

Milgard School of Business Faculty Council Meeting Minutes

Date: Friday, September 26, 2025

Time: 12:30 PM – 2:00 PM

Location: Milgard Hall Room 306, 1950 S C St, Tacoma, WA 98402

Attendees: Stephen N., Evy S., Gim S., Jinlan N., Marion E., Juliet C.

Minutes by: Jaime C.

1. Approval of Minutes

Status: Minutes approval pending review regarding professional development (PD) funds for teaching professors.

2. Non-Voting Topics

A. Updates from the Dean's Office (Marion)

Faculty Hiring

- **Business Analytics & Supply Chain:** Search for assistant professor position underway. Luna and Alireza co-chairing search committee.
- **Timeline adjustment:** Originally October deadline; Academic Human Resources (AHR) approved extension to mid-December to align with market conditions and avoid missing qualified candidates.

Tenure & Promotion

- **Current cases:** Two Assistant Teaching Professors (Michael Turek and Hui Suk So) undergoing non-mandatory review.

New Minor Programs

- **Programs:** Sales (under Marketing) and Supply Chain Management (under Analytics)
- **Development leads:** Greg Rose and Luna Zhang
- **New requirement:** PNOI now required at UWT level for minors (previously only for degrees)

PTL (Part-Time Lecturer) Hiring

- Several last-minute replacement hires completed; some Workday system issues encountered
- **Next cycle:** Mid-October faculty memos will become available
- Area Coordinators (ACs) will be reminded to submit recommendations
- **Recommendations for improvement:**
 - FC members with concerns can email Stephen directly
 - Stephen will share marginal case comments with ACs
 - Consider in-person discussions for back-and-forth dialogue

Strategic Planning

- Feedback collected at retreat; generally useful input received
- Strong consensus on some ideas, conflict on others
- Rupinder and Marion met to discuss next steps

B. Updates from the Dean's Office (Juliet)

AACSB Accreditation Preparation

- Timeline reviewed at retreat
- Mimi and Juliet analyzing existing data: assurance of learning, faculty status
- **Key initiative:** Engaging PTLs to transition from "supporting faculty" to "participating faculty" status

Qualifying criteria:

- Industry-experienced PTLs likely qualify
- Retired practitioners need three validating experiences in various forms
- Opportunities: continuing education (CE), workshops, certifications

Professional Development for PTLs:

- Limited PD budget currently available
- ACs have \$1,000 discretionary funding annually, but insufficient for comprehensive PTL PD
- **Action item:** Share free/low-cost CE opportunities with Area Coordinators for PTL distribution

Budget Review

- Following same process as recent years
- Directors submitted budget proposals
- Review committee: Jaime, Juliet, Marion, Stephen
- Committee met, generated questions for Directors, received most responses
- Second meeting scheduled before submitting recommendations to Altaf

Graduate Programs

- Met with program directors in September post-retreat
- **Upcoming:** Recruiting Strategy Summit scheduled for October 17
- **Focus:** Enhancing domestic student recruiting
- Graduate program directors meeting one week before summit to align on recommendations

Executive Education & International Collaborations

Detailed updates provided at the September Retreat

C. Bylaws Revisions Discussion (Stephen)

Background

- Current bylaws adopted in 2018 (now nearly 5 years old with significant changes)
- Amendment process requires 2/3 supermajority and 3-week review period

Revision Process

Two categories of changes:

1. **Ordinary governance changes:** Procedures, meetings, committees
2. **Substantive changes:** Admission, curriculum, standards, graduation requirements

Approval steps:

1. Faculty Council develops redlined draft with rationale
2. MSB Faculty vote
3. Submit to Faculty Senate Office
4. File with Senate

5. ACFCAR (Academic and Career Faculty Concerns and Appeals Review) final clearance

Potential Changes Identified

1. **Clarifying Rules for Administrative Appointments**
 - Define which administrative appointments affect FC participation eligibility
2. **Streamlining FC Chair Voting Timeline**
3. **Revisiting Graduate Program Committee (GPC) Membership Requirements**
4. **Improving Communication Between UPC/GPC and Faculty Council**
5. **Codifying Faculty Voting for Hiring**
6. **Codifying Merit Review Processes**

Discussion: Bylaws vs. Standard Operating Procedures (SOPs)

Key questions raised:

- What must be "rule-bound" in bylaws vs. documented in SOPs?
- Many processes have grown organically without documentation

Additional operational questions needing clarification:

- Assessment of learning: Is this UPC's role? Should there be a separate assessment committee?
- What requires full faculty vote vs. committee-level decision?
- Campus committee voting procedures (inconsistent current practice)
- Course proposal process and UPC/GPC roles
- UPC as advisory vs. decision-making body
- Procedures for urgent/time-sensitive proposals
- Faculty Code supersedes all internal bylaws

Benefits of developing SOPs:

- Transparency and efficiency
- Support workforce analysis and planning
- Document time commitments for committee service
- Enable comparison for workload equity
- Facilitate professional development and community membership
- Identify high-impact committees
- Unified approach across the school

3. Meeting Adjourned

Time: 1:36 PM