

Minutes of
Faculty Assembly Executive Council Meeting
Monday, 1/28/19, 12:30 – 1:20 p.m.
GWP 320 – Dawn Lucien Board Room

Present: Menaka Abraham, Loly Alcaide Ramirez, Leighann Chafee, Charles Costarella, Michelle Garner, D.C. Grant, Katie Haerling, Sarah Hampson, Marian Harris, Lauren Montgomery, Sushil Oswal, Mark Pendras, Jill Purdy, Arindam Tripathy, Etga Ugur, Ka Yee Yeung-Rhee

Excused: Danica Miller, Mark Pagano, Justin Wadland, Jenny Sheng

Guests: LeAnne Laux-Bachand

Via Zoom: Kathy Beaudoin, Nicole Blair, Rupinder Jindal, Eugene Sivasdas

The meeting was called to order at 12:33 p.m. by Executive Council Chair following adjustments to the technology.

1. Consent Agenda & Recording Permission

EC Chair requested an amendment to the agenda to remove approval of the 1/11/19 minutes, as they are not yet finalized. Approval will be placed on the next agenda for EC.

There were no objections to recording. Recording began at 12:35 p.m.

The announcements were reviewed briefly with additional information as follows:

- Chancellor Listening Sessions for non-tenure track faculty. **February 15, 2019, 12:30-1:20 p.m.** Location: WCG 322.
- Winter Quarter Faculty Assembly Meeting will be on **February 22 (Friday) from 1-3 p.m.** Invited guest speaker: University of Washington Secretary of the Faculty. Location: William Philip Hall.
 - The topic of discussion will be the definition of Schools on our campus. The question will be “are Schools at UW Tacoma the same as Schools at UW Seattle? How might they differ?”
- Documents from Associate Vice Chancellor for Research are now on the EC Drive regarding Research Advisory Committee, ICR policy. Please solicit feedback for the next EC meeting.
- Update on the search of an administrative assistant for Faculty Assembly. Job is now posted on **UW Hires** (with closing date of 2/6/19).
<https://uw hires.admin.washington.edu/ENG/candidates/default.cfm?szCategory=jobprofile&jobhistory=1&szOrderID=163946>
 - The job has been posted and the link to the position is provided. Please share the opportunity and encourage candidates to apply before the closing date of 2/6/19. FA leaders are also talking to a potential candidate to work on a temporary basis.

2. EVCAA - Report

Federal Way update: We have a facility leased and have hired a shared advisor with Highline College (similar to the shared advisors we have with TCC and both Pierce College campuses). Faculty will be able to use the Federal Way space for meetings, workshops, and classes. UW Tacoma will offer non-credit courses through Educational Outreach at Federal Way, and some degree programs such as Education are looking at opportunities to offer courses on site or online. At this time we do not anticipate offering full degree programs in Federal Way as it would require substantial additional resources.

Budget Request update: Units should be looking at their current budgets and faculty consulting on proposed incremental updates to the budget. Because units are going through budget consolidation, there is uncertainty and confusion about budgets in many units among deans/directors, program administrators, faculty and staff. This is unfortunate but not unexpected. We will continue to work on budgets. The goal is to ensure that academic quality is not harmed.

Faculty Requests update: The schedule for requesting faculty lines or replacing faculty has moved later in the calendar year because the Provost's Office will not look at requests before May. Having a later deadline in March allows units to have more knowledge of departures, retirements, leaves, etc. so that requests can be more accurate and not need repeated updating throughout the spring.

One council member asked how EC will consult and advise on the budget this year or in future years and requested to put this on the agenda for a future meeting. The EC Chair noted this.

One council member requested a change to the audio setup on Zoom. Two other council members provided support to make this happen.

3. Academic Planning Policy and Process (vote), Appendix A

The EC Chair stated that she and the Executive Vice Chancellor for Academic Affairs presented an update at the Chancellor's Town Hall on January 24. She indicated that following the presentation, she received feedback that not all faculty had received the reviews of new program proposals from APCC. She requested that EC consider a motion to disseminate the reviews widely via E-mail.

The vote passed with 19 yes, 0 no, 1 abstention.

The revised policy was displayed on screen. EC Chair noted that it includes additions and changes that were suggested by Executive Council.

A motion was offered by one council member to accept the policy as written, another council member seconded.

Discussion: One council member asked whether the workload statement was meant to convey that every fifth year, there would be more work. He wondered whether this was meant to replace other work or be additional and noted it seems odd to simply flag the workload without commenting whether there will be additional resources to support the work. He asked whether

this means that people will seek involvement in the academic plan because they are motivated, or if they will just get stuck with additional work.

One council member responded noting that the spirit behind the statement was for units to recognize that service loads should be balanced in those years to reduce other expectations. Two other council members noted that the idea of prioritizing academic planning would be important to capture in the policy. The language of the proposed policy under “Workload” was amended to reflect this intention. Another council member suggested the word “service” be removed. The council member who originally motioned for this policy accepted these revisions as a friendly amendment and incorporated them in his motion.

Continuing discussion, one council member asked about the unranked criteria and how the ranking of programs would occur, as well as how they would be placed into the three categories of high, medium and low. The EC Chair clarified that the three categories are in the policy to specify what categories are available to place programs into, but that there is no quota or requirement that all categories be used.

Another council member asked if there was a way to help clarify the priorities among the criteria. The Executive Vice Chancellor for Academic Affairs suggested that EC may not want to be too specific in the policy, but that the procedures planned might help address concerns and increase transparency about how criteria are being used. Council member and APCC chair described the practices and process that APCC will use, based on feedback from EC meetings, whereby a first review will occur and feedback shared so there would be opportunities for feedback, comment, and additional information sharing prior to a second review when categorization would occur. The Executive Vice Chancellor for Academic Affairs noted that this approach of “first reading” and “second reading” is routine in the Faculty Senate for new legislation. The council member who initially stated this concern indicated that these practices help address her concern.

Another council member inquired about the Program Changes section, noting that name changes to minors are part of required substantive changes but need not be part of planning. There was agreement that the first bullet point under Substantive Changes could be deleted and the EC Chair did so.

The council member who originally motioned to pass this policy withdrew his earlier motion because too many amendments and changes had been made for it to stand according to Roberts Rules.

A motion was made and seconded to incorporate the changes made during the EC meeting today into the policy document. *The vote passed with 14 yes, 0 no, 3 abstentions.*

A motion was made and seconded to accept the policy as written.
The vote passed with 13 yes, 6 no, 0 abstentions.

4. Teaching Evaluation Policy from Faculty Affairs Committee (vote), Appendix B

The policy was projected on the screen. One council member noted that this is the fourth time a policy for teaching evaluation has been presented to Executive Council, indicating that the policy was developed at the request of EC several years ago.

The vote passed with 15 yes, 0 no, 3 abstentions.

5. Unit Reports: SIAS (Appendix C), SET (Appendix D)

EC Chair indicated that reports from SIAS and SET were provided by SIAS faculty members and distributed to EC members via Google Drive. There were no questions on either report.

6. Key Topics/Adjournment

Members contributed key topics as follows:

Announcements:

- Chancellor Listening Sessions for non-tenure track faculty. **February 15, 2019, 12:30-1:20 p.m.** Location: WCG 322.
- Winter Quarter Faculty Assembly Meeting will be on **February 22 (Friday) from 1-3 p.m.** Invited guest speaker: Mike Townsend, Secretary of the Faculty. Location: William Philip Hall.
- Update on the search for an Administrative Assistant 3 for Faculty Assembly.

Passed 2 policies: teaching evaluation policy, academic planning policy and process

Amended the “Workload” section in the academic planning policy and process

Federal Way facility

Budget requests are happening now, faculty should be consulted

EC’s role in the campus wide budget process

Unit reports from SIAS and SET

Meeting adjourned at 1:27 p.m.