

**Faculty Assembly Executive Council (EC) Meeting Minutes**  
November 21st, 2014; 1:00-3:00 pm; Lucien Boardroom (GWP 320)

***Present:** Julia Aguirre, Juliet Cao, Sergio Davalos, Kelly Forrest, Michelle Garner, Bryan Goda, Bill Kunz, Marcie Lazzari, Nita McKinley, Amos Nascimento, Mark Pendras, Jill Purdy, Haley Skipper, and Huatong Sun*

***Absent:** Orlando Baiocchi, Charles Costarella, Denise Drevdahl, Janie Miller, Lauren Montgomery, and Anne Wessells*

***Guest:** Patrick Pow, Vice Chancellor for Information Technology*

## **A. Consent Agenda**

Nita McKinley asked that the addendum included the catalyst vote on the Resolution on the Recommendation from the Ad Hoc Task Force on Undergraduate Education be moved immediately after the minutes of the discussion portion and that “non-voting” be changed to “no vote.” The minutes of the November 5th meeting were accepted with those changes.

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

### **Chair’s Report**

- i. **EC Meeting Documents Site:** EC meeting documents will now be made available on a catalyst site to make documents easier to find and to have a historical record. It is not set up for discussion. Feedback was requested for making the site more useful. The site will only be open to EC members as it may include documents not to be circulated. All EC minutes and agendas are available on the FA website. The site could be open to all faculty later if EC decided that would be useful.
- ii. **Chancellor Search lunches:** Faculty were encouraged to continue to attend vs and provide feedback formally via the Chancellor Search webpage ([tacoma.uw.edu/chancellor/candidates](http://tacoma.uw.edu/chancellor/candidates)).
- iii. **Resolution on the recommendation from the Ad Hoc Task Force on Undergraduate Education:** This resolution passed via a catalyst vote; the Chancellor and VCAA were notified in writing via email.
- iv. **Voting on EC:** The only non-voting ex officio members are the VCAA and Chancellor; everyone else votes including unit representatives and chairs of standing committees.
- v. **AACRO consultants’ retention study and report:** The PowerPoint that was distributed is the retention report and can be shared on campus. The Chancellor and VCAA are working on a document to keep track of actions coming from this report.
- vi. **Faculty salary policy proposal:** Jack Lee, Senate Committee on Planning and Budgeting Chair, and Kate O’Neill, Faculty Senate Chair, will come to the January 23<sup>rd</sup> Faculty Assembly meeting. Nita asked faculty to share this with their constituents.
- vii. **Executive Council’s excellence budget:** This can be used for refreshments at FA meetings. Information will be posted soon to the Faculty Assembly website on how to contribute.

### **Lecturer Issues**

#### **Lecturer Promotion Guidelines (Revision to the UWT Faculty Handbook, Appendix A)**

Nita McKinley said that the Executive Council had passed a version of the guidelines last year. After that,

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VCAA Bill Kunz, Alison Navarrete, Jill Purdy, and Nita reviewed and made changes to clarify language and processes. Julie Masura and Lauren Montgomery, representing the IAS Faculty Council, requested more changes regarding parallelism between language used for promotion of professorial ranks and other instructional titles and to be very clear that research is not a part of promotion for lecturers. Nita will be sending these updated changes to the Advisory Committee on Faculty Code and Regulations (the “Code Cops”). The UWT faculty would vote on this once that review is complete, possibly in the Spring. She was providing this version to the EC for informational purposes.

**Part-Time Lecturer Center**

Marcie Lazzari has been meeting with Ross Johnson, Space Planning Manager, to improve the Part-Time Lecturer Center. Some of the improvements they have made are:

- i. Consistent supply of copier ink
- ii. Rules have been moved from the outside to the inside

Marcie iterated some improvements in process:

- i. A permanent, stable sign with names of the Part-Time Lecturers
- ii. More than one place for faculty to meet with students privately. Faculty commented there needs to be protocol in that space to meet with students, otherwise there might be one person who monopolizes the space
- iii. A quarterly mingle for Part-Time Lecturers put together by Alison Navarrete, Director of Academic Human Resources; Turan Kayaoglu, Associate Dean of Faculty Affairs and Associate Professor in IAS; and Mary A Smith, Faculty Assembly Administrative Coordinator; along with Marcie

Marcie asked faculty to communicate any problems heard that Part-Time Lecturers are having to her.

**Technology Update**

Patrick Pow, Vice Chancellor for Information Technology, gave an update on campus technology.

**Outlook Migration**

UW email will transition to Office 365 Outlook online to be compliant in HIPPA and FERPA. The first step was conversion; the second step is migrating email accounts. This takes a couple of days and email can be used during this time. The program works well on PCs and Macintosh. Conversions will take place for faculty in the next few months. This is optional except for Nursing and Social work, whose directors have requested to convert all faculty and staff to be under compliance.

Faculty made the following suggestions:

- Tutorial videos or step-by-step instructions for using the program.
- At least two conversion batches. Since conversions must be completed in batches, it would be helpful to have at least two possible dates and give faculty the option of which date.

**Retention Software**

UW Seattle has asked Tacoma to use Student Information Systems and Learning Management Systems predictive analytics to provide data for use in student retention efforts. Advisers, the Registrar, Student and Enrollment Services, the Teaching and Learning Center, Bill Kunz, the Chancellor, and Admissions have all met to discuss this. The vendor will use data from UW to analyze and give back data to advisers

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and faculty to track student success. This will help reduce the difficulty in using Tacoma data that is stored in Seattle.

### **Student Services and Activity Fee Committee (SAFC) Volunteer**

Nita McKinley called for a volunteer to serve with the SAFC. It would entail 12 meetings per year and a private orientation as an ex officio position. The faculty member serves in a collaborative role to mentor and advise students with their budget. A staff person from Student and Enrollment Services is also on the committee. The question was raised whether a faculty person was needed. Nita asked representatives to personally contact their constituents, especially those who would be a good fit for the role by the end of the first week of December. If no faculty member is willing, then she will notify the committee there will be no faculty representative.

### **VCAA Report**

- I. **Chancellor Search:** Members were encouraged to attend the last two candidates' visits. The committee is required to send three candidates' names and their strengths and weaknesses to the Provost and President. The committee does not rank candidates as this is the President's and Provost's decision. Jill Purdy responded that it is standard UW practice to mitigate risk, but depending on wording, ranking can be made apparent.
- II. **AACRO (Retention) report:** The PowerPoint that has been distributed is the official report. The Chancellor and Bill are working on a statement to be released next meeting to measure campus's progress on the recommendations.
- III. **TLC review:** Human Resources completed surveys and interviews with students, faculty, and staff and are communicating with Bill their thorough findings and recommendations.
- IV. **Civitas:** UW Seattle has asked UWT to pilot this retention and assessment tool. In the future, no campus should take on new software without consulting with Seattle to make sure that there synchronization between platforms. Illume compares the student population as a whole with those who have accessed difference services. Inspire is an application that advisers and faculty can use with students.
- V. **Undergraduate Education Academic Council (UEAC)** responded to the Chancellor and Bill yesterday regarding the changes in the First Year Curriculum. Bill and Christine Stevens, Chair of the UEAC, met yesterday to talk about timeline. Next week Bill and the Chancellor will meet. Members asked how faculty input can be solicited and what the council should do. Bill responded that as representatives, faculty should encourage your constituents to have discussion on the lower division curriculum within their units to develop a four-year curriculum. Faculty asked for resources to learn about the history of the OUE. Bill replied that he will work on that and get back to Executive Council.
- VI. **Lecturer Hiring Guidelines:** Bill and Alison Navarrete received draft guidelines this week from Seattle that discuss how and when to hire lecturers. There is a possibility of waivers for lecturers that have been employees for 10 years. The Chancellor was not at the Board of Deans and Chancellors because of Chancellor Search activities, but Bill did attend. There are may be circumstances where a competitive search is feasible, especially for part-time faculty. There is also an option to offer a one-year position within a competitive search to reappoint for up to

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five years. . Faculty asked Bill if he would solicit people's viewpoints and take those to the meetings. Bill said he would welcome any input. EC asked for a catalyst space to ask for feedback to represent faculty voice. This will be set up through the Faculty Assembly.

- VII. Budget:** Bill, Nita, Marcie Lazzari, Jill Purdy, and the Chancellor have talked about times to check-in with faculty.
- VIII. Distinguished Faculty Awards committees:** The past recipients of the awards chair the committees. Bill will consult with Nita and Marcie. Nominations have come from each unit.
- IX. Campus space allocation:** This is an ongoing challenge with program administrators this month. The Swiss building needs earthquake-proofing work done. The Tioga building more work than previously expected. So McDonald-Smith the next building that will be remodeled.
- X. New Curriculum Director position:** This new hire is modeled after the Curriculum Development Director position at UW Bothell and would help provide faculty support in the proposal process. This person in this position will not take over any faculty governance roles. It. The position is similar to the Academic Director of Human Resources who supports the hiring and promotion processes but does not replace faculty decision making. Nita said that faculty have been requesting an administrator in this role for several years.

### **For the Good of the Order**

Marcie Lazzari reported that the Tri-Campus Council is working to get money and resources for teleconferencing as the extra travel to Seattle puts UWT folk at a disadvantage. There are other opportunities that faculty and staff cannot take advantage of such as continuing education and professional development. Marcie suggested that the Tri-Campus Council write a proposal to the President and Provost. Jill Purdy reported that Nancy Bradshaw, Assistant to the Faculty Senate Chair, said that, for Senate meetings, there is no current reasonable technology. Jill encouraged Marcie to seek Nancy as a resource.

### **Meeting Adjourned**