

**UNIVERSITY OF WASHINGTON TACOMA**  
**Faculty Assembly (FA) Executive Council (EC)**  
**Tuesday, October 11, 2011**  
**12:30 – 2:00 p.m.**  
**Minutes**

**Present: Zoe Barsness (Chair), Katie Baird (Vice Chair), Donald Chinn, Yonn Dierwechter, Marjorie Dobratz, Diane Kinder, Marcie Lazzari, Nita McKinley, Beverly Naidus, Mark Pendras, Peter Selkin, Tracy Thompson, Larry Wear, Charles Williams, JW Harrington (VCAA, ex-officio), Rob Crawford (guest)**

**Absent: Linda Dawson, Charles Emlet, Garth Novak**

**1. Approval of minutes from September 26, 2011, June 8, 2011, and May 26, 2011**

All three sets of minutes were unanimously approved.

**2. Faculty Appeal Board and University Disciplinary Committee Membership**

Barsness reported that Carolyn West has agreed to serve on the FAB. EC was asked to report back to units about the process for selecting UDC members. Lazzari and Dobratz both agreed to assist Barsness with the random selection process, which is to take place in late October or early November.

**3. Update on Service Opportunities**

**A. Paulsen Lecture Committee.**

Rob Crawford reported on the history of the Paulsen Lecture committee. A revised draft of process for selecting the annual lecturer, as well as identification of the proposed ad hoc committee's responsibilities was circulated and discussed (see Attachment A). Williams asked about the timing of the event; Crawford reported that there was some discretion involved. A lengthy discussion followed about the placement of the committee for the selection of the lectureship within the domain of Faculty Assembly responsibility, in particular concern was voiced about creating an extra burden for Faculty Assembly in filling additional "service opportunities" at the campus level that do not fall clearly with the domain of Faculty responsibility or even shared responsibility with the administration under the shared governance model. Some wondered if the establishment of this selection committee as an ad hoc committee of the Faculty Assembly might set a precedent whereby other similar activities (Chancellor's Endowment) might likewise be our responsibility. General discussion ensued, with consensus that establishing the committee as an ad hoc committee under the oversight of FA was good, reflects a desire to respect faculty role in an important event associated with the campus' intellectual life, and that this would be a welcome opportunity for many to serve and provide input into the

lectureship selection process. The draft protocol passed unanimously with minor editorial amendments.

**B. UWT Senator.**

We are still in need of a senator. A Senator from either Social Work, Urban Studies or Education would especially help balance UWT's representation in the Senate.

**C. Leadership in Standing Committees.**

All Standing Committees have chairs, with the exception of the Curriculum Committee. Barsness thanked those who have agreed to serve (Dierwechter, McKinley and Chinn), and discussed the difficult position that the Curriculum Committee faces. In earlier discussions this summer among Past Chair Lazzari, Baird and Barsness around lack of chairs, it was agreed that one solution could be that Baird could step in as temporary Chair for one of the standing committees. Barsness reported conversations and email exchanges with Secretary of the Faculty Killian, who confirmed that it was not against the code for the Vice Chair of Faculty Assembly to chair a standing committee. UWT bylaws also say that in the event of an emergency, Executive Council can elect a chair, and nothing in bylaws would keep this from being the Vice Chair. Barsness recognized that this solution was not ideal, but saw no other option. Selkin expressed some concern raised by some faculty members; Barsness reported an email exchange with others on this issue. The solution of having the Vice Chair of FA serve as Acting Chair of the Curriculum Committee this year would be a short term solution only with the intent that the Acting Chair would be replaced next year by a member of the Curriculum Committee as Chair of this standing Committee. Thompson made note that it would be important to assure that terms of the Curriculum Committee are staggered so that a similar development as occurred this year, in which nearly all members of the committee turned over simultaneously and little institutional memory was preserved, is avoided. There was a unanimous vote to elect Baird as Acting Chair of Curriculum Committee.

**4. Strategic Budget Committee**

Barsness reported on developments in regards to the newly reconfigured budget committee, and the election for two At-Large Faculty Representatives to the SBC that is currently taking place. Barsness also reported on the full composition of committee and indicated that the SBC will be chaired by the Past Chair of the FA going forward. This coming year this means that Marcie Lazzari will chair the SBC. Changes to the UWT bylaws reflecting the changes in the charge, leadership and structure of the SBC will be drafted for review by the EC at its next meeting on October 20.

**5. Update Schools & Colleges**

Harrington (VCAA) gave update on schools and colleges. Reported progress at UWB, and circulated UWB's protocol for moving forward. General discussion about what it

would mean to move forward on the UWT campus ensued. Harrington indicated that discussions with Doug Wadden suggested UWB protocol could be applicable to us as well. Underscored that moving to colleges would not likely change much, so it wasn't clear what was needed. Lazzari suggested that the discussion could be part of strategic plan that comes out of budget, to help design structure for future growth. Pendras wondered if the move to colleges might be accompanied by considering structural changes, or addressing structural problems/issues. Otherwise, not clear what the purpose of such a migration would be. Harrington responded that without a real motive to move to schools, not clear what advantage would be, and that it might be something that is put off until there is a clearer reason why to do it. Indicated there was no pressure from the Chancellor or VCAA to move to schools. Barsness suggested that representatives could share the UWB protocol with their units for discussion. Williams returned to issue of using discussion to address unresolved issues in units. General discussion followed, at which point general agreement was that it may be premature to discuss a move to schools and colleges at this point. Barsness suggested we return to topic in two meetings. Harrington suggested that EC should feel free to circulate the UWB template with other faculty members, and to discuss.

#### **6. Update Fall Roundtable Retreat - October 21, 2011 (9am – 12pm)**

Barsness reported on Fall Retreat, and circulated updated agenda for it. All discussion groups have a chair except for "Excellence in the Classroom" which Chinn agreed to chair or co-chair.

#### **7. Update on Office Assistant**

Barsness reported on progress finding Office Assistant for Faculty Assembly. Hopes to have candidates to interview soon.

**Meeting adjourned 2PM.**

Minutes by Katie Baird, Vice Chair Faculty Assembly. [kebaird@uw.edu](mailto:kebaird@uw.edu)

## **Attachment A**

### **Faculty Assembly Ad Hoc Committee for The Arthur R. and Anna Mae Paulsen Endowed Visiting Chair in Public Affairs (FACPEC) DRAFT**

#### **I. Purpose and Structure**

FACPEC is an ad hoc committee created by the Faculty Assembly (FA) of the University of Washington, Tacoma. The purpose of this committee is to advise the Chancellor on the selection of annual speakers for the Paulsen Endowed Lectureship in Public Affairs, as well as ensure that the speaker contributes to an intellectually vibrant campus, and engages with students. The work of the committee should support the preparation of a list of potential visiting speakers that is responsive to community interest. The committee will also advise the Chancellor on all matters related to the administration of the lecture series. It will also work with the Vice Chancellor of Advancement in various matters related to same, the selection of speakers, and their visit to campus.

#### **II. Composition and length of service**

Three members from the faculty, selected at large (three year terms). Faculty appointments will be staggered in order to ensure continuity on the committee.

One member representing the Paulsen family (permanent)

The Vice Chancellor for Advancement appointee (permanent)

One member from the community (rotated, at the discretion of the chancellor)

One member from the Associated Students of University of Washington Tacoma (one year)

#### **III. Selection of committee members**

Every Spring Quarter, the Chair of FA will solicit faculty nominations, including self-nominations, select the faculty representatives for the committee, and appoint a chair from the faculty representatives. In the case that there are more nominations than available positions, the Chair of FA, in consultation with the Executive Council, shall determine who will serve.

Permanent members will self-select.

The Chancellor will consult with community representatives in order to select the community member of the committee.

The ASUWT will select a student member.

#### **IV. The chair of FACPEC**

The chair will convene meetings, communicate with the Chair and Executive Council of the FA, and communicate with the Chancellor on all matters related to the work of the committee. The chair will

also submit a short annual report to the Executive Council of the FA.

## V. Nomination and Selection of Endowed Lectureship

### A. Nomination Process

1. FACPEC will thoroughly discuss potential feasible nominees and will create a list of high-interest candidates to be continually updated by the committee.
2. FACPEC will solicit nominees from faculty and students; nominations will be accompanied by a 1-2 page justification and a biographical description.

### B. Criteria for Selecting Endowed Lectureship

1. The choice of speaker will be constrained by the funds available in the endowment (potential speakers added to the master list should be initially vetted with cost in mind) ;
2. The speaker should have a national or international reputation in public affairs, won either from practical achievements or intellectual accomplishments;
3. The speaker should demonstrate the ability to speak to pressing issues for our polity and society;
4. He/she should be willing and able to dedicate time to and engage with the UWT community and contribute to the intellectual life on campus.
5. Ideally the speaker should diverge from the “dead center” of American political discourse. Perspectives will be encouraged from across the political spectrum with priority placed on someone who can spark controversy and intellectual debate about pressing topics in public affairs.

### C. Selection Process

1. The committee will evaluate the list of nominees from its own nomination process along with nominations made by faculty and/or students.
2. Once a short list (a subset of the master list) has been identified, staff from the Office of Advancement will make inquiries to nominees or their agents about topic of the lecture, costs, and availability. Inquiries will also be made about the nominee’s willingness and availability to remain at UWT for part of a day or longer.
3. After the information on the nominees is completed, the committee will meet again to discuss and select a nominee. The committee will determine its own process for making this selection.
4. If Advancement ascertains that no one is available or that no one fits within the budget, the committee will propose a second short list, which will then be forwarded to Advancement to be researched in the same manner as the first short list.
5. The committee’s final selection will then be forwarded to the Chancellor who will make the final decision.

## **VI. Administration**

**A. The Committee will be responsible for connecting the lecture and associated activities with the academic life of the campus and the direct involvement of students.**

**B. Staff from the Office of Advancement will coordinate with the committee during critical planning periods and at the committee's request;**

**C. Staff from the Office of Advancement will be fully responsible for planning and execution of the lecture and associated events, including:**

1. Provide assistance for the nomination of candidates for the endowed chair;
2. Develop publicity; including, if appropriate, radio and television interviews;
3. Make flight, hotel and other arrangements for the lecturers;
4. Arrange for the comfort and transportation of lecturers while in Tacoma;
5. Make arrangements for the lecture to the community, including receptions and security;
6. Complete all financial transactions;
7. Maintain files on all of the above procedures;
8. Participate in debriefing the committee after the event on the process, and collaborate on a revision of this document;
9. Responds to request for information that might be included in the chair's annual report to the Faculty Assembly Executive Council.