

**Faculty Assembly Executive Council (EC) Meeting**

November 28, 2012, 12:30 pm – 2:00 pm

GWP 320, Tacoma Room

*Attendees: Katie Baird, Jill Purdy, Zoe Barsness, Marcie Lazzari, Donald Chinn, Bonnie Becker, Nita McKinley, Charles William, Luther Adams, Marjorie Dobratz, Linda Dawson, JW Harrington, Sergio Davalos, Matt Kelley, Greg Benner and Tracy Thompson, by phone.*

*Absent – Orlando Baiocchi, Yonn Dierwechter, and Rich Furman*

*Guests – Justin Wadland and Charles Lord*

1) Consent Agenda (None)

2) Updates and Announcements

- Openings to Fill: SAFC Committee & Paulsen
  - Stephen Norman agreed to serve as the faculty representative on the Student Activities and Fees Committee
  - Matt Kelley is still working to name a volunteer to work with the Paulsen family and students to find a well-known public affairs speaker and writer to make a presentation at the next Paulsen series.
  
- Salary and Unit – Level Processes: Update from EC Members

EC members reported out on their unit's planning and discussions of the process and criteria for raises. Also, Faculty Affairs intends to create a document that captures the processes within each unit, but because the information received from units are inconsistent, FA will be deciding if they should identify two or three questions for each unit to answer or provide a summary of the information collected. FA sees the document being a summary of what existing practices are, a summary of the Faculty Code, examples of what other units are doing, and a checklist of questions units should consider as they develop their own processes and be able to answer once those processes are finalized. FA hopes to have this document available by the end of Fall Quarter.

  - Nursing – had their discussion.
  - Social Work/Criminal Justice – An ad-hoc committee was created to look at very specific criteria in three areas: teaching, research and scholarship, and service, using a rating system that encompasses both quantitative and qualitative values. A form will be developed for faculty's use that will link their goal to the goal of the program.
  - Milgard – will be placed on the next faculty meeting agenda on December 10, 2012.
  - Urban Studies – Is working to formalize their policy by Friday, November 30, 2012.
  - IAS – had a general discussion on the parameter and content.
  - Education – has decided not to have a process discussion until there is certainty of funds for salary increases.
  - Institute of Technology – a small group, to include Donald, was tasked with drafting the unit's merit and raise policy that will be reviewed and discussed at a future unit meeting.
  
- SBC will be working to finalize the value statement for raises within a couple of weeks. The final document will be presented to EC for their possible vote. Despite no specific confirmation of raises, units are still encouraged to have a process in place before the

process is implemented. Academic directors have been informed of having a process in place, but JW will reiterate this message to Academic Council.

- Update: Book Club  
November 29<sup>th</sup> will be the last meeting of the Fall book club. The Winter book club will be sponsored by Elizabeth Sundermann and will feature “Embracing Non-Tenure Track Faculty”. The book club will meet in the Faculty Resource Center on January 23<sup>rd</sup>, Feb. 20<sup>th</sup> and March 13<sup>th</sup>.
- Update: Staff Hire  
Interviews for the Administrative Coordinator position will be conducted soon and we hope to have the new hire start next quarter. Katie, Jill, Marcie and Thuch have agreed to serve on the interview panel.
- Next EC Meeting: December 12, 2012
- Open House December 9, 2012

### 3) Campus Fellows Selection and FA Budget

50 votes were received through the catalyst nomination process to serve on the campus fellows, 25 of those votes were self-nominations. Based on the catalyst vote for the Fellows, three ad-hoc committees will be created to work on Writing, Quantitative Literacy and Online Teaching & Learning.

**Writing:** 9 supportive of topic, 4 nominations, and 0 chair.

Criteria – The nominees are Nicole Blair, Alison Cardinal, Michael Kula and Deirdre Raynor.

- ✓ Based on Alison’s statement, EC recommend her as chair.

The proposed members are Nicole Blair, Alison Cardinal, Michael Kula and Deirdre Raynor. Jill moved to accept the proposal and EC voted: 13-Yes, 0-No and 0-Abstention. Proposal was accepted.

**Quantitative Literacy:** 10 supportive of topic; 11 nominations; 5 volunteered to chair.

Criteria – All but one nominee came from environmental science and math.

- ✓ Eliminated anyone that didn’t have a written statement; eliminated 3 with 8 remaining.
- ✓ Prioritize representation: One person that was neither from environmental science nor math was accepted;
- ✓ Statements were weighted and less consideration were given to those in administrative roles which reduced it by 2 with 6 remaining.
- ✓ One was also nominated to work on the “Online Teaching and Learning” and was accepted; 5 remained.
- ✓ Chair: 3 out of 5 volunteers were eliminated from the chair position because they didn’t provide a statement or already had extensive administrative experience, which left Peter Selkin and Doug Wills for the chair position.
- ✓ Based on representation, Doug Wills recommended as chair because he’ll be able to represent non-math and non-science faculty.

The proposed members are Doug Wills, Chair, Linda Dawson, Julie Eaton, Peter Selkin and Cynthia Stanich. Jill motioned to accept the proposal and EC voted: 11-Yes, 0-No and 2-Abstention. The proposal was accepted.

**Online Teaching & Learning:** 11 supportive of topic; 6 nominations; 1 volunteered to chair.

Criteria

- ✓ 1 nominee also volunteered and was picked for the Quantitative Literacy committee so 5 remained.

Proposed committee members are Sushil Oswal, Jenny Quinn, Ruth Vanderpool, Jeff Cohen, and Matt Kelley, Chair. Jill moved to accept the proposal and EC voted: 11-Yes, 0-No and 0-Abstention.

Campus Fellows Draft Charge: Jill distributed the draft charge for the Fellows. Jill will also email the charge to members for substantive comments and suggestions. Each chair will be invited to provide an update to EC on their workplan. Additionally, each ad-hoc committee will be presenting their preliminary findings at the Faculty Assembly meeting in May 2013.

Budget: Each ad-hoc committee, Writing, Quantitative Literacy, and Online Teaching & Learning, will receive \$3000 to be used at their discretion. The Chancellor's office agreed to contribute \$2000 to the total cost of \$9000. Zoe moved to accept the budget and the budget was accepted by the EC.

4) Digital Commons (Justin Wadland)

Justin will give a full presentation at the next Faculty Assembly meeting.

Institutional repository is defined as the digital collection capturing and preserving the intellectual output of a single or multi-university community that comes from scholarly publications, academic research, and coalition report.

The Library was approached by a number of groups to start a digital library so UWT has been working to create an institutional repository that will support faculty research and student learning by providing free open access to scholarly materials on campus. Materials such as books, reports, conference materials, video recordings, photos, etc. could be included in the repository. Materials in repository will be more searchable using Google scholar.

UW Seattle has a digital library that uses Research Works, but after some research UWT elected to use Digital Commons by BEPress to help develop its digital library. Services that have been contracted with Digital Commons include selected work and institutional repository kick-start. BEPress will evaluate our campus by reviewing faculty publications and checking copyrights. BEPress has offered to evaluate four departments by reviewing materials and populating the repository with publications from those departments or we can elect to have kick-start evaluate faculty instead of departments. Should we decide to go with faculty, they must opt-in to be evaluated. EC was asked for their preference for the evaluation of departments or faculty. The campus evaluation is scheduled for December 2012; the evaluation of faculty or departments by kick-start must be identified in January 2012. On February 14-15, 2013, findings from the campus evaluation will be presented and training to staff and faculty will be offered.

As we look to build our repository, faculty should lead a decision-making process that will decide the type of materials that will get accepted into the repository. Once materials have been selected and submitted into the repository, the copyright of those materials are retained by the author. Students will need to provide a signed consent form before accepted material can be added to the repository.

Members were encouraged to continue having this discussion as well as notifying their units about Digital Commons and encouraging units to pay attention to the announcement that are sent out. Questions about Digital Commons should be sent to Justin Wadland at [jwadland@uw.edu](mailto:jwadland@uw.edu).

5) Campus Budget Follow Up: Questions and Priority Information for Faculty  
*No update*