

UNIVERSITY OF WASHINGTON TACOMA  
Faculty Affairs Committee (FA)  
Minutes October 15, 2009

Present: Bonnie Becker, Erin Casey, Sam Chung, Sergio Davalos, Annette Henry, Linda Ishem

Faculty Assembly Guests: Johann Reusch, Chair; Marcie Lazzari, Vice Chair

I. Introduction to Executive Council

a. Workload: Johann, Chair

Bonnie Becker explained that faculty issues must be addressed even with the financial crisis. Reusch agreed explaining that faculty course buyouts address an increased workload.

Reusch noted that the UW is increasingly relying on tuition for operating resources. Faculty may also be asked to teach more courses. UW Bothell has a 5-course workload. With increasing class sizes, this is an opportunity for faculty to request compensation.

Annette Henry and Sam Chung were concerned with assessing Workload. Reusch clarified that a cap has not been established in the Handbook. This could be an immediate goal for FA.

b. Joint Council on Enrollment Planning and Policy (JCEPP See Attachment B):

Marcie Lazzari, Vice Chair recommended that a FA representative sit on JCEPP. Executive Council (EC) Vice Chair and the Academic Policy Committee (APC) will also be on this committee. JCEPP addresses Enrollment; the impact on faculty; and how this impacts programs.

Lazzari explained that students in General Education have enough credits to have senior status, but they are not attached to a program. Issues like this are very concerning and impact enrollment.

JCEPP meetings are once per month.

Lazzari informed the committee about the proposal to compensate Faculty Assembly Subcommittee Chairs. **The EC will add Workload.** If Academic Affairs approves the proposal, the EC will work toward one course release per year. Becker expressed concern about the consolidation of power, with multiple subcommittee members (Chairs) serving on the EC. Lazzari clarified that purpose of the

Faculty Assembly restructuring is in line with a commitment to a representative body.

Faculty Affairs Charge:

“The Faculty Affairs Committee shall investigate and respond to issues of widespread faculty concern including, but not limited to, faculty governance, procedures regarding tenure and promotion, merit, and teaching assessment. Matters for investigation may be brought before the Faculty Affairs Committee by the Executive Council or any member of the UWT faculty. Where warranted this committee shall formulate specific policy proposals and forward its recommendations to the Executive Council, which may bring proposals and recommendations to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of these bylaws.”

Lazzari explained that having the Faculty Affairs Chair on the EC will strengthen cross-communication and could eliminate duplicate work across committees.

Bonnie Becker provided an example of this; in Interdisciplinary Art and Sciences teaching assessment tools are being enacted from the recommendations by the report on the *Foundations of Excellence*.

II. Vote

- a. FA elected Annette Henry, Chair by a unanimous vote. Henry noted that her frequent traveling this year will limit her ability to attend all meetings.
- b. Erin Casey offered to serve on JCEPP. Bonnie Becker offered to back Casey up after this quarter.

III. Priorities (See Attachment A):

Workload: Linda Ishem reminded FA of their past work developing a Faculty Workload policy. Ishem explained that while budget issues were an unavoidable concern, FA wanted to address faculty Workload. FA did not want increasing Workload to be institutionalized when the budget crisis passes.

Linda Ishem mentioned [Project for Interdisciplinary Pedagogy \(PIP\)](#) at UW Bothell; this provides a mechanism for graduate students as Teaching Assistants.

Annette Henry added that the FA must think creatively about how we can proceed with Workload issues.

Last year, Sergio Davalos drafted a workload policy statement with broad guiding principles. FA will review and discuss this document as a starting point for further consideration of workload policy recommendations.

Work-Life-Family Balance: Bonnie Becker suggested that work-life-family balance could address family needs including daycare, maternity and family leave policies.

Implementation: Sam Chung suggested that criteria, data, and that funding issues and research must be established.

IV. The next committee meeting is November 5, 2009.

V. Meeting adjourned at 11:05 p.m.

Attachment A:

## JOINT COUNCIL ON ENROLLMENT PLANNING AND POLICY

### **Mission:**

The JCEPP provides policy-oriented leadership and recommendations for UW Tacoma's enrollment goals. It reports to the Chancellor.

### **Vision:**

Enrollment planning and policy at UW Tacoma is grounded in the understanding that each campus division and unit shares some direct and cooperative responsibility for aspects of enrollment. The JCEPP facilitates a collaborative direction and coordination of that work, and makes recommendations for policy pertaining to admission, retention, and other aspects of student success. JCEPP strives to foster supportive and effective interaction among campus constituencies in the interest of UW Tacoma's commitment to student success and achievement of institutional goals for enrollment.

Informed by institutional data, key performance indicators and input from its members, the JCEPP monitors trends in enrollment and makes enrollment policy recommendations to the Chancellor and to other campus groups (e.g., Faculty Assembly) as appropriate.

### **Goals:**

1. To gather and consider input from various sources on the current state and progress of enrollment and student success, in light of institutional goals.
2. To provide recommendations and information to divisions, units, and the broader campus leadership on enrollment and student success goals, and strategies for achieving those goals.
3. To bring enrollment policy issues to the attention of the Chancellor.

### **Membership:**

Associate Vice Chancellor for Enrollment Services (co-chair)

Vice Chancellor for Academic Affairs (co-chair)

Associate Vice Chancellor for Student Affairs

Assistant Chancellor for Equity and Diversity

Director of Interdisciplinary Arts and Sciences

Director of General Education

Dean/Academic Director representative (one)

Faculty Assembly representative (three)

Director of Institutional Research and Planning

Director of Admissions

Director of External Relations and/or Public Relations and Marketing Manager

## **Work Groups:**

Work groups either are chaired by or report through their chair to a member of JCEPP.

1. Implementation - Associate Vice Chancellor for Enrollment Services (Chair), Enrollment Services representatives, Institutional Research representative, Academic Affairs representative, Student Affairs representative, Equity and Diversity representative, Advancement Representative, Academic Program representative. Coordinates enrollment activities and operations that support the goals and adhere to the policies established by JCEPP. Reviews data, projections and other information to make informed decisions and adjust enrollment activities accordingly. Coordinates with other work groups.
2. Recruitment – Director of Recruitment (chair), AAO representatives, Academic Program representatives, Student Affairs representative. Prepares and executes annual undergraduate recruitment plan and coordinates institutional undergraduate recruitment efforts.
3. Retention – Chair (Assistant Chancellor), Enrollment Services representatives, Institutional Research representative, Academic Affairs representatives, Student Affairs representatives, Equity and Diversity representative, Faculty Assembly representative. Prepares and executes annual plan.
4. Communications – Graphic Designer (chair), Enrollment Services representatives, Advancement representatives, Academic Program representatives. Prepares and executes annual plan for web and print information, publications and marketing.
5. Graduate Enrollment – Chair (TBD), Graduate Program representatives, Academic Affairs representatives, Enrollment Services representatives. Develops plans for cooperation among programs.

Outreach – Assistant Chancellor for Equity and Diversity (chair); Outreach Coordinator, Enrollment Services representatives; Academic Affairs representatives; Student Affairs representatives; Advancement representative. Prepares and executes a plan for promoting long-term relations with surrounding community, K-12 and underrepresented populations. Outreach becomes a Task Force to develop overarching plan for units to follow, then disbands.

## Initial Agenda Items for JCEPP

2010 Admissions mix and admissions process

Course planning

New codes for premajor students

Foundations of Excellence recommendations

Review and prioritize EMC and Retention Plan recommendations

Attachment B:

This academic year FA should consider (brainstorming notes from September 29, 2009 FA meeting courtesy of Linda Ishem):

- I. Family Issues and Work life Balance
- II. Linking faculty committees with peer committees on other campuses
- III. Workload:
  - i. Number of courses
  - ii. Class sizes
  - iii. Value of and support for research scholarship
  - iv. Teaching assistants (Bothell PIP program)
  - v. Service requirements
  - vi. Advising load
  - vii. Travel and conference funding
  - viii. Research-teaching balance
- IV. Status of and parity for lecturers
- V. Mechanisms for community building among faculty
- VI. Mentorship of junior faculty

Major Themes discussed at the Faculty Assembly Retreat:

- I. Relationship between administration and faculty. To be addressed, transparency, budgeting, curriculum decisions, reorganization, growth (physical and programs)
- II. Support for research and scholarship (Could this fall in line with point iii.?)

Feedback via email:

- I. Erin Casey: Look at the ratio of lecturers vs. tenure-track faculty hired for new positions and programs.
- II. Linda I: Value of and support for research and scholarship