

Faculty Assembly Executive Council (EC) Meeting

October 4, 2012, 12:30 pm – 2:00 pm
Cherry Parkes 206

Attendees: Katie Baird, Chair; Jill Purdy, Co-Chair; JW Harrington; Janice Laakso, Orlando Baiocchi, Zoe Barsness; Linda Dawson; Nita McKinley; Matt Kelley; Rich Furman; Marjorie Dobratz; Greg Benner; Bonnie Becker; Donald Chinn; Charles Williams; Tracy Thompson; Jill Purdy; Luther Adams

- Meeting materials are emailed in advance of the meeting, but hard copies are not provided during the meeting.
- Correction/change to meeting date and location:
 - The EC will not meet in MAT this year, instead most meetings will be held in the Tacoma room
 - November 28, 2012 meeting is on Wednesday not Thursday

FA Executive Council Charge/staff update:

- The EC is the elected represented body of the entire faculty with decision-making authority. The only decisions the EC are not permitted to make are decisions governing faculty bylaws, which must be voted on by the entire faculty.
- Shared responsibilities: Per Article 1 of UWT Faculty bylaws
 - Educational policy and general welfare
 - Policy for the regulation of student conduct and activities
 - Scholastic policy, including requirements for admission, graduation and honors
 - Approval of candidates for degrees
 - Criteria for faculty tenure, appointment, and promotion
 - Recommendations concerning campus and University budgets
 - Formulation of procedures to carry out the policies and regulation thus established.
- Delegations of powers to academic units: Article XII of UWT Faculty bylaws delegates power from EC to units on certain policy decisions that are unit specific as outlined in Article XII. EC retains full authority over campus wide academic policy.
- Our continuing objective is to help communicate with and advise units on their roles and responsibilities. One suggestion is for faculties within units to review unit polices and practices to ensure they are kept updated and at pace with growth.
- EC should also look at practices and procedures at the university level; gauge how well we're achieving our objects and make appropriate suggestion for changes.
- Communication:
 - EC Chairs and Co-Chairs spend more time talking with administrators than faculty so EC leaders are encouraged to have more conversations, formal and informal, with faculty so we can stay connected to faculty and on issues and concerns at the unit level.

- To help improve communications, both Katie and Jill are offering office hours this year, Thursdays from 2:00 pm – 3:00 pm. Additionally, Katie and Jill will have quarterly meetings with chairs of standing committees as well as provide monthly newsletters to update faculty.
- Katie/Jill may send an email to EC members after each meeting to recap action items and critical discussions.
- EC member were asked for ideas to engage and encourage faculty within their units to share concerns.
 - ✓ Provide EC update at unit meetings to solicit feedback
 - ✓ Share EC agenda with unit members and encourage feedback on agenda items to bring to EC meetings.
 - ✓ Units with successful practices for soliciting feedback are encouraged to share those practices.
- EC meeting efficiency
 - This committee should be a forum for deliberations and not information sharing. Basic information can be emailed with the agenda for faculty's review.
 - Standing committees will now provide written updates to the EC, and those updates along with meeting minutes will be part of the consent agenda.
 - EC members are encouraged to think about the frequency of the meeting, and if we should consider other meeting formats that use technology as a substitute, i.e. conference calls, webinars, etc.
- The charges of standing committees should come from the EC so we may stay connected to the standing committees.

1) Proposed process for meetings and meeting agenda and various updates

Book club: This quarter's book club is sponsored by the Chancellor's office. The book club will read from "Knowledge Matters: The Public Mission of the Research University" on Thursday, October 11, 2012.

Administrative Staff: Katie and Jill have been in discussion with Debra and JW for a full time and/or more professional staff person to provide administrative support to the EC.

Vote on APC/CC: To better organize ourselves to successfully focus on substantive matter of academic policy at the university level, the EC suggested combining APC/CC. If decisions at the unit level are unified, it does not need to be discussed or considered by the EC. Members voted to approve combining APC/CC and adopt the changes suggested below.

- Accept the proposed changes on page 5 — Article V, Section B — to include extending the number of faculty in units to 200 and correcting the incremental values in column "Number of Faculty in Unit" to be consistent, i.e. 1-20, 21-40, 41-60, etc.
- The terms of EC chairs will remain unchanged

- Per page 2, rules governing voting member need to be consistent with the UW faculty code and will remain unchanged.

Climate Survey: The Coalition On Academic Careers and Higher Education (COACHE) survey will be administered to all faculty. The survey will provide comparative data to other organizations and an action agenda.

- The cost of COACHE is \$18,000 for three years
- A COACHE committee was formed to assist with the survey, encourage faculty to complete the survey, ensure findings and recommendations are reviewed, and make sure information and recommendations are used appropriately.
- The survey is expected to occur late October 2012
- All part-time and full-time faculty are invited to complete the survey
- Messaging to faculty should express the importance of completing the survey, and it should alert them to the lengthiness of the survey so they may dedicate an appropriate amount of time to completing the survey.

2) Proposals for consideration/discussion

Campus Fellows: There were previous discussions about creating a task force to help develop an evaluation of our writing across the curriculum.

- Create a task force to look at writing across campus; talk with and involve key faculty who are experienced writers in order to provide recommendations for review and adoption
- Once recommendations are provided, what will be need at the institution to support it?
- The committee suggested having the campus fellow focus on the broader needs of the campus rather than just on writing. Charles expressed interest in participating in defining the Campus Fellows more broadly.
- Faculty selected to participate in the Campus Fellows must be able to dedicate an appropriate amount of time necessary to examine the issues in depth and provide recommendations.

EC budget

- There is \$122,500 for the biennium which will cover course releases for chair, co-chair, past chair of the Strategic Budget Committee and payment for a support staff
- There is money in the budget for parking reimbursements and the cost of providing copies of meeting materials. Also, Seattle parking passes are available to members. Members interested in reimbursable expenses or obtaining a Seattle parking pass were encouraged to see Katie or Jill.
- Funding for campus fellow
- \$48,000 remains in the budget, but this does not include compensation for chairs
- There will be a change in the account to reflect buyouts.

Campus budget

- Jill suggested inviting Harlan Patterson to give a budget presentation to the EC similar to the one presented at the Academic Council Budget Seminar. Faculty need to understand the whole budget process.
- State funding for higher education is significantly lower and the decline in investment is expected to continue. This change in funding source has changed our flexibility, academic programs and ties to the biennium. Alternatively, the competitions for available resources are now more competitive.
- The budget role of the EC is advice and consultation, but our role will evolve as the SBC progresses and refine their roles and processes.
- SBC charge
 - ✓ The role of the SBC is to advise the Chancellor on budget; the decision-making responsibility resides with the Chancellor.
 - ✓ SBC is committed to the sustainability of the institution's financial health by working to develop short and long-term strategic plans.
 - ✓ The charge of the SBC is set in the bylaws. Any changes to charge will require changes to the bylaw.
 - ✓ The mix of representatives in the SBC will provide diverse perspectives on strategic issues to ensure the financial sustainability and growth of the campus.
 - ✓ SBC will discuss how raises, specifically discretionary funds available to units, will be allocated to the units. The award process at the unit level will be the decision of the unit.