



Faculty Assembly Executive Council (EC) Meeting Minutes

October 5, 2016 12:30-1:25pm CP 206C

Present: Jutta Heller; Mark Pendras; Ellen Moore; Julia Aguirre; Matt Kelley; Lauren Montgomery; Marian Harris; Melissa Lavitt; Greg Rose, Mark Pagano; Chuck Costarell; Ji-Hyun Ahn; Ka Yee Yeung-Rhee; Jeff Cohen; Vanessa de Veritch Woodside; Marion Eberly; Michelle Garner; Katie Haerling; Jennifer Harris; Sushil Oswal. Absent: Nicole Blair. Excused: Marcie Lazzari; Jim Gawel.

1) Consent Agenda

Minutes: The September 26, 2016 Executive Council meeting minutes were approved pending addition of note that EVCAA Lavitt and Dean Bartlett are actively seeking studio space for art classes.

Agenda change: APT chair, Jim Gawel, could not attend the 10/5/16 meeting, so the review, discussion, and vote on the APT revisions of Appendix A & C of the handbook are postponed to a future meeting.

2) EVCAA Report

a) Budget/CORE: EVCAA Lavitt has identified the average 5 year contribution to CORE instruction by unit and is working to have those instructional funds reside in Office of Undergraduate Education in order to prioritize CORE scheduling for faculty who are teaching in CORE. This is still a work in progress alongside Deans & Directors. All academic units must participate in CORE; it's UW Tacoma's central mission to ensure the success of students at graduation. What the participation entails can be a discussion. It was discovered that there has been uneven endorsement across units of what CORE Curriculum should look like, and therefore, the CORE curriculum has been eroding over time and not providing the necessary scaffolding to majors.

Question: Will the formula for allocating money for CORE be revisited every year?

Response: Yes, it will be looked at and readjusted as needed every year.

b) UEAC (Undergraduate Education Academic Council): This council was formed to be the faculty body that provides active input/oversight/assessment of the CORE curriculum and now will be re-empowered to fix the CORE curriculum and support it moving forward. For those who didn't previously know about this council more information was given. EC members encouraged to bring up the UEAC in their next unit meeting and signal its importance.

c) Strategic Plan Budget Reallocation: Chancellor Pagano is looking to assign units target goals to raise \$.5 million in support of strategic planning. This will require units to identify 1-2% of permanent and one-time expenditures to support the Strategic Plan. Administration is not sure how this request should play out; what does a "permanent cut" look like? EVCAA and Chancellor are looking to EC for guidance on how to implement this.

Questions/Comments:

- Will there be more information on this Strategic Plan Reallocation?
• A flat 1 or 2% may not be equitable across variably-sized units.
• A "Strategic Planning Cut" doesn't feel good at the end of a process that was meant to be unifying, mobilizing, inspiring, etc.
• Can the conversation be around shifting the funds within units; perhaps helping units prioritize with protected funds to use on work already aligned to the Strategic Plan?
• It is important to recognize and not de-fund aligned work that is already underway.

Responses:

- Yes, more information is coming; the Chancellor is leading this effort.
• Marcie Lazzari and Kathleen Farrell, co-facilitators of the Strategic Plan Coordination Committee, may be bringing more information on this as well.
o They are also gathering information about what Strategic Plan aligned work units are already doing in order to foster collaborations.
• EVCAA recognizes that there needs to be an equitable strategy in how funds are reallocated. Asking for help in forming this strategy.

Action: The Executive Council will continue this conversation at future meetings.

d) Developing Memorandum of Understanding with EC and Deans/Directors for CORE faculty: This MoU will be between faculty and their home unit to support a portion of a faculty member's teaching

workload in CORE. The agreement will be made ahead of time so that plans can be wrapped around it. The funds set aside in the Office of Undergraduate Education for CORE instruction will be used to compensate the faculty members who teach in CORE. This is a conversation to continue with the Deans and Directors to develop a group of CORE Faculty Fellows. The important work of CORE will be prioritized and UW Tacoma can work to establish learning communities and invest in professional development opportunities for faculty who teach in CORE.

- e) **Diversity Training Workshops for Searches will continue:** Chad Allen, Associate Vice Provost for Faculty Advancement in Seattle, is helping with diversity workshops for search committees. The indicator for when efforts become successful will be when the pool of candidates reflects deeper and broader connections with diverse programs and associations. There will be a “soft stop” and intervention to searches if the pool of candidates is not thus. There needs to be a deeper/broader recruitment process with connections and pathways from diverse programs to UW Tacoma positions.
- f) **Better Ads for Searches:** EVCAA passed around a newly released ad that communicates that UW Tacoma is interested in hiring diversely, making partner hires available, and thinking creatively about cluster hires. It is meant to communicate that UW Tacoma is moving diversity to the center of its work in hiring searches. **Question:** Where would the cluster hires positions across units come from and how will they be conceptualized?

Response: We are not yet set up to do clusters hires. There is hope that search committee chairs and deans/directors can begin to think more creatively about those positions. For instance a collaborative program of Cultural Arts Management (utilizing Milgard and SIAS) could help to realize an Art major at UW Tacoma. This as an incremental move towards being able to do cluster hires.

3) Chair’s Report and Discussion Items

a) Responsibilities of Executive Council Members

Presentation/Discussion: Mark Pendras, EC chair, highlighted the document that was circulated *Executive Member Roles & Responsibilities*: 1) EC is not meant to be an “insider’s club” – if there is an item that needs context, please ask for it either in the meeting or via email; 2) EC is a representative body, thus, representatives must gather information from their units, as well as, bring information to their units; 3) Attendance is important so that all units are represented. A quorum to vote requires that all units are represented. Notify FA Admin, chair or vice chair if you will be absent and endeavor to secure a substitute from your unit.

b) Time Schedule Matrix Update

Presentation/Discussion: Mark Pendras presented, saying that the agreement that no changes can be made to the current TSM was over simplistic and that thankfully, EC didn’t accept this agreement. A new model of proposed changes to the TSM was displayed. It standardizes all classroom contact hours to 240 minutes which then creates an open lunch time of 50 minutes of Tuesdays and Thursdays and extends the open lunch time on Mondays, Wednesdays, and Fridays to an hour and a half. This new model does not propose eliminating any sections, but pushes back the afternoon by 30 minutes. He asked EC if this proposed model should be shared with the Registrar, Andrea Coker-Anderson, and Space Planning Manager, Ross Johnson. EC members clarified that indeed there is not a UW or UW Tacoma policy that stipulates that 5 credits equals a certain amount of class time. As this model addresses the initial main issues with the current TSM (i.e. not enough time to eat, to have student & faculty meetings, to have faculty meetings, for Registered Student Organizations to meet), Mark will share it with the Registrar and Space Planning Manager and bring their feedback to EC.

c) APT Revisions of Appendix A & C – postponed to future EC meeting. See Consent Agenda above.

d) Student of Concern Team Update

Presentation/Discussion: A concern was brought to EC last year (5.4.16) that the Student of Concern Intervention Team’s membership did not contain a person to focus on faculty members’ rights. It was recommended that an EC sub-committee write a role description for an additional faculty member on this team. The sub-committee did not have time to meet in spring 2016, so it is beginning its work now with the following members: Ellen Moore, Ginger MacDonald, Chris Demaske, and Jennifer Harris (who volunteered to be an additional member during the discussion at this EC meeting.) FA Admin will assist the subcommittee with initial scheduling.

e) Gather Race & Equity Efforts Underway in Units & f) Discussion of Specific Race & Equity Actions

Presentation/Discussion: EC needs to actively continue to move towards specific actions for equity at UW Tacoma. In Spring 2016, Faculty Affairs Committee was officially charged with a focus on race & equity efforts.

Though EC does not want to duplicate their efforts, they would like to help. Faculty Affairs Committee chair, Marian Harris, agreed that the following recommendation would be helpful in FAC's efforts: that EC members be charged with going back to their units to gather information about what race and equity efforts are already underway at the unit-level. EC members asked for guiding questions to gather this information. Mark Pendras will circulate some guiding questions for this task.

4) Adjourn