

**Faculty Assembly Executive Council (EC) Meeting Minutes**  
January 30th, 2015; 1:00-3:00pm; Cherry Parkes 206C

**Present:** Julia Aguirre, Orlando Baiocchi, Zhiyan Cao, Michelle Garner, Matt Kelley, Bill Kunz, Marcie Lazzari, Nita McKinley, Lauren Montgomery, Jill Purdy, Haley Skipper, and Huatong Sun.

**Absent:** Charles Costarella, Sergio Davalos, Denise Drevdahl, Kelly Forrest, Bryan Goda, Janie Miller, Amos Nascimento, and Anne Wessells.

### **A. Consent Agenda**

10 voting members accepted the minutes of the January 14th meeting with one correction.

### **B. Discussion Items (in alphabetical order)**

#### **APCC summer stipend**

Lauren Montgomery, Academic Policy and Curriculum Committee Chair, explained that there was a great need for APCC to meet in the summer especially to accommodate new curriculum proposals for new faculty. She requested FA provide APCC faculty members a summer stipend, \$150 each, totaling \$1,350, to evaluate and vote on proposals in two sessions (for 2015, this would be July 20-24 August 17-21).

A faculty member brought up the need for APCC discussion to be public, following the Open Public Meetings Act, which requires committees of public agency to hold open meetings when decisions are made. Quorum is not needed for discussion, but is needed for voting. The council agreed the committee should be asked to meet in person and/or via phone to discuss the proposals and could vote via catalyst.

Faculty asked how this stipend would impact the budget. Nita McKinley indicated that the budget is on the agenda for a meeting in the near future, but she believes this would be possible.

Faculty agreed that this service is vital to the campus. They asked that conditions regarding the procedures and proposes be specific.

Lauren suggested writing something up for APCC 's approval on February 18<sup>th</sup> and then ask for EC's approval on February 27<sup>th</sup>.

#### **Chair's Report**

- i. **Faculty Salary Policy Proposal:** The presentation by Jack Lee, Senate Committee on Planning and Budgeting Chair, on the new faculty salary policy proposal at the Faculty Assembly meeting on January 23<sup>rd</sup> was well attended. Unit representatives need to continue to encourage folks to post to the online discussion, so that UWT issues are represented. The presentation and dialogue were video-recorded and will be released soon. If a unit asks, Nita or Libi Sundermann, a UW Tacoma Senator, are willing to attend their meeting to facilitate a discussion of the policy.
- ii. **Hiring Committee Diversity Training:** The UW Faculty Senate unanimously approved a resolution to require diversity training for all hiring committees. The Office for Faculty Advancement (OFA) has developed resources available on their website. This training will be required only of the search committee and not necessarily of the interview committee. Nita suggested to Bill Kunz that Alison Navarrete, Director of Academic Human Resources, contact the OFA to access the resources. Nita also hopes that this requirement would be expanded to all faculty at some point. Faculty asked how often someone would be required to attend the training. Nita responded that

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the resolution was simply to advise the Provost; she will decide the implementation.

- iii. **Senate Nominations:** Campus needs to fill five vacancies in UW Faculty Senate. Faculty are encouraged to respond.
- iv. **Yonn Dierwechter, 2014 Distinguished Research Award Winner, to present:** Campus is encouraged to attend the presentation on February 5<sup>th</sup> starting at 2:30pm in the Jane Russell Commons. Unit representatives should encourage their faculty to attend.

### **Recognition**

EC discussed an appropriate ways to recognize Kenyon Chan's service to UWT.

### **Reviewing the Class Time Matrix**

In a continuation of Executive Council's January 14<sup>th</sup> discussion, "Teaching Schedule," issues discussed were:

- i. **Campus Culture and Meetings:** Does the decrease in time available for people to meet change campus culture? Students and faculty cannot meet across programs. There could be an afternoon meeting time if the evening class schedule was shifted.
- ii. **Faculty Equity:** How the scheduling process has changed? Are certain types of faculty being scheduled for less desirable spots?
- iii. **Friday Attendance:** Are students more likely to skip Friday classes?
- iv. **Grades:** Can we collect data to see if grades are affected by 2-day versus 3-day classes?
- v. **Religious Observances:** There are religious reasons as to why some students and faculty cannot attend classes on Fridays afternoons and evenings.
- vi. **Schedulers' Challenge:** To avoid scheduling too many classes in the middle of the day, some faculty may have courses very early and very late in the same day.
- vii. **Space Issues vs. Pedagogy:** The current schedule is a result of a space issues, though on the report there mention of pedagogical reasoning. Nita pointed out that only for one kind of pedagogy need is mentioned, rather than the range of pedagogies used in our classes. Also, 60% of courses must be scheduled for Monday, Wednesday, and Friday (MWF) or Monday and Wednesday (MW), so about half of these would be scheduled in the 30day per week slots regardless of the pedagogy used.
- viii. **Student Involvement:** Students need to be surveyed, including full-time versus part-time, graduates compared with undergraduates, and etcetera. Marcie will meet with student leadership in February; students are already talking about this same topic. Incentives to complete surveys were suggested. Nita responded that there will probably be a better student response if the survey is led by the students.
- ix. **Survey Timeline:** It is too soon to collect data after only one quarter. The survey assessment plan could be developed now and launched in fall 2015.
- x. **Types of Classes and Fill Rates:** Fill rates may vary depending on whether a class is required. We need to decide which courses are best on MWF. Evening, afternoon, and morning classes should be compared, especially for graduate courses. Campus should know which class times are being

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utilized most. There are hybrid classes being taught MW mornings. There are currently no ways to utilize the Friday time spaces in these classrooms.

- xi. **Unit Specificity:** This conversation needs to happen within units, also, because there are different needs and implementations across campus.
  - i. **Urban- serving Mission:** For commuting students, parking, job arrangements, family care, increased to three times per week rather than two. This has a financial impact on students. The 10-minute passing time makes less time for talking with students after class. This may affect commuters and also first-generation students especially that need more mentoring and guidance.

Faculty asked to put on EC website; questions to ask unit. Nita said she will try to do that in the email to reps.

**Vice Chair's Report: Tri-Campus Council Updates**

Nita McKinley said that one of the roles of the Vice Chair of Faculty Assembly is to represent Tacoma at the Tri-Campus Council meetings on the Seattle campus. Marcie Lazzari relayed the following:

- i. **Diplomas:** Eli McMeen, the ASUW representative, asked about the wording on UW diplomas and supported the current practice of indicating where the diploma was awarded.
- ii. **Seattle Time Matrix:** UW Seattle is appraising their teaching spaces and changing their schedule.
- iii. **Strategic Tri-Campus Planning:** Discussion arose asking what the strategic three-campus perspective is. Members wondered how Seattle makes decisions with the other two campuses in mind especially since Washington State University has plans for a Bellevue campus. Bill Kunz interjected that the President and the Provost see each campus as unique.
- iv. **Student Conduct Code:** Bothell and Tacoma are developing practices that are not in line with the Washington Administrative Code (WAC). The WAC is in the process of being revised, so changing processes may be unproductive at this point. A member noted that Tacoma's approach is more rehabilitative, while Seattle's is more punitive. Marcie explained that we are planning to discuss this as well as academic integrity at New Faculty Orientation in autumn 2015 Bill Kunz noted there is confusion as to where faculty and students go when they have issues.

**VCAA Report**

- i. **Curriculum Processes:** There is a need for more clearly defined processes for APCC and the proposers. Bill disseminated an Undergraduate Program Proposal Checklist. While PNOIs are no longer officially required, this process continues to use PNOIs so that the APCC and VCAA can give input earlier in the process and campus stakeholders (such as the Registrar, the library, and Information Technology) would have a chance to weigh in. When Bill discussed this with the APCC and Bill will get official approval from them later.  
The graduate program programs process is more structured already.  
The council asked when in the process a proposal would be assessed for its fit with the whole campus. Bill said the deans and directors also need to review the PNOI to see if it fits with the long-term plan of the unit. It needs to be realistic especially for hiring new faculty.  
A member suggested that the PNOI review be labeled as a decision point to see if the proposal is

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viable. Bill agreed.

- ii. **Director for Curriculum Development Search:** The first round was deemed an unsuccessful search. The advertisement will be reworded and the search will begin again as soon as possible.
- iii. **Enrollment & Growth:** Bill circulated Winter 2015 enrollment numbers. Growth for transfer students is level. Growth through the next few years will be mostly be in first-year students. Faculty showed concern that the number of transfer students has flattened especially because of the growth expectations. Growth at community colleges is also flat. Bill responded that is why campus is focused on retention, especially of first year students. Regarding the previous goal of 7,000 students in 7 years, new Chancellor Mark Pagano will look to see how feasible it is meet this goal. It looks like 15-20 new faculty lines for will be created next year. This year 19 or 20 were created. The campus needs a formula for how many staff members per faculty are required to keep up with demand.
- iv. **FERPA:** There have been reports of faculty violations: reading grades aloud in class, a guest lecturer who disclosed about a student, and a dean discussion grades with parents. Faculty cited reasons why FERPA compliance is difficult including increasing use of new technology (for example emailing through Canvas versus other mediums), FERPA is applied differently on different campuses, and that students need to give written authorization in person before a faculty member can disclose grades in an email. Faculty requested that:
  - Training be held on campus for faculty.
  - A contact person be assigned to campus.Bill will seek more information on FERPA guidelines then examine them with EC and/or APCC.
- v. **Head Librarian Search:** Charles Lord is retiring in summer 2015. A search for new head librarian will be chaired by Sarah Leadley, Director of UW Bothell Library, will serve as the Chair. Bill distributed the list of faculty nominated by librarians. EC provided feedback on nominations.
- vi. **Planning for New Faculty:** Bill distributed a form, New Faculty Request, explaining that, when hiring a new faculty member, campus needs greater clarity on what questions to ask for which positions and how to budget the salary range. Bill noted there needs to be consultation between deans or directors and faculty regarding new hires. Bill asked EC to let him know if they have concerns about sufficient discussion within units.
- vii. **Promotion and Tenure Successes:** There were five faculty members mandatorily up for tenure and promotion; all proved to be successful:
  - Sushil Oswal, IAS
  - Anne Wessells, Urban Studies
  - Peter Selkin, IAS
  - Arindam Tripathy, Business
  - Jie (Jenny) Sheng, Institute of Technology

**Meeting Adjourned**