



Agenda

Faculty Assembly Executive Council (EC) Meeting

Friday, January 6, 2017 1:00-3:00pm GWP 320

- 1) Consent Agenda 1 min

- 2) Approval of Minutes 1 min
 - i) *Meeting material: December 9, 2016 EC Meeting Minutes – pg. 3 - 6*

- 3) Announcements: 8 min
 - EVENT: *Standing Together for Justice in Hope & Determination*
- The Chancellor’s Discussion Series
 - i) “Freedom of Speech: A Fundamental Right?”
 - ii) Monday, 1.23.17, 5:30-7:30pm, WPH – more details on pg. 2
 - Faculty Rep. Needed for New Bias Incident Report Committee (BIRC)
 - i) *Meeting material: Draft Flowchart for Bias Incident Reporting System & BIRC* pg. 7
 - Faculty Assembly (draft) Policy on Quarterly Memorials
 - i) *Meeting material: Faculty Assembly (draft) Policy on Quarterly Memorials* pg. 2

- 4) Chair’s Report and Discussion Items 5 min
 - Faculty Assembly Winter Meeting & Workshop 10 min
 - Undergraduate Education Advisory Council 20 min
 - Adding Library Representative as Ex-Officio EC Member 10 min
 - Tioga Building Renovation Input 15 min
 - i) *Meeting material: Tioga Building Renovation Input – DRAFT* pg. 2
 - Budget, Planning, and Facilities Standing Committee 25 min
 - Campus Policy For Equity in Teaching Distribution Among Rank 25 min

- 5) Adjourn

Upcoming Faculty Assembly Executive Council Meetings

1/18/17 12:30-1:25pm GWP 320

SAVE THE DATE:

Faculty Assembly Winter Meeting 1/27/17 | 1-3pm | WPH

2 Commencement Ceremonies: 6/14/17

Announcement:

**“Standing Together for Justice in Hope & Determination” The Chancellor’s Discussion Series
Freedom of Speech: A Fundamental Right?**

1.23.17, 5:30-7:30pm, WPH

Speakers:

- Prof. Susan Balter-Reitz, Dept. of Communication and Theater, Montana State University Billings
- Prof. Chris Demaske, Associate Dean of Faculty and Student Affairs & Associate Professor, Communications, University of Washington, Tacoma
- Cathy Nguyen, Tacoma Poet Laureate
- Christopher P. Jordan, Tacoma Artist/Activist

Come prepared to ask your questions.

We will receive questions to the panel electronically at the event. Handwritten questions will also be accepted. Campus and community guests are invited to participate.

For more information, contact Dr. Sharon Parker: parker07@uw.edu or 253-692-4861

Faculty Assembly Policy on Quarterly Memorials - DRAFT

In honor of University of Washington, Tacoma community members who pass away each year, Faculty Assembly is instituting a memorial and moment of silence at each of its quarterly meetings. The memorial and moment of silence will be held at the beginning of each quarterly meeting with the reading of each person’s name and the displaying of their picture. We will acknowledge the names of anyone we receive, faculty, students, or staff members. Names will be received via email to the Faculty Assembly Administrative Coordinator, assembly@uw.edu.

Tioga Building Renovation Input - DRAFT

Please ask your colleagues in your academic units:

- What kind of food/coffee would be desirable on the 1st floor of the Tioga building?
- Would you want any other kind of service(s) on the 1st floor of the Tioga building?

Send input to Mark Pendas, Lauren Montgomery, and Ruth Ward by January 25th.

pendras@uw.edu; lmont@uw.edu; assembly@uw.edu

Frame Issue: Historically, faculty members have not been consulted in regards to new building projects. If faculty members want to give input about the 1st floor of the Tioga building renovations, then we need to gather and provide that input quickly since the plans will be moving forward soon.

Faculty Assembly Executive Council (EC) Meeting Minutes

December 9, 2016 1:00-3:00pm CP 206 C

Present: Jutta Heller, Mark Pendras, Matt Kelley, Lauren Montgomery, Melissa Lavitt, Ji-Hyun Ahn, Ka Yee Yeung-Rhee, Michelle Garner, Katie Haerling, Jennifer Harris, Sushil Oswal, Marian Harris, Vanessa de Veritch Woodside, Nicole Blair, Marcie Lazzari, Ellen Moore, Mark Pagano, Jeff Cohen, Charles Costerella, Marion Eberly. **Excused:** Jim Gawel, Greg Rose, Julia Aguirre. **Guests:** Susan Wagshul-Golden, James Sinding, Mary Chapman.

1) Consent Agenda

The agenda was approved.

2) Approval of Minutes

The November 18, 2016 Executive Council meeting minutes were approved.

3) Announcements:

- **Two Commencement Ceremonies:** Due to campus growth and student concerns about the limited number of tickets available for commencement, the campus administration has made the decision to offer two ceremonies this year (and as a solution moving forward, presumably). The ceremonies will be offered back-to-back on the same day at the Tacoma Dome. Accommodating this change has required a change in the date of commencement. The 2017 Commencement will take place on Wednesday, June 14. The times of the ceremonies are not yet fixed, but they will likely be at 10am and 2pm. Degree recipients, their families and guests will attend one or the other ceremony based on their academic school or program:
 - **10 am:** SIAS, NHCL, SW&CJ; **2:30pm:** Milgard, ED (inc. Educational Leadership), IT, Urban Studies
 - The strongest argument against this is from faculty who, although on contact through June 15th, also teach during summer quarter. Thus, the week after spring finals and before summer quarter is the only break they have. In future years, when the Tacoma Dome space can be reserved further in advance, perhaps the commencement ceremonies can be scheduled for earlier that week (i.e. Monday instead of Wednesday.)
- **PhD in Computing, Planning Notice of Intent:** The Institute of Technology submitted at PNOI to APCC at their December meeting. This is exciting, celebratory news because this is UW Tacoma's first PhD. and is joining the doctorate in Educational Leadership (EdD.) in doctorate level education at UW Tacoma.

4) Faculty Role in Budget Process, Mark Pagano, Chancellor

This was a continued conversation from the 11.18.16 EC meeting in which Chancellor Pagano had time to present, but only had time to answer questions after 3pm when the meeting ended. To recap from 11.18 ([the slides are available here](#)): "The Chancellor's goal with the budget processes is to move toward transparency and move the process to where faculty, staff, and students have clear and convenient mechanisms to give input. That's one of the many reasons for beginning the strategic planning process. We need a strategic plan for the budget process to work properly. During the 2015-2016 academic year, the Campus Budget Committee had trouble giving input because the culture of the budget process was still not as transparent as the Chancellor hoped for. This is ongoing work to change the culture toward transparency. The Strategic Plan initiatives process needs to dovetail with existing processes on campus. The implementation process needs to be blended into normal workflow. The plan is to realign existing resources and identify possible new ones. This will be done with a reallocation process because there is not any significant sources of new money coming in. Moving forward, they will build in a formal Strategic Plan funding line." – From 11.18.16 approved minutes.

The Campus Budget Committee has come up with a list of budget priorities for 2017-2018. They will share it with EC and then will review it again. The Chancellor is asking that it is reviewed through the lens of the Strategic Plan. In the spring, the budget process will continue with Dr. Lavitt having a budget for Academic Affairs and Dr. Pagano having an overall campus budget.

In the process of identifying and initiating the budget and decision-making processes, the Faculty Assembly chair and vice chair are the only faculty members directly involved. Therefore, faculty do not yet have full input in the budget process. EC's task is to talk about how to give input for future budgets, i.e. a budget sub-committee of EC, dedicated budgetary EC meetings each quarter, or both. Though the presence of the chair and vice chair on the Executive and Campus budget committees does influence budget priorities, EC's goal is to get a wider pool of faculty voices.

Questions & Answers

Question: Who decides about approving money for new faculty lines and the rank of the assignment for those new lines? Where is this in the process?

Answer: Academic units request the rank of the new faculty line. The ratio of tenure-track faculty to non-tenure-track faculty is under scrutiny and rightly so. It needs oversight. EVCAA is asking academic unit leaders to prioritize requests for new faculty lines. Perhaps EC could provide guidance on ratio of ranks and can help vet requests with respect to other considerations. The fact that faculty within academic units vote on new lines is not a compelling enough reason.

Question: To be involved in the budget process, we need more education on how it works. Can we request a training from the budget director? In the past, once or twice a year, Harlan Patterson and Jan Rutledge would come to EC and share a budget report in which the previous year and the current year were color-coded to point out the different budgetary assumptions between years.

Answer: Jan Rutledge and Harlan Patterson can provide a one-hour Budget 101 to educate and train EC members about the budget.

Question: A budget report to EC shouldn't only be a presentation without an opportunity for feedback. It shouldn't be presented as a done deal, but brought to EC in the spirit of shared governance.

Answer: Yes, and we're trying to get better data to work with a fuller picture and to build in accountability around utility of what is available. We're heading toward budget deficits – the budget process and Strategic Plan should be used to help us prioritize and make choices. Budget requests should answer, "What are the goals/targets hoped to achieve by this advancement? How have resources been used previously?" This is a good practice toward accountability. Not cutting programs, but in the spirit of shared governance, making choices together. The issue right now is that we can't see this because the budget is not transparent.

Question: Will things that academic programs are already doing be cut to fund the Strategic Plan?

Answer: No, that was a circulated misconception. Campus will be considering numerous ways to cut costs, like less frequent grounds maintenance for example. The budget shortfalls that are coming have been complicated by UW back-filling what the state hasn't funded. For example, UW Tacoma gave 3-4% raises when the state only funded 1.8% raises.

Action: Since it has been identified that a higher level of oversight is needed, as well as, an agreed upon set of metrics, Chancellor Pagano and EVCAA Lavitt have asked that EC help them come up with a set of guidelines. Starting in January, EC needs to plan for when and how they will become educated on the budget so that they can have more influence on the budget process. It was noted that the members on EC will change when terms end, so it will be important to time the learning each year so that new people can receive budget training as well.

5) EVCAA Report, *Melissa Lavitt, EVCAA*

- **Honorary Doctorate** – For the first time, someone has been nominated to receive a Honorary Doctorate from UW Tacoma. This needs to be a confidential process, but also transparent and with faculty input. There are some process policies from UW Seattle, but not it's not clear what the deliberation process should entail. It's important for UW Tacoma to engage in this process. EVCAA asked EC for input. Moving forward, this item will come back to an EC agenda, not for approval, but to include faculty voice in this process.
- **Student Advisory Board** – The EVCAA has invited a range of students to be a part of a Student Advisory board to share about student experiences outside of the classroom. Scheduling has been a challenge; due to the timing of the last meeting, mostly transfer students were able to come. There are two specific goals for this group: 1) feedback on initiatives that the EVCAA is considering; 2) inform students about how the university works in terms of bureaucratic process. Lastly, the EVCAA hopes that this group can be a resource for other decision making bodies at UW Tacoma.
- **Equity Audit** – This identified data has still not been released to the EVCAA. Should EC write a letter on behalf of faculty supporting the equity audit? Yes, but in the short-term, have the Institutional Research department at UW Seattle do the work for that they're offering. Then, perhaps some patterns can be identified and justify the need for further identified data. Additionally, in the long term, UW Tacoma should begin to create its own set of data. The overall domestic climate should be considered: some people may feel more vulnerable sharing identifying information. Also, the importance of keeping a close watch on equitable treatment.

6) Chair's Report and Discussion Items

- [APT Handbook Revisions](#)

Discussion: EC had previously reviewed these [revisions](#). The APT committee worked to update the language of this document to be more accurate. The biggest change was in removing a paragraph about the faculty member's review committee. The paragraph wrongly stated that the review committee was there not only to review, but also to help the faculty member through the process. The review committee is only established to review the faculty member's file and should not help them with process. Lastly, a small additional edit of changing "third-year review committee", an inaccurate term, to "reappointment committee," was included. VOTE: Lauren Montgomery moved to approve the Handbook revisions, including the additional change to "reappointment committee"; Ellen Moore seconded; 17 yes; 0 no; 2 late; 2 absent; 21 eligible. The APT Handbook revisions were approved by the Executive Council.

- [Parking Concerns](#)

James Sinding, Auxiliary Services Manager

Discussion: EC leadership forwarded some faculty concerns about parking to James and he addressed them in the following written feedback:

- What can the campus do on days when we know there are near-by events?
 - "I now have the event schedule for the Convention Center sent to me on a weekly basis, and Republic attends their weekly meeting. On the bigger events Republic will staff attendants at the entrances to the garage and parking lots so monitor who is entering and making sure it's only UW Tacoma users and permit holders."
- Auxiliary parking? Reach out to the city?
 - "I have talked with Republic and the City of Tacoma about overflow options for UW Tacoma users on days that there are not events at the Convention Center and they are open to the idea. The only concern of theirs is that it is difficult to monitor how many overflow users are parked there on days when overflow parking is actually needed."
- Over-selling of parking permits - how do we avoid this?
 - "The issue really hasn't been the overselling of permits, it has been the influx of daily users utilizing the parking lots and garage. (These are the parkers that pay the all-day rate to park, instead of purchasing a quarterly permit.) The solution for this is to allocate a set amount of stalls for daily use, leaving the rest of the garage for permit parkers only during peak hours. This allows for us to manage how many parkers can park legally inside a set amount of stalls. This should be in place prior to the start of winter quarter."

Discussion: They sell parking permits at 120% because they rely on people not being here sometimes. James addressed the parking situation in October when the Convention Center had a large event. Usually, a parking vendor at the Convention Center contacts James to let him know of large events that will require increased parking. This did not happen for the October event. Additionally, a parking attendant gave an incorrect message to several people trying to find parking. To prevent this situation in the future, James will inform campus of all major events in Downtown Tacoma that may decrease parking availability and provide an attendant/guard so that permit-only stalls are saved for those who have permits. These announcements are generally sent through uwtline, but since not all faculty are on uwtline, the FA Admin will forward these messages through to uwtfac and uwtfacpt email lists as well. James shared that they are working on a Transportation Master Plan. EC members asked if they could create a document of requests and priorities to be considered for input into the Transportation Master Plan. For instance, EC members stressed that the on-street parking spots with a 90-minute maximum should not be counted within the total number of parking spots that UW Tacoma has to offer its faculty, students, and staff. Many students and faculty must leave class to move their car or add money to the meter. James welcomed input from EC in the Transportation Master Plan. Lastly, if a permit-holding faculty member cannot find an open parking spot, but has to pay an additional fee in another lot, they can contact James about reimbursement options.

- [Report from Units – post-election climate & Discussion about Overlap, Collaboration, & Actions](#)

Discussion: Susan Wagshul-Golden, Director of Campus Safety, joined EC for this conversation. She reported that she has been having "check-in's" with many students who are feeling afraid and anxious. She encouraged faculty to be available to students and listen to them about their emotions and concerns. If students are brave enough to share, they faculty should affirm and connect them. Various south sound higher-education institutions are keeping in contact with one another about climate, tensions, etc. and are staying aware together. UW Tacoma student organizations are working together to support one another. If faculty members ever need help in supporting a

student, they can contact Susan and/or Campus Safety and they can help point them in the right direction. Even if one isn't 100% sure about an issue or incident, they can report it to Campus Safety. EC asked for training/events to help address so that faculty have resources to support students and direct students to. EC leadership will look into partnering with other campus departments in regards to events that will address the following:

- free speech vs. hate speech (laws, nuts & bolts)
 - Code of Conduct as groundwork for safe spaces and expectations while honoring the right for opinion
 - How do we have these conversations without fueling divisions?
 - Use of University Facilities
 - <http://www.tacoma.uw.edu/node/22006>http://www.tacoma.uw.edu/uufcomm/posting_guidelines
 - WAC 478-124 - General conduct code for the public:
 - <http://apps.leg.wa.gov/WAC/default.aspx?cite=478-124>
- Sensitivity toward heightened emotions and fears due to climate
 - be approachable for check-in's
 - what to report? How to recognize?
 - Faculty as "1st responders" - how to guide & support students?
 - If a student is brave and shares, affirm them and connect them
 - knowing resources to help connect students:
 - counseling center, center for equity & inclusion, safecampus
- empowering students for off-campus
- working with student organizations - how can we all support each other?
- Be community-minded
- also do something for post-inauguration
- collaborating with CEI, Professional Development (POD) & Richard Wilkerson, Student Affairs
- Discussion about Overlap, Collaboration, & Actions – see above
- Adding Library Representative as Ex-Officio Member - postponed due to lack of time in the 12.9.16 meeting.
- Time Schedule Matrix – EC members briefly reviewed and discussed the newest draft of a Time Schedule Matrix option that includes a lunch hour each day. This new option incorporates previous feedback, especially in regards to the 4:15pm block (which was originally part of the schedule to accommodate film classes.) With that block removed, the credit hours standardized to 2 hours per block, and a lunch hour every day, an additional block could be added. This new option give a late timeslot from 8-10 on Monday and Wednesday. There was a question why days could not be made symmetrical. It was noted that time blocks matter to the Registrar. EC will follow up about this in winter quarter.
- UEAC - Discussion about the Undergraduate Education Advisory Council will be postponed due to lack of time in the 12.9.16 meeting.

7) Adjourn

Form Submission



Title IX & HR Review

Ricardo Ortega
(Director of Center for Equity and Inclusion)

Susan Wagshul-Golden
(Director of Campus Safety)

Ed Mirecki
(Dean of Student Engagement)

HR Representative



BIRC

Surtida Shelton
(Associate Director of Student Engagement) Office for Equity
and Inclusion Representative

University Discipline Committee
Student Representative

Campus Safety Representative

Faculty Representative



Experts Related Incident



Action Step