

Faculty Assembly Executive Council (EC) Meeting Minutes

November 30, 2018 / 1:00 – 3:00 p.m.

GWP 320 – Dawn Lucien Board Room

Present: Menaka Abraham, Loly Alcaide Ramirez, Nicole Blair, Kathy Beaudoin, Leighann Chafee, Charles Costarella, Michelle Garner, Katie Haerling, Sarah Hampson, Marian Harris, Danica Miller, Lauren Montgomery, Mark Pagano, Jill Purdy, Etga Ugur, Justin Wadland, Ka Yee Yeung-Rhee (**Attending Remotely**): Jeremy Davis, Rupinder Jindal, Eugene Sivadas, Arindam Tripathy **Excused:** D.C. Grant, Sushil Oswal, Mark Pendras, Jenny Sheng, **Guests:** Wes Lloyd (attending for J. Sheng), Joyce Dinglasan-Panililio, Bryan Goda, Massimiliano Laddomada, Anderson Nascimento, Evelyn Shankus, Will McGuire (remotely)

1) Consent Agenda & Recording Permission, Approval of Minutes

- Consent for approval of 11/30/18 agenda and recording of minutes granted on a motion from Ka Yee Yeung-Rhee, seconded by Kathy Beaudoin. 15 approved, 0 no, 0 abstained.
- Executive Council minutes from 10/29/18 were approved as written by a motion from Menaka Abraham, seconded by Marian Harris, 10 approved, 0 no, 1 abstained
- Executive Council minutes of 11/16/18 were approved as written by a motion from Menaka Abraham, seconded by Charles Costarella. 11 approved, 0 no, 4 abstained.

2) Announcements

- Merit review policy document. Vice Chair Marian Harris addressed Executive Council members and distributed the UW Faculty Code regarding Merit Review. UWT units must follow the UW Faculty Code. UW Tacoma does not have policy on Merit Review. EVCAA will disseminate copies of policy document to Deans and Directors at their next meeting. Of particular concern is the use of an “extra meritorious” category. This term is not in the UW Faculty Code. EC members were asked to share document with their units. These documents can also be found on the Google drive.
- Announcement: Title IX Discussion Forum will be on January 16 (Wed) from 12:30 - 1:20. Location TBD.
- Election plan of standing committee chairs will be discussed at the next EC meeting on December 10, 2018.
- ICR and Research committees: Turan Kayaoglu presented the idea of a Faculty Council on Research to EC on 10/29; he has developed a one page set of guidelines for review by EC members. He also came to the 11/16/18 EC meeting to discuss a proposed Indirect Cost Recovery Allocation Policy. Both of these items are on the Google drive and were sent with the agenda for 11/30/18. Chair Ka Yee Yeung-Rhee asked members to take these back to their units for discussion and feedback. Comments will be discussed in upcoming winter Executive Council meetings.
- Unit Reports: EC members were asked to sign up for winter and spring unit reports; this spreadsheet can also be found on the Google drive for members not



ready to sign up at the meeting, Vice Chair,

Marian Harris disseminated document delineating content for inclusion in January 11, 2019 Unit Reports.

- The UWT Snack cart will be available at the December 10 Executive Council meeting. Items purchased from the snack cart help support The Pantry.

3) **Chancellor Quarterly Report**

- Chancellor Mark Pagano provided his quarterly report to Executive Council.
 1. Chancellor Pagano offered congratulations to the faculty, calling them “the heart and soul of university,” noting that faculty’s great deeds were highlighted at the recent Board of Regents’ meeting, helping to make UWT a great urban serving university. Telling members, “I’m proud of you;” he pointed to recent EC minutes, amazed by the amount of work accomplished.
 2. The Chancellor discussed the recent Listening Session with faculty; there are still 2 more of these sessions planned.
 3. Chancellor Pagano urged faculty to view UW President Ana Marie Cauce’s annual address from 10/16/18 via the following link: <http://www.washington.edu/president/address/>
 4. Chancellor Pagano highlighted presentation given with faculty groups at a recent National Engagement Scholarship Conference, discussed public scholarships and attendance at the WA Campus Compact Meeting with NCHL Christine Stevens, Nedralani Mailo, Assistant Chancellor for Equity and Inclusion, James McShay and student Sequoia Conner where they presented on food insecurities. He urged EC members to utilize the snack cart to continue helping UWT meet student food needs. He also accompanied Christine Stevens and Menthe Hynes-Wilson, Vice Chancellor, Student Affairs & Enrollment Services to the Association of Public & Land-Grant Universities (APLU) meeting and did a presentation with them at this meeting.=
 5. A day that was highlighted by Chancellor Pagano was the recent Board of Regents meeting at our campus. Presentations were given by Menthe Hynes-Wilson, James McShay, and Executive Vice Chancellor for Academic Affairs, Jill Purdy and Joe Lawless, Assistant Chancellor for Strategy & Assessment. Urban Studies Professor Matthew Kelley presented on AMP (Action Mapping Project). When the BOR questioned students, one student stated he “never felt like he was anybody anywhere he went in his life,” until he attended UWT. New Provost Mark Richards commented, “Your campus seems to be doing what our campus aspires too.” Comments like this show UWT is doing what we set out to do, Pagano told EC.
 6. A recent town hall generated interest in the Snoqualmie /Tioga move; there will be a 12/11 meeting to discuss this move. Chancellor Pagano made it a priority to commit to move the Center for Equity and Inclusion to a larger space.



7. The Chancellor touched on a 3-year UWT participation with local hospitals, area community colleges and Tacoma school district to develop a health care academy; a cross section of 60 students are currently enrolled in the program, which is housed in Stadium High School.
 8. UWT is currently searching for a permanent Director of the Legal Pathways Initiative.
 9. Federal Way is making progress in start-up costs for a higher education facility, collaborating with UW Tacoma, Highline College and the local school district.
 10. New Provost Mark Richards is coming to UWT on 1/9/19. Discussions are taking place on who will meet with him during the visit. UW President Ana Marie Cauce will briefly visit the Tacoma campus on 1/17/19. She will be at an alumni event at 5:00 p.m. at the Swiss this event is open to anyone who wishes to attend.
 11. Noting his status as liaison for UWT and JBLM, Chancellor Pagano, enjoyed an honorary commander designation and observed a C-17 performing a fly-by at a recent UW game. He was also asked to be a member of the Tacoma Business Advisory Board.
- 4) **EVCAA Report**
- UWT is beginning to explore the campus housing experience, looking at how to attract and support students. Although there is private housing near the campus, UWT is looking at the benefits of an academic, collegiate student housing experience. Currently there is a long wait list for Court 17. This proposed housing experience would extend the reach to undergrads, transfer and international students. Associate Vice Chancellor for Student Success, Bonnie Becker and Student Enrollment Services are beginning to research living/learning communities.
 - A motion for faculty support in exploring the notion of Living and Learning Communities in student housing that would be built at UWT was made by Michelle Garner, seconded by Menaka Abraham. 13 approved, 0 no, 0 abstained
- 5) **Academic Plan and Policy** **Appendix A**
- Former EC Chair Lauren Montgomery noted that the purpose of the Academic Plan Policy is to coordinate the development of UWT academic programming across campus into the future, pointing out that the faculty has a fair amount of say in this plan.
The challenge arises in how to leverage this plan. Each unit has their own interests; Executive Council members must support both their own units and the faculty as a whole.
 - Feedback from the policy was discussed. The Planning Team noted in the policy has been renamed the Academic Plan Steering Committee; this change was made to clarify the role of the committee as a facilitator, not a decision making body.
 1. The current scope of the plan focuses on majors; in the future minors and certificate programs will be included.



2. Concern about resources for programs was expressed; there are no new resources. Any new program will have to be resourced with existing resources within unit or across units. The Academic Plan does not make those decisions, rather it sets up the vision for the portfolio of academic activities engaged in by UWT and plans for future points of engagement.
3. Exceptions for resources in the Academic Plan are the BS in both Civil and Mechanical Engineering, as these programs are dependent on funding from the legislature.
4. Available resources could change in the future and the plan calls for input from the Vice Chancellor of Finance & Administration in every plan review.
5. Awareness of the need for program supports like the library and TLC must be included in unit PNOI proposals.
6. Changes to elective courses will not have to go through the Academic Plan process; the plan cycle process is only applicable when there are significant program changes or significant program growth.
7. Faculty questioned whether or not APCC is really evaluating academics but also market demand and are they the right body to review proposals? Lauren Montgomery pointed out the academic by-laws state that academic programs are determined by faculty, making APCC, a campus committee with representation from all units, and the proper committee for this work with representation to Executive Council; the Executive Council is another faculty represented governing body.
8. APCC Chair Menaka Abraham explained that in ranking PNOIs (Planning Notice of Intent), APCC had a template, which members followed, using rubrics to focus on areas like alignment and campus balance and units were asked to address items like these in their proposals. Courses were submitted at different stages of development.
9. It was also noted that due to recent changes on both the UW and state levels, all PNOIs needed to be reviewed again to meet these required reviews, no programs were approved by the grandfathered method.
10. Those approved PNOIs will now move through the Academic Plan Process and can go forward through the notification processes that are required, then come back to APCC for the remainder of the approval process.
11. The current proposal is a 5 year plan and overlaps with 3 years of no planning and 2 years of planning. The current rolling process does not allow for coordination across campus; a campus wide



process is needed. Continuing a rolling process is a challenge; any proposal can be evaluated at that immediate moment with little comparison; units may expend resources to their own detriment. A plan is needed to evaluate and sequence possibilities. APCC does not make judgements or program approvals but does try to make the best educated guess regarding which programs most likely serve the mission and vision of the campus. While this proposed academic plan is less than perfect, it is believed that no planning is worse than some planning.

- APCC Chair Menaka Abraham spoke on the PNOI process. APCC members were sent information outlining requirements and attempting to capture all questions. Members were not provided budgets. All submitted PNOIs and links were sent to members on 11/1/18. PNOIs were assessed and ranked using the following criteria: Alignment with Strategic Plan, Campus-wide Balance of Academic Disciplines and Programs, Community/Student/Market Demand and Impact, and Resource Impact. This last criteria was dropped for lack of information. Some programs did not discuss the criteria in their proposals.
 1. Faculty suggested including the proposers in the meeting when APCC reviews their unit proposal.
 2. APCC members suggested systemic training for faculty as it is apparent that some units are better at preparing the PNOI than others- and reiterated that they are not the approving body for these proposals and only make recommendations.

6) Attendance of Unit Reps at EC Meetings

- A reminder to Executive Council on the need to attend meetings to have a quorum. Please let Faculty Administrative Coordinator Beverly Berry know by phone or email if you are not able to attend. Faculty may also notify Chair Ka Yee Yeung or Vice Chair Marian Harris. Members can also attend remotely or find a substitute faculty member to attend the meeting for them, although these attendees cannot vote under the Faculty Bylaws.

7) Unit Reports

- Unit reports will begin January 11, 2019; EC members were asked to sign up for winter and spring unit reports; this spreadsheet can be found on the Google drive for members not ready to sign up at the meeting,

8) Reports from the Chair

- In an effort to provide transparency, Chair Ka Yee Yeung submitted a report regarding her service on varied committees. This report is available on the Google Drive.
- Members asked for the templates of by-laws from the Elected Faculty Council (EFG) which created a task force for best practices of the by-laws; Ka Yee will email these to Executive Council members.

9) Budget Process

- The role of faculty in the budget at UWT was discussed.



FACULTY ASSEMBLY

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• Executive Council Chair and VC are part of the Chancellor's Budget Advisory Committee.

- A primer is being created by Vice Chancellor Finance & Administration, Tye Minckler and is going through an approval process. This will be shared with EC once approved as FA (EC) was tasked with advice on the budget process; EC will invite Tye Minckler to discuss the budget once the primer is completed.

10) Key Topics

- Faculty support exploring the notion of Living & Learning Communities in student housing that would be built at UWT.
- Academic plan policy and process- robust discussion
- Unit reports
- Attendance
- Merit Review
- Chancellor's Report
- Snack cart at 12/10/18 EC meeting.

11) Adjournment

- The meeting adjourned at 3:00 p.m. The next meeting of Executive Council will be Monday, December 10, 2018 from 12:30-1:20 p.m. in GWP 320.

Appendix A

*Academic Plan Policy - **DRAFT***
UW Tacoma Executive Council, November 2018

Rationale:

The faculty and administration of the UW Tacoma recognize the need for a comprehensive academic planning process to guide the future development of our campus. It is important to balance continuing improvement of our academic work with its growth and development. The process is rooted in shared governance and fulfills the requirements of the UW Tacoma By-Laws. The content of academic programs is determined by the faculty, with approval of administrative leaders both in Tacoma and Seattle. An initial, limited academic plan, undertaken in 2017/18, allowed us to pilot the process and helped determine the framework for this policy.

Academic Plan Steering Committee:

The steering committee will consist of the Faculty Assembly Chair and Vice Chair, the EVCAA and the Chair of the Council of Deans/Directors. These four people will guide the planning process in each two-year planning process. The EVCAA will lead the planning process ensuring timely meetings, collaboration with faculty, the VCFA and Deans/Directors as well as due process.

Scope:

The scope of each academic plan is the entire academic enterprise of the campus. It includes all academic offerings, including: minors, certificates and other non-degree academic programs and related scholarly activities and initiatives.

The first year of the planning process will entail an *assessment* of these areas and the second year a *plan* for the next five years of operation, improvement and growth. Campus-wide plans for new and significant changes to academic offerings will be based on proposals (Proposed Notice of Intent or PNOI) submitted by each unit at the start of the second year.

Decision Authority:

The UW Tacoma Academic Policy and Curriculum Committee, APCC, will review all the PNOI's in each planning cycle simultaneously, and make a recommendation to the Faculty Assembly Executive Council for programs to go forward and develop full 1503 proposals. (In the first plan cycle, there will be two due dates for PNOIs, one in Autumn quarter and one in Winter quarter to accommodate more recently initiated programs.) The APCC deliberations will be informed by campus budget projections provided by the VCFA and this faculty body will consider resource impact during their review process. Further approvals of the 1503's will occur as established in the curriculum development process, with subsequent approvals from

Workload

During planning years, the campus faculty, staff and administration, and especially APCC, EC and the planning team members will have added responsibilities relative to non-planning years. However, the EVCAA and her/his office will incur the greatest increase in workload.

Monitoring of Academic Plan

An annual review of the academic plan will be conducted by the EVCAA to monitor and adjust to changing circumstances within and outside of our campus. Proposals for adding a new program (degrees, minors, and certificates) outside the proposed cycle of academic planning should provide justification explaining how a delay would negatively affect the success of the program. These will be reviewed annually by the EVCAA and EC.

Criteria for New Program Assessment

To assess new program PNOI's, APCC will use the four, unranked criteria developed during Plan 1, or those added, deleted or changed through Class C legislation in Executive Council. The four criteria are:

- *Alignment with Strategic Plan
- *Campus-wide Balance of Academic Disciplines and Programs - building on our existing expertise and interdisciplinary emphasis
- *Community/Student/Market demand and impact
- *Resource Impact

Program Changes

Program change plans and resource requests will be collected in every planning cycle, in addition to new program proposals. The resource requests will be included in the Executive Budget Committee considerations and prioritized by that body for allocation of resources. The intention is to promote ongoing refinement and improvement of our academic offerings.

Unit Faculty Responsibilities:

Faculty in each unit will be responsible for the program reviews within their unit, submitting the documents on time, including the PNOI's for new programs and program changes.

Unit Faculty/Dean/Director Accountability:

Units will be accountable for the operation of their academic programs once launched. Management of student enrollment and faculty numbers is the responsibility of the unit and

significant departures from planned numbers, either up or down, will need to be addressed in the next planning cycle.

Plan Schedule:

The Academic Planning process will occur over two years, with a five-year implementation period. (See Table 1 below.) Planning for the next cycle will occur in the last two years of the previous one. Thus, planning activities will occur for two years followed by a three-year interim period. (The first plan was more limited and occurred in one year followed by a four-year implementation period.)

Table 1. – Timeline for UW Tacoma academic planning cycles.

	2017	'18	'19	'20	'21	'22	'23	'24	'25	'26	'27
Plan 1 (Pilot)											
				Plan 2	Plan 2						
									Plan 3	Plan 3	

Policy Changes

This policy can be changed using the rules for Class B legislation as stated in the UW Tacoma By-Laws.

Appendix B

This report is prepared by Ka Yee Yeung, Chair of Faculty Assembly, for presentation during the Executive Council meeting on Nov 30, 2018.

The goal of this report is to enhance communication and transparency between Faculty Assembly leadership and faculty members. As the Chair of Faculty Assembly, I am a member of the following committees:

UW Tacoma campus:

- Chancellor's Cabinet
- Executive Budget Committee (EBC)
- Campus Budget Advisory Committee (CBAC)

Tri-campus:

- Elected Faculty Council (EFC)
- Faculty Senate (*quarterly report requested by a EC member*)
- Senate Executive Committee (SEC)

Senate Executive Committee (SEC)

- The Senate Executive Committee (SEC) sets Faculty Senate agendas, helps the senate conduct business per the Faculty Code, and facilitates communication between the president and the faculty.
- Web site <https://www.washington.edu/faculty/senate/sec/>
- I serve as an ex-officio member with vote
- Minutes and agenda are publicly available
<https://www.washington.edu/faculty/senate/sec/minutes-agendas/>
- Meeting on 10/1/18
 - Identified priorities for the year
 - Development of an improved system governing faculty dispute resolution
 - Improved working conditions for lecturing faculty
 - Affordable housing for new faculty
 - Further clarifying and strengthening the role of Elected Faculty Councils (EFCs)
 - Improvement of UW faculty diversity profile
 - Faculty input and monitoring of the new financial software design and implementation
 - Housekeeping change to faculty code made in Feb 2016 will be rolled back.
- Meeting on 11/19/18
 - President's report: Update on Title IX. Improve campus climate. Sexual harassment report by the National Academies of Sciences, Engineering, Medicine (<http://sites.nationalacademies.org/shstudy/index.htm>)

- Absent policy for councils to be discussed at Senate
- Housekeeping and changes to faculty code. Formed a sub committee.

Faculty Senate

- UWT has 6 elected faculty members + FA chair
- Minutes and agenda <https://www.washington.edu/faculty/senate/sec/minutes-agendas/>
- Meeting on 10/18/18
 - Priorities of the year (the same as discussed in SEC on 10/1/18)
 - President Cauce gave a presentation of the budget overview (selected slides from the President's annual address, available at <https://www.washington.edu/president/2018/10/16/2018-annual-presidents-address/>)
- Meeting on 12/6/18

Elected Faculty Council (EFC)

- Members are chairs of faculty councils in UW-Seattle, chair of Faculty Assembly in UW-Tacoma, chair of GFO (General Faculty Organization) in UW-Bothell
- Meeting on 9/25/18
 - Faculty Senate Leadership and priorities
 - Discussed priorities of each unit represented in EFC
 - Budget overview at UW. <http://opb.washington.edu/>
 - Faculty governance by Mike Townsend
 - open public meeting act
 - Senate Committee on Planning and Budgeting
 - university priorities, deficit monitoring, tuition/fee approvals, RCEP (reorganization, consolidation, elimination of academic programs), annual review and budget development
 - advisory to the provost
- Lunch meeting on 11/6/18
 - Budget
 - By laws report from code cops
 - Task force for best practices of by laws
 - Diversity