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

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. Due to no quorum, meeting minutes approval was tabled to the April 8th meeting.

1. **Report & Conversation**
	* **Faculty Assembly Chair Report**
		+ The Faculty Assembly hosted the International Faculty Leadership Forum. In support of Women’s month, the Faculty Assembly Chair wanted to share part of a story shared by International Faculty Dr. Belinda Louie, founding faculty in the School of Education. The full recording can be found at a Vimeo link through the [Faculty Assembly Blog](https://sites.uw.edu/assembly).
		+ The Chancellor has sent written updates to the Executive Council. Please feel free to distribute within your units. If there are any follow-up questions regarding the Chancellor’s written report, please send them to the Chair of the Faculty Assembly (see Appendix).
		+ Senate Executive Committee Update
			- Faculty Assembly Chair previously asked for input regarding revisions to section 24-54, and delivered the feedback to the Senate Executive Committee meeting
				* The Chair noted to the Senate Executive Committee that the APT process at UW Tacoma is not like the Process at UW Seattle, and that the Elected Faculty Councils are different.
				* There is a Class A Legislation around transparency on retention rates for faculty. You can find the Agenda on the Faculty Senate website, or Senate Executive Committee website.

The Faculty Senate Chair shared retention rates for all campuses of 2022: <https://ap.washington.edu/wp-content/uploads/Separation-2022.pdf>

* + - * + Faculty Senate brought a guest speaker from [PEN America](https://pen.org/) who discussed conceptual foundation through free speech and academic freedom. This was designed to introduce participants to the 1st amendment, free speech, and harassment.
		- Faculty Assembly Spring quarter meeting
			* There is a demand to make research more accessible and understood by the response of Provost Tricia Serio. The Chair discussed with the Vice Chair of Faculty Assembly on how to gather feedback and build constructive collaboration across the UW Tacoma Campus.
		- Spring Agenda Item updates
			* The Vice Chancellor for Finance and Administration could not join us for the meeting today, and we have scheduled them for the April 19th meeting
				+ The Vice Chancellor for Finance and Administration recommended the following links below to review

[Institutional Planning and Budget](https://www.tacoma.uw.edu/fa/institutional-planning-and-budget?shiblogin=1&check_logged_in=1) (UWNetID Required)

[Article: The Chronicle of Higher Education](https://www.chronicle.com/article/the-rise-of-the-faculty-budget-activists)

* + - * + The EC Budget Committee will be tabled as the Faculty Assembly is receiving information regarding budgets from the Executive Vice Chancellor for Academic Affairs and the Vice Chancellor for Finance and Administration. The Vice Chair of Faculty Assembly leads this initiative.
		- Executive Council Representative of the Month
			* Faculty Assembly will be featuring Executive Council members on the Faculty Assembly blog, listservs, and GWP (Garretson Woodruff & Pratt) publicity monitor publicly for their leadership work in Shared Governance. Instead of sending a few each month, the Faculty Assembly will contact Faculty with no direct due date. If you receive the invitation to fill out the form, please fill out the form when you get a chance, and we will let faculty know when it will be published.
	+ **Conversation with EVCAA Andy Harris**
		- EVCAA Harris met with Vicky Carwein, Past Chancellor from 1995-2004, and learned an important historical piece from the Past Chancellor around Faculty.
		- A discussion ensued with the Executive Vice Chancellor for Academic Affairs on Academic Affairs Budget and recommendations. This included:
			* Recommended budget proposal
			* Priorities in the office of Academic Affairs which includes:
				+ Additional support for BA in Education
				+ Supporting ongoing viability in School of Engineering & Technology for Faculty Governance
				+ Hourly student employees
			* Possibly extensions of one-time fuds such as
				+ Increased student peer advising support
				+ Increase graduate student mentoring through TLC
				+ Expanding Library hours for evening and weekends
				+ Partial funding to continue the faculty mentoring program
			* Not funded items at this time
				+ Faculty Unit Adjustments
				+ Staff positions throughout the Academic Affairs support
		- Faculty Searches and Academic Staff updates
			* 15 Faculty Searches have successfully concluded the interview process and should have finalists for these positions.
				+ The School of Engineering & Technology specifically went through 24 faculty visits with 7 searches in progress.
			* Well in the progress:
				+ The Search for a Director for the Office of Research is at its final stages.
				+ Will have a search of the Teaching and Learning Center Leadership
				+ Will have a search of the Assistant Director for Undergraduate Academic Advising after a review
		- Sabbatical requests have been approved; applicants notified.
		- The Faculty Research & Scholarship Celebration will be on May 10, 2024, from 3:00-6:00 PM.
		- EVCAA is looking to build a recognition event in the Autumn quarter with Faculty Assembly Leadership.
		- The Office of the Ombud is piloting a faculty liaison for the student resolution process.
		- EVCAA Harris is hopeful the disbursement concerns do not translate into a decline of enrollment.
	+ **APT Taskforce Update**
		- The Chair is waiting for a response from the Faculty Code Advisor on some next steps. So the update will be delayed until a clearer answer is available.
1. **Presentations**
	* **Research Advisory Committee Report**
		+ Peter Selkin, Chair of the Research Advisory Committee provided a brief overview of the Research Advisory Committee and provided the following updates from what they have accomplished and working on this academic year:
			- [Endowment Grants and opportunities](https://www.tacoma.uw.edu/or/founders-endowment-2024-funding-opportunity)
				* The funds in the Endowment Grant are funds from Academic Affairs for advancing research and scholarship on campus. $40,000 has been designated to award faculty in grants. The cap on the founder's endowment has been increased from $5,000 originally to $10,000 to support faculty course releases which will also support time in research opportunities. Due to the increase, fewer grants will be awarded. These are in humanities and creative work, STEM (Science, Technology, Engineering and Mathematics), Social Justice and equity, and social sciences. More applications are expected to arrive this year because the grants are targeted towards supporting the faculty's major need. The deadline has been extended to after spring break, March 24. All Faculty are encouraged to apply.
				* The Research Advisory Committee will feature the recipients of the founder's endowment grant of this year at mini panels.
			- The Faculty Research & Scholarship Celebration will be on May 10, 2024, from 3:00-6:00 PM in Milgard Hall 110. Refreshments will be provided.
				* The focus will be shifted to a celebration and an opportunity to find collaborations. In the future, there are plans to develop two events per year, where the spring event would be focused on developing faculty collaborations, and a fall celebratory event.
			- The Research Advisory Committee had a meeting with the Office of Undergraduate Research in UW Seattle. They will be starting a committee of practice on all three campuses specific to undergraduate research. Faculty trainings may be developed by Autumn 2024 for those who are interested in research with undergraduates or looking to develop course-based research with undergraduate populations
				* There will be anticipated work around institutional grants to support undergraduate research programs at UW Tacoma.
			- Discussion ensued on the following topics
				* Recruiting committee members from units other than the School of Interdisciplinary Arts & Sciences.
				* Next stage of the committee: a standing or advisory committee instead of an ad hoc committee.
				* Using the Founder’s endowment grant to support and advocate for junior faculty work.

The Chair of Faculty Assembly encouraged junior faculty to apply as a method to make progress towards long-term research projects and to get research feedback.

* + - * + More opportunities for awards (such as a smaller amount to award more faculty).
	+ **Scholarly Profiles Supported by Libraries**
		- Megan Watson and Erika Baily provided some updates around Digital Commons, which is the institutional repository of scholarly and creative work from Faculty and students. These will not be retired.
		- Expert Gallery, which creates Faculty profiles (bio, headshot photo, list of publications, and link to homepage) will be discontinued by the publisher on June 30th, 2024, which has cost $20,000 through the collections library budget.
			* Other options to replace expert gallery ([Scholarly Profiles link](https://guides.lib.uw.edu/c.php?g=1017930&p=10256156)):
				+ Erika Bailey went over some alternatives, such as ORCID, UW Sites, and UWT Directory.
				+ The recording of the workshop on [sharing your scholarship](https://uwnetid-my.sharepoint.com/%3Av%3A/r/personal/piroga_uw_edu/Documents/2023-11-15%20Sharing%20Your%20Scholarship%20Event/Sharing%20Your%20Scholarship%20Workshop%20Recording.mp4?csf=1&web=1&e=g5KWR1&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D) to watch (UWNetID required). required).
		- The library will be hosting a table at the Faculty Assembly Spring meeting on May 3rd to remind faculty of the critical changes with the discontinuation of expert gallery.
		- Discussion ensued during the presentation.
1. **Adjournment**
* The meeting was adjourned at 12:37p.m.
	+ Next meeting: April 8, 2024, Zoom.

Appendix A: Chancellor’s Written Report



**Report to Faculty Assembly – March 8, 2024**

There are many things going on as we seek to stabilize our budgets for optimal outcomes today while working to position the university for its future. This report is organized to provide a brief update on some of the activity taking place through the lens of the five strategic priorities in our strategic plan.

Students - Advance student success academically, professionally, and personally.

ASUWT conducted four surveys about student experiences at UW Tacoma. Survey topics included Student Health and Wellness, Student Safety, Student Technology and Student Food Insecurity and Basic Needs. They had a very robust response and will be issuing reports of their findings soon.

Communities - Partner in advancing strong and diverse communities.

The Milgard School worked with the Office of Global Affairs to host the new Consulate General of India. The new Consulate in Seattle opened in fall of 2023 and they are eager to form new partnerships to expand knowledge about India and its culture.

They would like to host a weeklong celebration of Indian culture in the fall, host a UWT delegation to travel to India, and expand study abroad and research partnerships.

Next week, we will be celebrating a new partnership with Seattle University to expand legal education in the South Sound. UW Tacoma is the founding principal partner of Seattle U Law’s new South Sound Hybrid Hub. We are partnering to provide in-person and virtual programming, counseling, networking, employment, and experiential learning opportunities and resources for both UW Tacoma students and participants in Seattle U Law’s Flex JD hybrid-online degree program.

Scholarship - Expand and support a broad range of teaching, research and creative innovation.

Dr. Ali Modarres led a kick-off event for faculty and staff who will assist in submitting the UWT application for renewal of the Carnegie Community Engagement Classification. The renewal is due next year, but the team will need to gather extensive documentation about faculty work supporting community engaged learning.

Equity - Promote and model inclusive excellence and social justice.

UWT hosted the UW Native American Advisory Board on campus in February. We have our own Tribal Advisory Board and they have also been meeting to develop plans. An exciting outcome is that we have hired a Native and Indigenous Student Retention Specialist and are seeking to hire a Tribal Liaison who will expand our work with tribal communities.

The Office of Equity and Inclusion partnered with Student Affairs, Registered Student Organizations, and others, to offer events to celebrate Black History Month and Lunar New Year. Both were well attended by students, faculty, staff and community members.

Vitality - Build a thriving community that is welcoming and sustainable.

We submitted the proposed UWT 2024-25 fiscal year budget to the Office of Planning and Budgeting earlier this week. The UWT leadership team will meet with the President, Provost, and Senior Vice President for Finance and Budgeting in April to review plans. The UWT Vice President for Finance and Administration will meet with the Senate Planning and Budget Committee to review documents. Ultimately, the UWT FY24-25 budget will be compiled with those from Bothell and Seattle for approval by the Board of Regents.

The RFQ for consultants to facilitate the master campus planning process went out on February 7, and the deadline for submissions is March 6. A seven-person committee (5 from Tacoma) will evaluate proposals and select the consultants. The process will begin in April and continue through the end of the year. All campus constituencies will be engaged in a process that will create the vision for our 46-acre campus footprint development for the next 30 years.

The ground floor of Tacoma Paper and Stationery is being re-developed as Husky Market and Husky Commons. We are currently negotiating with Aramark to operate an expanded convenience store, and our facilities services staff are re-thinking the space to be much more comfortable and accommodating to students for gathering, studying and dining. The space is anticipated to open this Summer before Autumn quarter.

We have two projects moving forward in the UW Capital Projects process. The Tioga Building – a renovation of the Tioga building to bring it into the usable campus space inventory for offices and administrative space. We need to develop permanent space for the Finance and Administration and Advancement teams after their move from the Carlton Building last year.

We are also pursuing a Housing & Dining project. Our proposal is to explore moving forward with a Public/Private partnership to build more traditional student housing and dining services on our campus. The UW Capital Planning Advisory Team approval is needed to do a more in-depth financial analysis and due diligence for moving forward with a request for proposals for project partners.

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