Faculty Assembly Executive Council (EC) Meeting Minutes
February 11th, 2015; 12:30-1:25pm; Lucien Boardroom, GWP 320

Present: Julia Aguirre, Orlando Baiocchi, Charles Costarella, Kelly Forrest (via phone), Michelle Garner, Bill Kunz, Marcie Lazzari, Nita McKinley, Lauren Montgomery, Haley Skipper, and Huatong Sun.

Absent Juliet Cao, Sergio Davalos, Denise Drevdahl, Bryan Goda, Matt Kelley, Janie Miller, Amos Nascimento, Jill Purdy, and Anne Wessells.

A. Consent Agenda

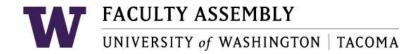The minutes of the January 30th meeting were accepted by consent.

B. Discussion Items (in alphabetical order)

Student of Concern System

Cedric Howard, Vice Chancellor for Student and Enrollment Services (SES), gave an overview of the Student of Concern process. Since 2008, the Student of Concern process has combined the previous academic and behavioral conduct bodies. Two years ago, concern for behaviors not covered by the conduct code, such as missing class and/or failing after the first term, led to the establishment of the Student of Concern (SC) System. SC began to review quality of life issues that affected retention and progress to graduation. SC receives an average of 35 individuals' referrals per month. They have the ability to connect different referrals for the same student. SC reports as much as possible to the referring individual, unless it is a HIPPA violation, such as a counseling referral. The representative sitting members for the SC are from: the Student Counseling Center, the administrative side of Academic Affairs, Campus Safety and Security, and SES. There are also ad hoc roles for certain circumstances; for example representatives may be needed from Social Work and Nursing who know those particular accreditation issues.

EC Discussion followed:

i.   **Early Alert versus Student of Concern**: Academic Advising conducts Early Alert for groups of students failing a particular class. Individual cases are reviewed by Cedric's office. Concerns expressed were clarity of roles, how faculty access the needed help, more communication to faculty, and more organized information in the SES website.

ii.   **24-48 hour publicized timeline** refers to the response time in contacting a student, but the complete process takes longer. There was a high volume of reports this fall which slowed response. Campus has purchased better software and can track better now.

iii. **How student respond** when they hear an instructor has "reported" their case: Usually the student is thankful. Less often, a student believes themselves to be under punitive process.

iv.   **Faculty addressing the issue first**: Faculty can handle the concern themselves. SC is available but not required. Faculty can also send report only. If a pattern of referrals is found, SC reaches out.

v.   **Campus and Community Resources:** Per day, 4-5 faculty and staff ask for advice, campus resources, and/or community resources, such as referrals for homelessness and/or a lack of food for students on campus.

vi.   **Demographic statistics:** Faculty asked whether demographics were collected to determine if there were biases in which students were referred. Though these demographics are collected, they are not analyzed in this way, nor shared in an annual report.

vii. **Record retention:** Records are kept for 7 years in a separate database than student academic records. There are firewalls to create a separation between the Teaching and Learning Center,

the Academic Advising Center, Student Engagement, and SES. The only instance that these records would affect a student's future is if a student is formally expelled or suspended and seeks admission to another institution.

Chair's Report

i.   **Faculty Salary Policy Proposal**: the actual code is being written and will be discussed at the next Faculty Senate meeting.

ii. **Faculty Senate Vice Chair candidates**: Zoe Barness, Associate Professor in the Milgard School of Business, is the one of two candidates for UW Faculty Senate Vice Chair for next academic year.

iii. **Presidential vacancy**: Regents are to meet February 12, 2015 and may discuss upcoming steps.

iv. **Senate nominations**: Mary A. Smith, Administrative Coordinator, stated there were 26 nominations total and 6 confirmed nominees.

VCAA Report

i.   **Campus growth projections**: Rather than focusing on a specific number, the campus needs to come up with a specific plan for areas of potential growth.

ii. **UWT Head Librarian search**: Mike Allen, Professor, School of IAS, will serve on the committee. The committee will need another faculty member who is not from the School of IAS.

iii. **New faculty Lines**: The January 31st deadline for the 2015-16 hiring requests was extended 2 weeks, to February 13th. At the next EC meeting, the list of new positions will be announced. Mark Pagano, incoming Chancellor, is comfortable with the current timeline and process.

iv. **New schools**: Both the Institute of Technology and Education are seeking to become schools. Seattle asked to get Mark Pagano onboard before moving forward.

v.   **Space updates:** There are two proposed programs that need lab space, Biomedical Science and Electrical Engineering.

Meeting Adjourned