

UNIVERSITY OF WASHINGTON TACOMA
UWT Executive Council
Meeting Minutes
CP 206
March 31, 2009

Meeting was called to order at 12:34 p.m.

In attendance: Chair, Michael Forman; Vice Chair, Johann Reusch; Marjorie Dobratz, Ehsan Feroz, Janice Laakso, Josh Tenenberg, Gregory Benner

Guests: Chancellor Patricia Spakes, Vice Chancellor Beth Rushing

Synopsis:

1. Approval of the agenda.
2. Approval of minutes from March 11, 2009.
3. Nominations for Vice Chair, attachment A
4. Nominations for Disciplinary Committee (DC) and Opportunity Admissions committee (OAC)
5. Beth Rushing, Cost Recovery (CR)
6. Compiling FA legislation
7. Bylaw Amendments as of March 31, 2009
8. Chancellor Patricia Spakes, Communicating Policy Changes
9. Agenda for Faculty Assembly meeting April 15, 2009
10. Patricia Spakes, Update: House and Senate Budget
11. Adjournment

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1. The agenda was approved.
 2. The minutes from March 11, 2009 meeting were approved with corrections.

3. Nominations for Vice-Chair, attachment A

Michael Forman reviewed some of the main responsibilities' of the Faculty Assembly Vice Chair. In order to encourage more representation, the candidate might be from a different unit than the incoming chair (in this case, the incoming chair is from IAS). There are three course releases. The candidate should be a tenured faculty member for the term in office. The term shall be two years; first as Vice-Chair, then as Chair. Nominations for this position should be sent to the EC listserv and then the nominees will be subject to a Catalyst faculty vote. Ehsan Feroz suggested that this information should be circulated to faculty members. Feroz suggested that Forman should establish deadlines.

Deadlines:

- Friday May 8, 2009, Nominations for the Faculty Assembly Vice Chair
- Friday May 15, 2009, Catalyst Faculty Vote

4. Nominations for Disciplinary Committee (DC) and Opportunity Admissions committee (OAC)

Forman explained that the DC position is two years and functions ad hoc. The DC position is required by Washington state law. The committee consists of three faculty members and three students. This function of this committee is to handle conduct and academic misconduct cases, and violations. Forman asked for nominations from each unit and these will be forwarded to Julie Draper. Josh Tenenberg asked about a deadline for the DC nominations and for a clarification about the term of this position. Forman said that he would check with Julie Draper. Forman noted that the DC nomination will represent the faculty assembly as a whole. Dobratz was under that impression that DC faculty committee members were randomly selected. Rushing thought that policy had since been changed to nominations instead of the prior policy that relied on random selection for this committee. Dobratz asked Forman to check on the policy in order to clarify the correct processes for selecting a faculty member.

Action: Forman will consult with Julie Draper to clarify the policy for selecting faculty members to the DC.

Forman explained that the OAC needs to faculty members and the description was sent via the EC listserv. See attachment B. Forman mentioned that the process for admissions at UW Bothell includes faculty, who are involved at the level of programs

Marjorie Dobratz asked about media reports about the legislature regarding student cuts. Beth Rushing clarified that this specifically did not extend to branch campuses including UW Tacoma under the Senate budget.

5. Beth Rushing, Cost Recovery (CR)

Rushing advised that there the policy for the CR was discussed at the last Chancellor's Leadership Council. Rushing is working to clarify the policy language. Once the language is

clarified the Chancellor's Leadership Council must approve the policy language.

Rushing noted that Jan Rutledge notified her that there are three grants eligible for a return of approximately 20%. Generally, once CRs are confirmed they must be approved through the Chancellor's office. Then the funds will be distributed. Rushing noted that there are guidelines for PI in the policy.

Gregory Benner asked for an effective date and whether this is a retroactive policy. Rushing clarified that this is not retroactive, but the funds will be distributed this year.

On another note, Rushing explained that the Chancellor's leadership council approved a policy regarding faculty who use a laptop rather than a desktop. There are new laptop replacement guidelines.

6. Compiling FA legislation

Forman explained that he and Star Murray, FA office assistant are working together to compile a history of FA legislation. Unfortunately, only files going as far back as 1996 are available and there are large gaps even in the period between 1996-2007. Forman requested that anyone who has minutes which are not currently on-line share these with him or Murray.

Once this process of compilation is complete, the result will be need to be reviewed by faculty, probably the EC, for inclusion in the UWT Handbook. Forman asked the EC to notify Murray if there are any minutes that are not in electronic form so that he can ensure concise records keeping for this project.

7. Bylaw Amendments as of March 31, 2009

Josh Tenenberg suggested that the language under "Membership" specify "voting faculty." Ehsan Feroz mentioned his concern that the Milgard School of Business is not proportionally represented. There was lengthy discussion about this concern. Feroz noted that the logic of a group of eight will more likely lead to a hung vote whereas 9 members will more likely ensure a deciding vote. Feroz noted that 9 members could also empower less represented units. Forman and Laakso noted that the number of members on the EC committee will vary every year because of the amount of changing faculty members. Forman changed the ratio in the proposal from 25-1 to 22-1 to establish the threshold for a second unit representative at 23.

Forman also noted that the new bylaws would likely result in one additional Business representative and one or two additional IAS representatives as IAS faculty make up a bit over 40% of the faculty. Forman noted that the purpose of the revisions was to make a more robust EC also more representative of the faculty.

Chancellor Patricia Spakes, asked about whether the bylaws included specific language to indicate how the Faculty Assembly would communicate the results of its deliberations to the Chancellor. Spakes explained that she is accustomed to communication flows that show EC decisions, which are communicated to Academic Affairs, then to the Chancellor. Forman

recommended that record keeping should be part of the duties of the Chair. Forman suggested that this obligation should fit under the “duties of the chair” in the UW Tacoma Handbook.

Action: Forman will revise the clause; “The Chair will report any policy changes to the Chancellor” by the end of the week and send this via email on the EC listserv.

Rushing suggested that all subcommittees should forward legislation to the EC and then after this is approved this should be sent to VC of Academic Affairs. Forman clarified that the EC responsibility is to act on the proposed changes by any subcommittee and this is specified already in the bylaws’ language.

Johann Reusch suggested that committee Chairs should be compensated if they are responsible for presenting policy changes to the EC. This is a time consuming process.

Gregory Benner suggested that the Chairs could be briefed about these their duties at the Annual Faculty Retreat.

Benner suggested that a flow chart would add clarity to the process of legislation under the revised bylaws. Benner offered to create one.

9. Agenda for Faculty Assembly meeting April 15, 2009

The Faculty Assembly meeting for April 15, 2009 is cancelled. The next meeting of the Assembly is scheduled for May 14, 2009.

Rushing mentioned that she needed faculty input at her upcoming (April 7) discussion of the Academic Affairs budget. Dobratz recommended that Forman should send out an email to strongly encourage faculty to attend the next open Budget meeting which is Tuesday April 7, 2009.

10. Patricia Spakes, Update on House and Senate Budget

The Senate has established a 7-10% tuition increase. UW Tacoma enrollments are expected to be maintained, even with the House cuts of approximately 100 FTE. The Senate is expected to adjourn on time. There will probably be a special session.

11. The meeting adjourned at 1:42 p.m.

[ATTACHMENT A]

Question: Should the following amendments to the UWT Faculty Assembly bylaws become effective at the start of the 2009-2010 academic year?

Explanation and intent:

The purpose of these amendments to the Faculty Assembly bylaws is to enhance the faculty's role in the processes of shared governance by providing the means of enacting legislation and formulating policy. Review of the Faculty Assembly (FA) records reveals that the FA has rarely met with a quorum in the last six years. In addition, experience indicates that situations requiring prompt and energetic action will arise. After much discussion, the members of the Executive Council (EC) concluded that the most expeditious way of accomplishing these goals was to enhance the legislative powers of this council during those times when the full Faculty Assembly was not in session.

Given the more significant role the EC will play, these amendments aim to increase its accountability by providing two means of doing so. First, they aim to make the EC more representative of the faculty, while at the same time not overburdening the faculty and smaller units with an increased service load. Currently, representation on the EC is jurisdictional, following a model similar to that of the U.S. Senate: members represent the faculty in each academic unit without regard to the number of faculty in that unit. These amendments would restructure the EC to follow a model similar to the U.S. House of Representatives: each unit will be represented *and* the number of faculty in the larger units will also be taken into account. Second, again in order to make the EC more representative, these amendments create processes whereby faculty may review and, if necessary, overturn decisions and policies made by the EC.

ARTICLE III
FACULTY ASSEMBLY, EXECUTIVE COUNCIL, AND STANDING COMMITTEES

Section 2. Executive Council

A Responsibilities: The Executive Council shall advise the Chancellor on matters of policy regarding faculty promotion and tenure, and on matters involving academic policy, including priorities, resource and salary allocation, and budgets (Sec. 23-45B). The chair shall convey to the Chancellor the decisions and recommendations of the Executive Council and of the Faculty Assembly. Upon request, the Chancellor shall provide the Executive Council information concerning salaries, teaching schedules, salary and operations budget requests, appropriations, allotments, disbursements, and similar data pertaining to UWT (23-46 H).

The Executive Council shall provide leadership for the Faculty Assembly of UWT. This body shall be concerned with all domains of faculty authority and duties of the UWT faculty and the professional and personnel issues affecting faculty. The Executive Council is directly accountable to the faculty as a whole, from which it is elected. It may act on behalf of the UWT faculty servicing as its legislative agent with responsibility for formulating policies, rules, and regulations for UWT in all matters except amendments to these bylaws. This body will receive all policy recommendations from the Faculty Assembly standing committees and any ad hoc committees or task forces which may be established either by this Assembly or under this Council's authority.

The Executive Council shall ~~provide for:~~ (1) oversee ~~sight~~, coordinate ~~ion~~, and support of the activities of all Faculty standing committees at UWT, (2) recommend faculty representatives for campus wide committees, and (2) (3) provide for the election of the chair and members of the Executive Council and the chairs of the standing committees.

B Membership: The Executive Council shall consist of a chair, a chair-elect, ~~the chair of the standing committee on Faculty Affairs,~~ and at least one representative chosen from amongst the voting faculty of each of the academic units* of UWT. Each of these units shall elect at least one representative. Units housing 22 to 43 voting faculty shall elect a total of two representatives. Units housing 44 to 65 voting faculty shall elect a total of three representatives. Units housing 66 to 87 voting faculty shall elect a total of four representatives.

21 faculty	1
22-43	2

For these purposes, representation will be based on unit census at the beginning of the autumn quarter. All members of the Executive Council shall serve two-year terms of office.

The term of office of the chair-elect shall be one year, after which the chair-elect serves as chair. The chair-elect shall be elected from the associate and full professors of UWT. The term of office for the chair shall be one year. The Chancellor and the Vice Chancellor for Academic Affairs shall serve as non-voting, ex-officio members of the Council.

Footnote: *An academic unit is determined by the reporting structure of the head of the unit. For a unit to be an academic unit, the head of the unit (i.e. dean, director) reports to the Vice Chancellor for Academic Affairs and the unit houses members of the voting faculty.

C Legislation:

Two types of legislation shall be distinguished: Class A shall consist of amendments to this handbook, Class B shall consist of all other legislation and resolutions.

Class A: By a minimum of 2/3 majority, the Executive Council may propose amendments to these bylaws or to the UWT Handbook. The Executive Council will forward these proposed amendments to **the faculty as specified in Article VI of these bylaws.** and shall account to the UWT faculty for those acts. ~~The Executive Council may formulate specific policy proposals, which are then forwarded to the Faculty Assembly for a vote.~~

Class B: whenever the Faculty Assembly is not in session, class B legislation shall be approved by a simple majority of the Executive Council.

By petition from at least 20% of the voting faculty gathered from among at least two academic units, the Chair will convene a meeting of the Faculty Assembly to review any policy, rule, or regulation adopted by the Executive Council. Signatures on this petition shall have been gathered over a period not to exceed fifteen instructional days prior to the submission of this petition. The Chair shall convene the Faculty Assembly to review this policy, rule, or regulation no later than ten instructional days following the instructional day on which the petition was received.

By a majority vote in each of at least three standing committees of the Faculty Assembly, the standing committees may request that the Chair convene the Faculty Assembly to review any policy, rule, or regulation adopted by the Executive Council. These votes shall have been concluded over a period not to exceed fifteen instructional days prior to the presentation of this request. The Chair shall then convene the Faculty

Assembly no later than ten instructional days following the instructional day on which this request was received.

Section 3. Standing Committees

Faculty Affairs Committee

Charge – The Faculty Affairs Committee shall investigate and respond to issues of widespread faculty concern including, but not limited to, faculty governance, procedures regarding tenure and promotion, merit, and teaching assessment. Matters for investigation may be brought before the Faculty Affairs Committee by the Executive Council or any member of the UWT faculty. Where warranted this committee shall formulate specific policy proposals and forward its recommendations to the Executive Council, ~~who~~ which may bring proposals and recommendations to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of these bylaws.

Academic Policy Committee

Charge – The Academic Policy Committee shall consider and, where appropriate, propose legislation to the Executive Council regarding scholastic and educational policy, including requirements for admission, graduation, and honors, and policy for the regulation of student conduct and activities. It shall also provide guidance on faculty policies to the Assistant Chancellor for Student Affairs, the UWT Registrar, and other appropriate individuals regarding the interpretation and administration of the academic regulations of UWT. The Committee shall also review procedures pertaining to the acceptance of credits in respect to admission and graduation. The Committee shall also evaluate the merits of proposed undergraduate and graduate programs and degrees, majors, minors, concentrations, and certificates relative to the academic standards of the institution. Such evaluation shall take into consideration the requirements for admission and graduation, intellectual rigor, academic integrity, pedagogical coherence, and the need for additional resources. Upon approval, the Committee shall forward its recommendations to the Executive Council, ~~who will~~ which may bring proposals and recommendations to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of these bylaws.

Curriculum Committee

Charge – The Curriculum Committee shall evaluate the merits of proposed courses relative to the academic standards of the institution. Such evaluation shall take into consideration the intellectual rigor, academic integrity, and pedagogical coherence of

the proposed course. The Committee shall also consider whether a course merits the proposed number of credits, whether the mode of student evaluation is appropriate for the course content, and whether resources are adequate. Upon course approval, the Curriculum Committee shall forward its decisions to the Vice Chancellor for Academic Affairs. The Curriculum Committee shall forward its policy recommendations to the Executive Council, ~~who will~~ which may bring them to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of these bylaws.

Faculty Committee on Appointment, Promotion and Tenure

Charge - The Faculty Committee on Appointment, Promotion and Tenure shall advise the Chancellor on promotion and tenure cases under review, and on appointments in cases where consultation is needed. The Committee coordinates discussion of appointment, promotion, and tenure procedures and expectations across academic units and with administration. The Committee shall recommend policies related to appointment, tenure and promotion to the Executive Council, ~~who will~~ which may bring them to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of these bylaws.

ARTICLE VII FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

MEETINGS. At least one meeting of the faculty shall be held during each academic quarter. During these meetings, the Chair shall report on the activities, legislation, rules, and policies concluded by the Executive Council. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the Executive Council. Meeting dates will not be changed unless there is a major emergency, with information to the faculty regarding cause for change. Special meetings shall be held when called by the Executive Council, when requested by the Chair, or when requested in writing by twenty percent (20%) of the voting membership of the UWT faculty. The Chair or his/her designee presides at the meetings of the UWT faculty.

[ATTACHMENT B]

VICE CHAIR, UWT FACULTY ASSEMBLY

Term: The Vice Chair serves one year as Vice Chair, then one year as Chair. The position of Vice-Chair is currently budgeted for three course releases during the academic year.

Selection: The Vice-Chair shall be a tenured voting member of the UWT faculty during the year when she or he assumes office. Nominations and self-nominations will be directed to the current Chair (forman@u.washington.edu) and will be reviewed by the Executive Council. The Executive Council will certify the candidates whose names will be submitted to a campus-wide vote.

Duties of the Vice Chair:

The Vice Chair shall assist the Chair in all matters concerning the business and operation of the Faculty Assembly and UWT Faculty Executive Council. This includes supervising the office assistant in the production of minutes for Faculty Assembly and Executive Council, establishing a quorum for Faculty Assembly meetings, and supervising the counting of ballots for Faculty Assembly elections and business, as well as reporting results to the faculty. The Vice-Chair shall preside over the Faculty Assembly and the Faculty Executive Council in the absence of the Chair.

The Vice Chair shall work with the Chair in setting the Faculty Assembly and UWT Faculty Executive Council agendas.

The Vice Chair shall work with the UWT Faculty Executive Council on proposing and implementing policy changes (e.g. changes to the Bylaws).

The Vice Chair shall act as a secondary liaison between the Faculty Assembly and the Administration of the University in conformity with the broadly defined will of the Faculty of UWT. This work includes regular meetings with the Chancellor and the Vice Chancellor of Academic Affairs.

The Vice Chair shall represent the Faculty Assembly on selected campus and University-wide committees and task forces, including the University of Washington Faculty Council on Tri-campus Policy. The Vice Chair shall report to the UWT Faculty Executive Council on the activities of such committees and task forces. The Vice Chair shall take the lead in developing the Faculty Assembly's budget request for the coming year or biennium and shall oversee the budget. The Vice Chair shall work with the Chair in ensuring that vacancies for the following year in the standing committees of the Faculty Assembly are filled.

The Vice Chair shall assist the Chair in the hiring and managing of the Faculty Assembly office assistant.

The Vice Chair shall oversee the record keeping of the Faculty Assembly and its committees (i.e., minutes, agendas, reports), as well as overseeing the maintenance of the Faculty Assembly

website and the maintenance of the Faculty Assembly email list (uwtfac@u.washington.edu).