

Faculty Assembly Executive Council (EC) Meeting

September 23, 1:00 pm – 3:00 pm

William Phillip Hall

Attendees: Katie Baird, Orlando Baiocchi, Greg Benner, Zhiyan Cao, Erica Cline, Linda Dawson, Marjorie Dobratz, Michelle Garner, JW Harrington, Matt Kelley, Marcie Lazzari, Nita McKinley, and Jill Purdy

Absent: Rich Furman

1) Shared Governance and Executive Council Procedures

Jill welcomed EC members, and requested for all to give introductions of who they are, and what academic unit they represent. All EC members were provided with a document entitled Information for new Members of Executive Council that gives an overview of the Executive Council's purpose, role, and general processes. After a quick review of this document, Jill encouraged all members to bring issues or ideas on behalf of academic units, etc. She requested members do their homework prior to bringing up an issue, as many topics are cyclic, or have a past history. All members were also reminded that their primary role is to represent the faculty constituents of their unit; they should be informing faculty in the units on discussions and issues for action, and using email and other strategies to support that two way avenue of communication.

2) Designation of Courses as Diversity Courses

APCC learned over summer that by the first of November, they had to designate courses as diversity courses to meet the new Diversity Course Graduation Requirement. Starting next year, 2014-2015, all students that graduate with an undergraduate degree from the University of Washington have to earn 3 credits in a diversity course, and it is up to the campus to decide which courses will be designated as diversity courses. APCC is concerned that there be a systematic way of deciding whether courses fit or not. Jill and Nita, in consultation with Sharon Parker, Assistant Chancellor for Equity and Diversity and Julia Aguirre, member of the UWT Diversity Task force came up with suggestions for a procedure and criteria. APCC recommended that the EC adopt the policy below for designating courses as diversity courses, and approve the criteria that was developed by the UW Office for Minority Affairs and Diversity and the UW Council on Diversity, also listed in Appendix A. A large number of these courses need to be designated by the 1st of November.

Suggested Policy:

To designate a course as a diversity course to meet the UW Diversity Course Graduation Requirement, faculty must complete the Diversity Designation Application form and provide supporting documentation to their program curriculum review committee for review and a faculty vote. The application may be attached to a new program proposal or be submitted separately for existing courses. After the program review, the APCC will review and decide whether to approve this designation for that course.

There was a brief discussion regarding the suggested policy and criteria including the concern whether a global perspective was included. Nita McKinley said that the form has a space for faculty to propose a course that doesn't fit the criteria exactly. The criteria and process are likely to evolve and may include a global perspective in the future. Erica Cline moved to approve the policy, Michelle Garner seconded; vote was made with 12 approvals, none opposed, and no abstentions.

3) Executive Council Prior Meeting Minutes

Executive Council meeting minutes from June 12, 2013 were also distributed for review. It was noted that prior EC meeting minutes are usually sent as a consent agenda item prior to EC meetings. Committee members from last year were asked to review for accurate representation, and new members were informed they could vote but might abstain. Nita McKinley moved to accept the meeting minutes, Marjorie Dobratz seconded. There were 9 approvals, none opposed, and 3 abstentions.

4) Faculty Assembly Budget

Budget information for Faculty Assembly for the new biennium was listed in Appendix B of the agenda, showing the total budget for FA for the coming year and what was requested. The budget does not fully fund the course releases that have been granted to the Chair, Vice Chair and standing committee chairs; there is \$40,000 annually for each of the next two years, and the need is \$50,000. (Note: Compensation can be a course release, a stipend or to support scholarly travel or work). The options for adjusting the budget are either reallocating the funds we have or requesting additional funds. The second budget issue is that FA had requested continuing funding for the Campus Fellows but did not receive an allocation for this. Jill asked the EC for input, advice, and opinions on what should be done and how. Discussion items included:

- Funding to support Standing Committee Chairs
- Acquiring a pool of funds that is related to academic excellence and can be used at EC's discretion for different initiatives, and striving to have funds available on a systematic basis
- Rather than compensating Campus Fellows for work they are already interested in doing, encouraging fellows to apply if they would like funding for specific projects, such as bringing groups to campus and so on.
- Using funding to address COACHE satisfaction issues and academic quality initiatives
- Awarding a stipend to faculty for developing new diversity courses
- Using additional funds to provide latitude for Faculty Assembly discretionary funds

After discussion, the EC decided to request additional funds from the Chancellor, to fund the leadership compensation from our budget (\$10,000 annually) and to have a standing fund of \$6000 dedicated to ongoing issues of academic excellence.

5) Discussion of Possible Issues for 2013-2014:

Based on past discussions and issues, Jill composed a starter list of topics that EC may want to take action on and provide support for in the current year. EC collectively discussed the following items, as well as exploring and identifying what other issues the committee needs to be paying attention to.

- Executive Council Representation and how EC is constituted (Nita, Jill and Lecturer Affairs will all work on this issue)
- Unit Bylaws and supporting units in creating them

- New Graduate Program Approval and the APCC workload (Doug agreed to research further)
- Diversity Council for Faculty (Michelle Garner agreed to research this topic further)
- Community of Scholars and the Digital Collection (Jill will contact Justin Wadland)
- Analysis and Action on COACHE Results
- Campus Fellows Issues
- Enrollment and Growth
- Research and innovation; Intellectual Property
- Overhead—UWT vs. UW, indirect recovery policy
- Education and review, evaluation of existing policies
- Student survey that parallel to COACHE survey Alumni Relations: NSSE will be posted to the website
- Lecturer Promotion Process
- Student Retention and Core staffing
- Teaching Evaluations
- Academic Misconduct - Anna and Ed will be invited to attend the next Faculty Assembly General meeting in the winter. Executive Council will also invite them to an EC meeting to learn more the academic misconduct process.

6) Agendas for Standing Committees

Charging the Faculty Assembly Standing committees with their agenda was noted to be another responsibility of the Executive Council. Standing committees held brief meetings prior to the EC meeting to vote for their committee chairs, and compose a listing of topics they will be focusing on this academic year. Elected chairs and standing committee focuses were as follows.

Faculty Affairs Committee

Elected Chair for 2013-14: Undecided

- Teaching evaluations—annual contract lecturers
- COACHE Issues
- Research Issues
- Part-time Lecturer issues

Appointment, Promotion, and Tenure (APT)

Did not have quorum to elect a committee chair, but likely will be Rich Furman

- Continued work on evaluating promotion and tenure files
- Title of Distinguished professor—steps within the tenured ranks
- Lecturer promotion
- Exploring the potential for other faculty job titles
- Tenure files—more consistency across units
- Offer training on writing up research—non-empirical

Academic Policy and Curriculum Committee (APCC)

Elected Chair for 2013-14: Doug Wills

- Approval of new Graduate Programs
- Tacoma Paper and Stationery—academic program proposals review
- Continued work on evaluating courses and course changes.

Meeting Adjourned 3:00 pm.