



# FACULTY ASSEMBLY

UNIVERSITY of WASHINGTON | TACOMA

## Agenda

### Faculty Assembly Executive Council (EC) Meeting

October 8, 2014 12:30-1:25pm GWP320

- 1. Chair’s Report– Nita McKinley 12:30
- 2. Consent Agenda 12:40  
 Attachments: *June 6<sup>th</sup>, 2014 Executive Council Meeting Minutes*  
*September 22<sup>nd</sup>, 2014 Executive Council Meeting Minutes*
- 3. Chancellor’s Search and Executive Order 20 – Jill Purdy 12:45
- 4. VCAA’s Report – Bill Kunz 12:50
- 5. Communication with Units – Nita McKinley 1:05
- 6. APCC update, Lauren Montgomery 1:20
- 7. Adjourn 1:25

### Upcoming Faculty Assembly Executive Council Meetings

|          |               |                       |
|----------|---------------|-----------------------|
| 10/24/14 | 1-3pm         | <b><u>CP 206C</u></b> |
| 11/5/14  | 12:30-1:25 pm | GWP 320               |
| 11/21/14 | 1-3pm         | GWP 320               |
| 12/3/14  | 12:30-1:25 pm | GWP 320               |
| 1/14/15  | 12:30-1:25 pm | GWP 320               |
| 1/30/15  | 1-3pm         | <b><u>CP 206C</u></b> |
| 2/11/15  | 12:30-1:25 pm | GWP 320               |
| 2/27/15  | 1-3pm         | GWP 320               |
| 3/11/15  | 12:30-1:25 pm | GWP 320               |
| 4/8/15   | 12:30-1:25 pm | GWP 320               |
| 4/24/15  | 1-3pm         | <b><u>CP 206C</u></b> |
| 5/6/15   | 12:30-1:25 pm | GWP 320               |
| 5/22/15  | 1-3pm         | GWP 320               |
| 6/3/15   | 12:30-1:25 pm | GWP 320               |

**Faculty Assembly Executive Council (EC) Meeting Minutes**  
October 8th, 2014; 12:30-1:25pm; GWP320

**Present:** Orlando Baiocchi; Juliet Cao; Chuck Costarella; Denise Drevdahl; Michelle Garner; Bryan Goda ; Bill Kunz; Marcie Lazzari; Nita McKinley; Lauren Montgomery; Mark Pendas (substituting for Matt Kelly); Jill Purdy; Haley Skipper; Huatong Sun; and Anne Wessells (via telephone).

**Absent:** Julia Aguirre; Sergio Davalos; Amos Nascimento; Janie Miller; Kelly Forrest; and Kenyon Chan.

**A. Action Items (in alphabetical order)**

**Consent Agenda**

Nita asked for feedback on the abbreviated format of minutes.

Faculty asked that if Mark Pendas was listed as Matt Kelley's substitute, to add Mark Pendas as present for the September 22, 2014 minutes. Nita agreed and added it should be the same for Greg Benner and Julia Aguirre in the June 6, 2014 minutes.

**Action:** The consent agenda was accepted with the above changes.

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

**Academic Policy & Curriculum Committee update**

Lauren Montgomery, Chair of APCC, explained that:

- The process for a 1503 program proposals must include consultation with Information Technology, the library, and the Registrar to review how it will impact campus services.
- APCC has noted a deficit of communication between units regarding both program and curriculum proposals.

**Chair's Report**

Faculty Assembly Chair, Nita McKinley, addressed the council.

- Requests for nominations for three different groups have gone out:
  1. Ad hoc Admissions Committee
  2. Teaching Evaluation Campus Fellows
  3. Diversity & Equity Campus Fellows
- Interim Chancellor Kenyon Chan appreciated the nominations for faculty on the VCAA search committee.
- The new salary proposal is being discussed at the Senate in October. Assuming it passes all the steps this quarter, it could come to the whole faculty for a vote in the winter
  - If enacted, this change will not affect the steps in tenure preparation for assistant professors.
  - The proposal presumably does not increase costs, but faculty will likely receive a larger increase every three years. Retiree pay will return to the salary pool to help pay for this.
  - Increases may affect smaller units differently
  - The annual obligation of merit review will no longer exist, which may differ in different ranks. Most people will be evaluated every three years rather than every year.
  - EC representatives should communicate the upcoming discussions to the units and request they contact their senators with any questions or concerns.

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### **Future Chancellor Searches & Executive Order 20**

Jill Purdy, Past Chair of Faculty Assembly, reminded the council that the dean search rules were applied to our chancellor search. Under those rules, the majority of search committee members cannot be from the appointed unit. That meant for UW Tacoma, the majority of committee members needed to be from Bothell and Seattle. EC submitted a request last year for reconsideration of this Executive Order 20. President Michael K. Young agreed that should not apply in the future and issued a memo to disregard this order in future chancellor searches. A different president could change this.

The Chancellor Search is proceeding and there will be sessions during the campus visits where EC members will have lunch with the candidates (lunch to be provided). Nita McKinley, Faculty Assembly Chair, will email dates and times for the candidate screening November and December and requested EC members save those times and dates.

### **Communication with Units**

Faculty unit representatives shared how communication happens in their units. Some issues discussed were

- The main role of the representative is to communicate with the faculty they represent. They may need to meet with faculty councils or deans and/or directors to get on the agenda for faculty meetings.
- Representatives may also want to report issues to program and school faculty councils.
- Representatives should report to faculty what is happening in EC and also solicit input from their faculty as they were elected to represent those faculty in EC matters.
- In communicating with deans/directors and faculty councils, representing the faculty point of view is important even if this person has heard about the issue in other venues.
- Some units, such as Nursing, have regular faculty meetings where representatives report and gather feedback from faculty. For other units, such as IAS, where the structure has changed, representatives need to determine if the best venue for communication is the main faculty meeting or the divisional meetings.
- Nita requested that EC reps continue thinking about how they can improve communication from EC to faculty and from faculty to EC.

### **VCAA Report**

Bill Kunz, Vice Chancellor Academic Affairs, shared updates.

#### **I. Advisers**

- Major advisers have returned to their units and are fully integrated. Searches are occurring in: Milgard, IAS, and Social Work for advisers. There is a core group of lower-division advisers. All undeclared students will have mandatory advising with an assigned adviser; however they are not currently blocking student registration if they haven't consulted with an advisor. Advisors for undeclared students will have assigned caseloads.
- Peer advisers will be better utilized. Peer advisers are performing one-on-one interventions when students don't register. A plan is being created to reach out to the undeclared sophomores.
- There will likely be a lead adviser for undeclared students rather than a director.

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- Advisers made a handout of support services for students Bill asked for faculty input on how to communicate this. Faculty suggested sending it to the program administrators to have it addressed in a faculty meeting along with sending out an email.

## **II. Teaching and Learning Center**

- Human Resources is conducting a review in leadership, structure, resources, and training including a survey and interviews with employees. Faculty who have been involved in TLC have been contacted to contribute to the review.
- Assessment of TLC effectiveness must be undertaken.
- Many faculty believe they cannot find out if a student went to the TLC, but this is not true. Faculty can find out if the student went, but not the details of what happened at the TLC.

Faculty commented:

- Faculty desire communication with TLC and information on what help students are offered and are seeking.
- The TLC is has improved this year communicating what tutoring is available and there are more workshops.
- Faculty need remind students that tutors and resources are available. Someone from the TLC can talk to each class, if requested.
- Concerns about the amount of help students receive were raised and the problem of underfunding of TLC. Also, other models may be needed to help some students, such as stretch classes where a writing or math course is offered over two quarters instead of one.
- The different needs of graduate students needs are often not addressed at the TLC.

## **III. Office and Equity and Diversity**

Interim Chancellor Kenyon Chan and Sharon Parker, Assistant Chancellor for Equity and Diversity, agreed on a review of the office of Equity and Diversity. Bill will ask how faculty have been involved in this review.

## **IV. Curriculum and Programs**

- Bill will meet with the Undergraduate Education Academic Council (UEAC) to discuss the new proposal regarding first year students and the TCORE classes. He asked the deans and directors to discuss the lower division with their programs because faculty need to have input on improving the first year experience. The timeline for getting course changes through is not as tight as previously understood.
- Bill handed out a new graduate degree proposal process for Bothell and Tacoma. Campus-wide review needs to occur before being released to external groups with a final review toward the end of the process. He will seek feedback from Academic Policy and Curriculum Committee, the deans and directors and Executive Council.
- The question was raised about the problem with classes that are split between lower- and upper-division students and the effect of less experienced in the class. Bill said units could decide to offer separate classes for lower-division and upper-division students. Other faculty preferred the mixed-level classes.

**Meeting Adjourned**