

Faculty Assembly Executive Council (EC) Meeting Minutes

May 6th, 2015 12:30-1:25pm Lucien Boardroom, GWP 320

Present: Julia Aguirre, Juliet Cao, Charles Costarella (via teleconference), Sergio Davalos, Denise Drevdahl, Kelly Forrest (via teleconference), Bryan Goda, Michelle Garner, Bill Kunz, Marcie Lazzari, Nita McKinley, Lauren Montgomery, Jill Purdy, Haley Skipper, Huatong Sun and Anne Wessells.

Absent: Orlando Baiocchi, Matt Kelley, Janie Miller, and Amos Nascimento.

A. Action Item: Consent Agenda

The April 24th, 2015 Executive Council meeting minutes were accepted.

B. Discussion Items (in alphabetical order)

2015-2017 Biennium Faculty Assembly Budget (See Appendix A.)

Nita McKinley shared.

- i. **2013-2015 Budget:** For the biennium ending June 30, 2015, the assembly finished with a deficit of about \$3,000. This was in part due to some programs not contributing the amounts they agreed for the Writing Consultants.
- ii. **2015-2017 Budget:** The budget for the next biennium proposes the same amount, but the categories have been re-allocated to more accurately reflect where FA has expenses.

Discussion:

- The Writing Consultants that were arranged by the Writing Campus Fellows were paid for with a combination of FA funds and funds from academic programs. This was a one-time expense.
- Additional funds were not requested at this time for future campus fellows. FA will need to ask for these funds in the future.

APCC Updates

i. Diversity Policy Recommendations (Appendix B)

EC had requested at the last meeting that APCC include their rationale for requirement that UWT diversity courses be primarily about diversity in the U.S. Lauren Montgomery, APCC Chair, presented a revised policy document (see attached).

Faculty responded the rationale should be mission-based, reflecting campus values of citizenship, not because students are from a certain location. Lauren agreed that the statement should change so it matches the community-engagement context of our campus. The Council requested that the revision be presented at the EC meeting on June 3rd, 2015.

ii. Graduation petitions increase and appeals policy

The committee had received on average one graduation petition per year until this year: they have received one or two per month this academic year. In the past, no petitions had been turned down, but one was not given approval this year. Based on this case, the committee decided an appeals process was needed. Registrar Andrea Coker-Anderson and Lauren are working together to draft this process.

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iii. Distance learning policy

The policy in the past was that if the online content of a course was less than 50% of the course, then the course did not need a DL proposal. Seattle has changed the policy so that if there is any in-person contact, then a course does not need a DL proposal. Seattle is doing this to make it easier to teach online without a course change. APCC needs to consider what would be appropriate policy for our campus.

Chair's Report

- i. **Presidential search forums:** The Regents are soliciting ideas on what kind of leader is needed for the UW President. On May 11th, 5:00-6:30 p.m., there will be an open forum at UWT. Also, the search committee chair, Kenyon Chan, has requested nominations for a faculty member to represent UWT on the search committee. Nita suggested Zoe Barsness, incoming UW Faculty Senate Vice Chair, and Jill Purdy, past Faculty Assembly chair. Faculty agreed.
- ii. **Spring 2015 Faculty Governance Elections:** Nita asked faculty to encourage their constituents to participate in votes for Vice Chair of Faculty Assembly and representatives to Seattle committees: Faculty Council on Tri-Campus Policy and The Graduate School
- iii. **VCAA search update:** The committee has made its recommendations; The Chancellor will announce the final decision soon.

Update from Campus Fellows on Diversity and Equity in an Urban-Serving Campus

Anthony Falit-Baiamonte, Full-time Lecturer in Urban Studies; Emily Ignacio, Associate Dean of Student Affairs and Associate Professor in SIAS; Chris Knaus, Professor in Education; and Huatong Sun, Assistant Professor in SIAS reported:

The group starting meeting in December 2014, and so will continue meeting until December 2015.

- i. **Hiring, promotion and tenure process:** It is difficult to separate this issue out and address because concerns were interconnected for faculty, students, administration, and community.
- ii. **Past reports:** of the past five reports regarding this topic, the fellows have reviewed:
 - "How to Improve Faculty Satisfaction at UW Tacoma," the COACHE Fellows' Report to UW Tacoma Faculty Assembly, July 2014
 - the 2014 International Graduate Students Report or the 2011 Diversity Report and 2013 Follow-up
 - UWT Retention Project report from AACRAO Consultants, June 2014
- iii. **Themes:** the fellows have found common themes from those reports
 - What does urban-serving mean as a practice for all campus groups? There are different definitions and practices to reflect this.
 - Policies are not always followed through upon. This group does not want to offer more policy if the policies are not enacted. The fellows are hoping for top-down change. In working on UW 2020 with the Research Administration Performance Improvement and Development, the University Diversity Council will advise the President.
 - Conversations are overly focused on individual actions versus general campus climate.

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Discussion:

- Moving forward, the fellows plan to:
 - Wrestle with the concern that recommendations are not being followed through
 - Link researched solutions and best practices with these reports' concerns
 - Think of who the university can bring in to address these issues
 - Communicate explicitly and discuss with faculty, staff, and students the policies and procedures in place.
- How can we make sure that someone is responsible? What are the ways to assess progress? The tenure and promotion review process is a possibility but every university has a different group responsible. We need oversight that fits our campus structure. Institutional climate conversations are needed in tandem with these accountability mechanisms.
- Can we task administrators with requiring the campus to retain faculty of diverse backgrounds? We need collective buy-in to push the conversation in a tangible way.
- EC members may send more feedback to the group.

VCAA Report

- i. **UW Tacoma 2015 Strategic Planning Process:** Chancellor Pagano has asked Bill to circulate this draft and get feedback on how to select faculty for this team. The Chancellor wants a diverse, but small group for maximum functionality.

Discussion:

- Faculty want committee members who can represent faculty. Faculty Assembly leaders have already been voted on by the faculty.
 - The Chancellor should consider non-voting faculty as well, because they may have community connections, although they may not have a 50% or greater appointment.
 - Someone who has already strategic plan experience would be helpful
 - There should be more than one person as a faculty representative; the faculty deliver a huge part of the mission on campus. Faculty thought one faculty representative from each unit would be best Having faculty at large, as Senate representatives are creates problems on how to represent and report back to constituencies. Smaller units have difficulty staffing so many committees.
 - Whether faculty believe that deans/directors could represent the faculty well depends on the unit.
 - Sharon Parker, Assistant Chancellor for Equity and Diversity should be included, as well as Lisa Hoffman, Special Assistant for Community Engagement to the Chancellor.
 - The position of "Production, Distribution, and Display" refers to Advancement. They are needed to support the work of the committee, but might not need to be members.
- ii. **Professional development:** There are three opportunities for faculty during the week between spring and summer quarters:
 - Fifteen faculty will attend for the Strengthening Education Excellence through Diversity (SEED) Teaching Institute planned by Sharon Parker, Assistant Chancellor for Equity and Diversity.
 - The Chancellor's Summer Faculty Research Camp has 4 faculty members involved.

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- A publication workshop is also being offered, in which faculty take research and produce an article
- iTech Fellows will not reoccur this year; Colleen Carmean, Assistant Chancellor for Instructional Technologies, and Bill decided that there are too many conflicting opportunities for that week.

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Appendix A1: 2013-2015 Biennium Faculty Assembly Budget

	Budgeted Amount	2013-2014 Actual	2014-2015 Projected	2013-2015 Projected Total	Balance	Notes
SALARIES & WAGES	\$161,688	\$80,657	\$102,827	\$183,485	(\$21,797)	10 course releases/stipends of \$5,000 per year (\$100,000) minus one seen in travel; Fellows of \$11,953; COACHE of \$2,250
Faculty Salary	\$80,280	\$46,900	\$62,303	\$109,203	(\$28,923)	
Staff Salary	\$81,408	\$33,757	\$40,524	\$74,281	\$7,127	No staff Nov 17, 2013-Jan 8, 2014
CONTRACTUAL SERVICES	\$33,713	\$5,692	\$1,991	\$7,683	\$26,030	Writing Consultants; telephone; copies; staff professional development
TRAVEL	\$400	\$9,205	\$463	\$9,668	(\$9,268)	1 course release of \$5,000; Writing Consultants; guest parking; mileage reimbursement for Senate meetings
SUPPLIES & MATERIALS	\$3,356	\$2,012	\$222	\$2,234	\$1,122	office and computer supplies; refreshments
TOTAL	\$199,157	\$97,566	\$105,503	\$203,069	(\$3,912)	

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Appendix A2: 2015-2017 Biennium Faculty Assembly Budget

	Budgeted Amount	2015-2016 Projected	2016-2017 Projected	2015-2017 Projected Total	Balance	Notes
SALARIES & WAGES	\$186,688.00	\$93,283.26	\$93,283.26	\$186,566.52	\$121.48	10 course releases/stipends of \$5,000 per year (totaling \$100,000 per biennium); 9 APCC summer stipends of \$150 per year (\$2,700)
Faculty Salary	\$102,780.00	\$51,350.00	\$51,350.00	\$102,700.00	\$80.00	
Staff Salary	\$83,908.00	\$41,933.26	\$41,933.26	\$83,866.52	\$41.48	
CONTRACTUAL SERVICES	\$7,213.00	\$2,940.50	\$2,940.50	\$5,881.00	\$1,332.00	telephone; copies; staff professional development
TRAVEL	\$900.00	\$447.50	\$447.50	\$895.00	\$5.00	guest parking; mileage reimbursement for Senate meetings
SUPPLIES & MATERIALS	\$3,356.00	\$1,212.50	\$1,212.50	\$2,425.00	\$931.00	office and computer supplies; refreshments
TOTAL	\$199,157.00	\$97,883.76	\$97,883.76	\$195,767.52	\$3,389.48	

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Appendix B: Diversity Policy Recommendations

Highlighted below is the added paragraph explaining UW Tacoma's unique diversity requirement of a primary focus on the US. (Parts 1 & 2 of the new policy were approved in the April 24th meeting.)

- 3) *To further clarify expectations for Diversity courses we propose including the definition of "Diversity", as defined in the UW Policy Directory, Chapter 114, Section 2, Subsection B.1.d., in the UW Tacoma Diversity Designation Policy document.***

"No fewer than 3 credits of courses, approved by the appropriate school or college, which focus on the sociocultural, political, and economic diversity of human experience at local, regional, or global scales. This requirement is meant to help the student develop an understanding of the complexities of living in increasingly diverse and interconnected societies. Courses focus on cross-cultural analysis and communication; and historical and contemporary inequities such as those associated with race, ethnicity, class, sex and gender, sexual orientation, nationality, ability, religion, creed, age, or socioeconomic status. Course activities should encourage thinking critically on topics such as power, inequality, marginality, and social movements, and effective communication across cultural differences."

Note that while the above is part of the UW Seattle diversity policy, UW Tacoma added the requirement that diversity in the US be a primary focus of any course with a D designation. This was instituted because UW Tacoma students are primarily US citizens, and it was determined important to ensure an understanding of diversity issues in the country where students will most likely live and work after graduation.