

## Faculty Assembly Executive Council (EC) Meeting Minutes

April 12, 2019 (1:00 – 3:00 p.m.)

GWP 320 – Dawn Lucien Board Room

**Present:** Nicole Blair, Charles Costarella, Michelle Garner, D.C. Grant, Katie Haerling, Danica Miller, Lauren Montgomery, Sushil Oswal, Etga Ugur, Justin Wadland, Ka Yee Yeung-Rhee, Loly Alcaide Ramirez, Eugene Sivadas, Menaka Abraham, Leighann Chaffee, Sarah Hampson, Marian Harris, Mark Pendras, Jill Purdy **Attending Remotely:** Kathy Beaudoin

**Excused:** Arindam Tripathy, Jenny Sheng, Rupinder Jindal

**Guests:** Ed Mirecki, James Sinding, LeAnne Laux-Bachand, Mark Pagano

### 1) Consent Agenda, Recording Permission, & Approval of Minutes

- Recording permission for the minutes was given.
- After displaying remaining EC agenda items for 2018-2019, the agenda for April 12, 2019 was approved.
- The meeting minutes from 1/28/19 were approved.
  - 15 yes, 0 abstention, 0 no
- The meeting minutes from 3/8/19 were approved.
  - 14 yes, 3 abstention, 0 no

### 2) Announcements

- Faculty listening session with Chancellor Pagano on Friday, May 10, 2019 will start at 12:00 p.m. instead of 12:30 p.m.
- Call for nominations of Faculty Assembly Vice Chair will close at 5:00 p.m. on April 16, 2019.
- Teaching & Learning Symposium on April 17, 2019 in UW Seattle HUB Ballroom
- The UW Faculty Senate Chair is temporarily stepping aside from this role. As provided in the Faculty Code, the Vice Chair will assume the chair's responsibilities.

### 3) EVCAA Report

- Campus Budget – UW Tacoma has recently received more clarity for next year's budget projections from UW Seattle. Currently, the money UWT takes in is close to the amount of money spent. Discussions between UWT and UWS are currently taking place to see how costs can be lowered, including discussions of lowering overhead. The Chancellor will have a Town Hall on Monday, April 15<sup>th</sup> to answer campus budget related questions and discuss these issues more in-depth.
- School Status for Three Remaining Programs – UW Tacoma recently put forward a proposal to the Provost that the three remaining programs on campus officially become schools (effective fall 2019). This proposal is scheduled for the Regents agenda in May.
- New Faculty Searches – New faculty searches for fall 2019 are coming to an end. Some slots were not filled due to lack of applicants or lack of quality applicants. Competitive searches are required for all vacancies.
- Curriculum and Academic Plan – Academic Affairs' Strategic Project Manager has recently begun working on matters pertaining to curriculum and the academic plan.

**4) Student Conduct Incident Report and Procedures (See Appendix 1)**

- The Dean of Student Engagement gave a presentation covering procedures for student conduct incident reports. In 2017-2018, a total of 90 conduct cases were reported at UW Tacoma. To better understand how to report conduct cases and how these cases are managed once reported, this presentation covered the following:
  - 1) Overview of the Student Conduct Code, including objectives for student conduct proceedings.
  - 2) Processes and timelines for reporting student misconduct, including effects on grading for cases of academic misconduct.
  - 3) Types of sanctions and how sanctions are considered regarding reported conduct cases.

**5) Chancellor's Report**

- Campus Budget
  - UW Tacoma's capital campaign has recently passed \$50 million (total goal of \$55 million).
  - Echoing the EVCAA Report, UW Tacoma has recently received more clarity for next year's budget projections from UW Seattle, along with projections from the State Capitol in Olympia. The Chancellor will partake in the annual budget meeting with the Provost on Tuesday, April 16, 2019. UW Tacoma currently has very thin margins and is seeing student enrollment below projection, along with a lower than usual student to faculty ratio. One idea to address budget issues is to reallocate funds within administrative units, which will be a one-month process and is a temporary fix.
  - These issues will be addressed more in-depth at the Chancellor's Town Hall on Monday, April 15, 2019. It is recommended that campus stakeholders use the following resources to stay up-to-date on budget announcements and processes:
    - [UW Office of Planning & Budgeting 2019 Briefs](#)
    - [UW Annual President's Address](#) – Funding the UW
      - [Link to slides which accompanied this address](#)
- Growth in enrollment – After meeting with the Provost, it has been determined that UWT currently has no cap on growth.

**6) Timeline and Rubric Research Advisory Committee (vote) (See Appendix 2)**

- After voting to approve the implementation of a Research Advisory Committee at the March 8, 2019 Executive Council meeting, a document containing a timeline for committee implementation and criteria for membership selection was presented to EC.
- Amendments to the Timeline and Rubric for Research Advisory Committee document were as follows:
  - Membership
    - Addition of “At least 3 academic units will be represented in the committee”; and “Balanced representation from both quantitative and qualitative methodologies”
  - Rubric (Criteria)
    - Removal of doctoral degree criteria and allocated points

- “Publication record in books, journals and/or conferences” from 1 point to a possible 1 to 3 points
- Motion to pass Timeline and Rubric for Research Advisory Committee with amendments  
*17 yes, 0 abstain, 0 no*

7) **Unit Report: Urban Studies (See Appendix 3)**

- A unit report for Urban Studies was presented with the following:
  - 1) Clarification of Budget Processes
    - The budget for Urban Studies is overseen by the Director and Program Administrator. The Faculty Council for Urban Studies, which consists of the full faculty body, are also presented the budget, which they can discuss and leave feedback on. After Faculty Council input, the budget is then finalized.
  - 2) Merit Review Process
    - Merit review processes occur on an annual basis with the following performance classifications: non-meritorious; meritorious; and extra meritorious. Each faculty member submits an updated CV and academic year activity report for review and those files are reviewed and voted upon by all superior ranking faculty. When funding is available, faculty receiving the extra meritorious classification are eligible to receive a salary increase.
  - 3) Race, Equity, Inclusion, and Diversity
    - Work on equity and inclusion in Urban Studies is currently sporadic and periodic. While there have been various meetings to discuss actionable efforts towards this work, these efforts have been uncoordinated and often go unexecuted.

8) **Transportation and Parking Changes**

- UW Tacoma’s Auxiliary Services Manager presented EC with a report on Transportation and Parking changes beginning Spring 2019 onward. These updates were as follows:
  - Beginning Spring 2019, the UPASS is now a mandatory fee for all UW Tacoma students.
  - Transportation services has recently launched a campaign to get less people commuting to campus in single occupancy vehicles. This is called the “Anything but Driving” campaign.
  - In May 2019, the campus will celebrate bike month.
  - Transportation Services is currently working with the City of Tacoma to change campus parking. If the City approves these changes, the following will take place beginning summer 2019:
    - UW Tacoma parking permit rates will rise each year until they match the market rate.
    - UW Tacoma will offer free three-hour parking in allotted areas west of Market Street. On street permits must be purchased for all-day parking in these areas.
    - All 90-minute parking (except on Pacific Ave.) will also be changed to three-hour parking.

- Between 100-150 stalls will be added to UW Tacoma's parking inventory.
- Transportation Services will have two Open House events on April 16, 2019 and April 22, 2019 to discuss these updates.

9) **Standing Committee Reports: Update on Chair Elections for 2019-2020**

- The Faculty Assembly Standing Committees (i.e. Faculty Affairs Committee; Academic Policy and Curriculum Committee; and Appointment, Promotion, and Tenure) gave updates on their newly elected chairs for 2019-2020.

10) **Follow-up of Faculty Assembly Winter Meeting (vote)**

- Follow-up discussion took place regarding the Faculty Assembly Winter Meeting on February 22, 2019 and the Secretary of the Faculty's invitation for UW Tacoma to propose a potential re-organization to address tri-campus relationship.
- Committee members discussed the best way for UW Tacoma to begin work on this proposal and came to the decision to create a Task Force consisting of faculty members and administration leaders.
- The Faculty Assembly Chair, Vice Chair, and Past Chair will work with the Executive Vice Chancellor for Academic Affairs to come up with more specifics for the Task Force and will bring these proposed items back to EC to review.
- Motion to approve next steps for the creation of a Task Force for the proposal of re-organization to address tri-campus relationship  
15 yes, 0 abstain, 0 no

11) **Key Topics**

- Moving forward with task force on tri-campus relationship
- Research Advisory Committee timeline and rubric for membership (vote)
- Chancellor's Report and Chancellor's Town Hall on April 15, 2019
- UW Tacoma's campus-wide budget will be discussed at the upcoming Chancellor's Town Hall
- The Chancellor provided the Executive Council with the following budget resources:
  - [UW Office of Planning & Budgeting 2019 Briefs](#)
  - [UW Annual President's Address](#)
  - [\(Link to slides which accompanied this address\)](#)
- Transportation and Parking Issues and Updates - Presentation by Auxiliary Services Manager
- Student Conduct Issues - Presentation by Dean of Student Engagement
- Student to faculty ratio issues

Passed 1 Policy: Rubric and timeline for Research Advisory Committee

12) **Adjournment**

- The meeting adjourned at 2:58 p.m.
- The next meeting of Executive Council will be April 22, 2019 from 12:30-1:20 p.m. in GWP 320.

**Appendix 1**

DATE: April 1, 2019

TO: Dr. Ka Yee Yeung, Chair, Faculty Assembly  
Dr. Marian Harris, Vice Chair, Faculty Assembly

FROM: Ed Mirecki, Dean of Students  
RE: 2017-2018 Academic Misconduct Cases

This memorandum is intended to provide the Faculty Assembly with an overview of the number and types of cases handled by the Office of Student Conduct during the 2017-2018 academic year.

A total of 90 cases of misconduct were reported during the 2017-2018 academic year: 64 cases involved non-academic violations of the Student Conduct Code; 63 of these cases are from Residence Life in Court 17 Housing; and 26 cases involved allegations of academic related misconduct.

**The number of 2017-2018 academic related misconduct cases is comparable to the number of cases reported in the 2016-2017 academic year (23 cases), but significantly lower than the 2015-2016 academic year (43 cases).**

Of the 26 cases of academic related misconduct, 3 cases were submitted as “Report Only” by the faculty member. The Office of Student Conduct investigated 23 cases, and 88% of students were found responsible for violating the Student Conduct Code. Of the students found responsible for violating the Student Code of Conduct for academic misconduct, 12 students received a disciplinary reprimand, and 8 students were placed on disciplinary probation. Three students were found not responsible.

**Considering 2017-2018 academic misconduct cases, 65% of academic conduct reports involved plagiarism. Incidents involving plagiarism continue to constitute the majority of academic misconduct cases, and is consistent with the trends in cases over the recent years.**

Please note that records and information regarding student disciplinary proceedings are subject to the provisions of the Family Educational Rights and Privacy Act and supporting regulations (20 U.S.C. 1232g), and to Chapter 478-140 WAC.

I hope this information is helpful. If you have any questions, or require additional information, please contact me at 253-692-4901.

**Student Conduct**

*Department of Student Engagement*

1900 Commerce Street – Box 358407 – Tacoma, WA 98402 (253) 692-4901

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**Appendix 2**

**Rubric and Timeline for Research Advisory Committee**

*Approved by the Faculty Assembly Executive Council on 04.12.19*

**Timeline**

- Vote on rubric during EC meeting on April 12, 2019
- Call for nominations in second half of April 2019
- Vote for membership on May 6, 2019

**Research Advisory Committee Membership**

- At least 1 person on the committee is experienced with sponsored research
- At least 1 person on the committee is experienced with community engaged research
- At least 3 academic units will be represented in the committee
- Balanced representation from both quantitative and qualitative methodologies

**Rubric**

<b>Criteria</b>	<b>Points</b>
Experience mentoring students in research projects	1
Experience managing research budget(s)	1
Experience with collaborative inter-disciplinary research	1
Recipient of distinguished research award or Distinguished Community Engagement award or collaborative publicly engaged scholarship award	1
Experience with human subjects and IRB	1
Experience serving on editorial boards of high-impact journals	1
Experience serving as peer reviewers for high-impact journals and/or international conferences	1
Publication record in books, journals and/or conferences	1 – 3
Experience serving as a reviewer for sponsored grant applications	1
Experience working with a community partner	1
Recipient of competitively-awarded grant from external sponsor(s)	1
Experience with open access research	1

### Appendix 3

#### **Urban Studies Program Unit Report to the Executive Council of the Faculty Assembly February 4, 2019**

*Reports will be submitted to Executive Council from unit representatives during the 2019 winter and spring quarters. Reports will include the following information:*

1. *Description of budget process and participants involved in this process.* The budget process for Urban Studies begins with the Director and Program Administrator working with the campus administration to develop the parameters of the program budget. Chairs of the two Masters programs also develop their budgets for inclusion in the Program budget. The Director and Program Administrator then develop a budget to share and discuss with the full Urban Studies faculty body.
2. *Description of Faculty Council and its role in budget process.* As the Urban Studies Program makes plans for the transition from ‘program’ to ‘school’ we are in the process of restructuring our governance framework. Currently, the ‘Faculty Council’ for Urban Studies is the full faculty body. The budget is brought to the faculty by the Director for discussion and comment by the full faculty.
3. *Process for disseminating budget and budget information to faculty.* The dissemination process is similar to the approval process: The Director shares the budget with the full faculty; the budget is then reviewed, discussed, and commented on by the faculty. The final approved budget is subsequently made available in electronic format to faculty in the unit.
4. *Description of annual merit review process and criteria utilized to determine merit classification i.e. meritorious, non-meritorious. Are units failing to adhere to Faculty Code i.e. utilizing classification of extra-meritorious.* The following, taken from the Urban Studies policy handbook, explains the merit review process:

#### **Faculty Merit Increase Review and Voting Process**

*Revised version approved 10/12/18*

In addition to the established University of Washington policies regarding the annual merit increase review process, the Urban Studies Program will use the following procedure to determine meritorious and extra meritorious status for each faculty member.

1. By May 1<sup>st</sup> of each year, each faculty member whose appointment continues into the following academic year will submit their updated CV and their current academic year activity report of professional activities during the previous 12 months. This report may include the faculty member’s own request and justification to be determined extra-meritorious.<sup>1</sup>

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<sup>1</sup> This reflects discussion at the 3 June 16 faculty meeting; at the 21 Oct 16 meeting, some expressed concern about self-recommendations for extra-merit.

2. The Urban Studies Program will organize all files according to faculty ranks and post them in a secure online setting.
  3. Faculty members will receive email notification to review the files. Upon a faculty member's request, only those faculty members of higher title and rank may view her/his materials.<sup>2</sup>
  4. At a faculty meeting prior to the end of May, faculty members will discuss the activities, and vote on the meritorious and extra meritorious status of colleagues of lower title and rank. This meeting will be conducted such that faculty members will leave the room when colleagues at their title and rank, and higher, are to be discussed.
  5. Each faculty member at the rank of Professor may review the materials of other Professors, and may confer directly with the Urban Studies Director about the merit of Professor colleagues.<sup>3</sup>
  6. To assist with the final decision making process, faculty members will vote (in writing) on three separate categories: non-meritorious, meritorious and extra meritorious.
  7. The results will be aggregated and documented by the Director.
  8. The Director will determine the amount of any extra meritorious salary increases, when funding is available.
  9. As instructed by University of Washington policies, the Director will also consider compression issues, when applicable.<sup>4</sup>
  10. Decisions regarding part-time lecturers will be delegated to the Director.
5. *Race, equity and inclusion and diversity work your unit is implementing. If none, note that as well.* Race, equity, inclusion, and diversity work has been ongoing but relatively uncoordinated. We have had periodic faculty meeting discussions to make plans for activities, workshops, and trainings, but formal actions have been sporadic. For example, a system for sharing and discussing inclusive pedagogy strategies was discussed and planned, but not yet executed. More formal workshops have been incorporated in the Urban Studies Master of Community Planning curriculum, but not elsewhere in the various degrees. Overall, this is an active topic that receives attention and discussion but only sporadic and periodic action at this moment.

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<sup>2</sup> This reflects discussion of the 3 June and 7 October faculty meetings. (Did we discuss this during the 22 September retreat, as well?)

<sup>3</sup> This reflects Sec.25-55.C. of the *Faculty Code*: "The chair... or dean... shall consider the merit and salary of each full professor in his or her unit. Before forwarding his or her recommendation, [he or she] shall seek the advice of the full professors according to a procedure approved by the voting members of the unit."

<sup>4</sup> This reflects both Sec.25-55.A. of the *Faculty Code* ("Salary recommendations shall seek to minimize salary inequities. Salary compression and other inequities, including those resulting from variations in the level of merit funds available over time, may be considered in making merit salary recommendations.") and (typically) annual recommendations from the Provost regarding compression.