Urban Studies Program Faculty Meeting  
Friday, October 12, 2018  
1:30-3:30pm, PNK 212

Voting faculty present: Dierwechter, Falit-Baimonte, Harrington, Hoffman, Ishem, Kelley, Lund, Modarres (chairing), Pendras, Taufen, Thatcher, Yerena  
Staff present: Johnson, Wilson

Minutes

1) Approval of agenda: Approved as written.
2) Approval of minutes (9/20/18): Approved with changes.
3) Director’s report & announcements
   a) Welcome to the first meeting of the academic year
      i) APCC will be sending academic units materials regarding the “W” (writing) designation that was approved.
      ii) Service “S” & Research “R” course designations are to be determined by units. This means this year we will need to talk about how we want to designate service and research courses.
      iii) Open public meeting and ethics training are mandatory annual trainings. Ali will send faculty the website links via email.
      iv) Bonnie Becker, Associate Vice Chancellor for Student Success, has alumni data. Ali will share it with everyone when he gets it.
      v) The Position of UW Tacoma Director of Graduate Studies is in the works and is happening. This half-time position is funded by UW Seattle. The job description is being developed. This role is to coordinate and be the communication in line with UW Seattle.
      vi) Thank you for sending us your proposed budgets. If summer money is centralized this is likely the last time you will have to submit these sorts of budgets.
         (1) Discussion and questions on budget centralization.
         (2) Ali will keep faculty updated on the centralization of budget.
4) Faculty search committee update
   a) Urban Design and Planning committee (Mark)
      i) The job ad was approved and is live. It’s gone out to all of our paid advertisement outlets, list servs. Mark will send another copy to all faculty to share with their affinity groups.
      ii) Initial review date is Nov 5th.
      iii) Update and discussion on some of the language and the location of the language that the new Interfolio system as well as the International Scholars office in Seattle requires.
   b) Full-Time Competitive Lecturer, Geospatial Technologies (Matt)
      i) The group is finishing up the job ad. Matt will circulate it to faculty within the next few days.
5) School proposal
a) Discussion and review of the most recent draft. Current draft pulled up on screen during meeting. Changes were made.
b) Faculty voted to approve proposal pending modifications made in this discussion. Present = 12, Total eligible to vote = 12. Yes = 11, No = 0, Abstain = 1, Absent = 0

6) Review and revision of current by-laws/policies
   a) Faculty Merit Increase Review & Voting Process
      i) Review, discussion and edits were made.
         (1) Director will issue an independent letter from the salary letter to inform the faculty members who were voted extra-meritorious.
         (2) Faculty voted to approve pending changes. Present = 12, Total eligible to vote = 12. Yes = 11, No = 0, Abstain = 1, Absent = 0
   b) Graduate Program Coordinator Selection Process
      i) Review, discussion and edits were made. Faculty voted to approve pending changes. Present = 12, Total eligible to vote = 12. Yes = 11, No = 0, Abstain = 1, Absent = 0
   c) Appointment, Promotion, and Tenure (APT) Guidelines
      i) Review discussion and edits were made. Faculty voted to approve pending changes. Present = 12, Total eligible to vote = 12. Yes = 11, No = 0, Abstain = 1, Absent = 0
   d) Faculty Search Process
      i) Review, discussion and edits were made. Faculty voted to approve pending changes. Present = 12, Total eligible to vote = 12. Yes = 11, No = 0, Abstain = 1, Absent = 0

7) Committee reports
   a) Curriculum
      i) They’ve developed a set of tasks for the year.
         (1) Learning objectives
         (2) Research methods teaching/courses
         (3) Service and research course designation
      ii) Questions for faculty
         (1) Referring to the retreat meeting minutes, what type of attention needs to be spent on the Urban Studies: Global Urbansim & Community Development and Planning formal options? If you have any ideas please send them to JW.
            (a) This brought up a discussion on students referring to their formal option/track as their major and whether the program should market each track as actual degrees. Faculty acknowledged the reasons why the program has held onto the Urban Studies major. Language and graphics are important. The current degree planning worksheets does instruct students to choose one formal option. Carmen will look into making this more legible and bring an updated version to faculty.
            (i) Would the faculty like this committee to work on the issue of staffing Urban Ecology? What role would this committee play?
                1. Faculty are in support of Chris Schell, SIAS teaching this course.
            (ii) Ali needs a marching order from the committee on what to do about teaching T URB 350.
   b) Governance
      i) Brief background and update from Yonn.
ii) The document JW put together and shared at the retreat is not complete. They are still interested to know your thoughts. Interviews are still taking place.

iii) Although it is not ready for a vote, they would like to maintain momentum so a vote can take place in winter and individuals can be elected in April or May.

iv) Please continue to think about how this governance structure would look, function, number (of board/committee members), length of service, etc.

v) Everyone shared how they felt about this topic at this point in the process.

c) MA committee (Anne)

i) New cohort has arrived. A Meet & Greet between the two MA cohorts is scheduled for November 6th in TPS 112.

ii) Cheryl Contant will be here next Tuesday and Wednesday to help finish up the assessment work. Everyone is welcome to join for lunch or dinner on Tuesday. Please contact Anne if interested.

iii) Anaid has taken the leadership to coordinate with James McShay, Assistant Chancellor for Diversity, Equity, and Inclusion to create a workshop in her Urban Spatial Design course this fall to help facilitate around the issues of racial and gender dynamics moving forward in the classroom. They are hoping they can build on to this for the winter and spring quarters.

d) MS committee (Matt)

e) Advert for new lab manager was sent to the urban-students list.

i) Greg shared news about UW Tacoma Graduate school night scheduled for November 8th. Please encourage seniors to attend. There is also a new Graduate Studies brochures and postcard featuring our programs.

f) Teaching Squares – no new update but Mark will contact interested faculty ASAP.

g) Technological management – Jim gave a quick update about this topic. Please reply to the email he sent to everyone.

8) Other topics

a) Continuing from the last year’s curriculum committee work on SLOs, JW and Ali are going to talk about developing degree SLO’s.

i) Ali found original proposal for Urban Studies from 2001. He will share it with JW and anyone else who is interested.

b) Ali’s new role as Assistant Vice Chancellor for Community Engagement

i) Brief update

ii) Faculty asked Ali to add this to his director’s report in all future agendas.