

UNIVERSITY OF WASHINGTON
Minutes
Faculty Assembly Executive Council (FA EC)
Tuesday, June 15, 2010
CP 206c
9:30 a.m. - 12:30 p.m.

Attendance: Johann Reusch, Chair; Marcie Lazzari, Vice Chair; Zoe Barsness, Vice Chair-elect; Greg Benner, Donald Chinn, Marjorie Dobratz, Janice Laakso, Tracy Thompson, Beth Rushing, ex-officio

1. The minutes from May 27, 2010 were approved as amended and June 10, 2010 was approved.
 - a. Beth Rushing, VCAA asked for clarification about the May 27, 2010 minutes. After a discussion the following correction was made: 4b. Reusch noted that the UATF and the Executive Council did communicate to appoint faculty representation.
2. Graduate School Council - Kima Cargill accepted the nomination. The FA EC voted and unanimously approved this nomination.
3. Proposed Advising Plan – Beth Rushing, VCAA (see attachment A)
Rushing provided a memo to the FA EC which responded to the Faculty Resolution titled “UWT Faculty Resolution on the Academic Strategic Plan to dismantle the Current Academic Advising Structure from Academic Program Locations to the Office of Undergraduate Education.”
 - a. Rushing noted adviser vacancy in Undergraduate Education will be filled this summer. Right now advisers report to program administrators. Lazzari asked if the advising position is a coordinating position in the centralized model to which Rushing responded the advisers report to program administrators. Rushing noted that she is responding to the number of students who did not have a unit to which they belonged. Academic Affairs needed to address the cultural and structural problems.
 - b. Rushing noted Academic Affairs Strategic Plan on the webpage. Ingrid Walker, Director of the Office of Undergraduate Education (OUE) has a strategic plan. Rushing said the academic plan that came out in the fall does not exist in any formal way.
 - c. Thompson asked the process for OUE reviews of curriculum for students’ first two years. Rushing responded any changes would go to the Academic Policy Committee, observing shared governance. Tracy Thompson noted the faculty resolution asks that faculty have a mechanism to provide feedback. The challenge now is to develop a relationship between programs and APC. Marjorie Dobratz noted that one concern is that the new position will focus on undergraduate advising. Rushing clarified the

coordinator position is not a director position, but will have the coordinating responsibility. Rushing offered Marcie Lazzari and Zoe Barsness to be on the search committee, provide feedback, or have some other member of the FA sit on the search committee. Lazzari volunteered to serve.

- d. Janice Laakso asked if the FA EC can get data relevant to the proposed centralized advising model. Rushing responded there are a number of factors and issues for advisors which vary across programs. If UWT decides to maintain decentralized advising we may not have resources for other areas.
- e. Greg Benner suggested this summer the FA EC members should talk with Rushing about advising.
- f. Chinn asked about student to advisor ratios. Rushing responded she has this data but program advisors do not have to be equal. The National Organization for Academic Advising has conveyed for any subpopulation it is difficult to quantify the level of difficulty to advise specific groups. Chinn asked whether a centralized model will eliminate positions to which Rushing responded “no.” Chin asked if the current advising issues can be fixed in a decentralized model. Rushing responded “yes,” if there is some centralized authority.
- g. Zoe Barsness noted her concern about advisers’ extra work. This is both an allocation and a budget issue. In order to understand this situation the FA EC and Academic Affairs should revisit the data already collected and identify what is missing, figure out a task analysis and address the students’ perspective. The FA EC can identify where the resources are distributed and where UWT is currently housing resources. This will help identify how the students’ needs being met.
- h. Action: The FA EC decided to work in a small group this summer as a starting point for collecting data. Zoe Barsness, Greg Benner, Marjorie Dobratz, and Marcie Lazzari will work on this. Rushing will email a list of all the advisers who have worked on the Advising Taskforce.
 - i. Lazzari added they will work with programs as well. Benner suggested a meeting with Jim Posey and a cost-benefit analysis from Barsness. Rushing suggested data from the Foundations of Excellence library. Thompson noted the importance of naming this committee’s assumptions so that everyone understands the problem in the same manner.
- j. Rushing noted an initial concern for the Advising Taskforce, was adding advisors to the programs. With the Criminal Justice Program she thought UWT could hire an advisor for Social Work and Criminal Justice. The budget cut last year changed the focus of the UAFT.
- k. Reusch asked if the office of undergraduate advising strategic plan will be adjusted if UWT goes to a centralized model.

4. Update on Writing Policy: Lazzari will talk with Anne Beaufort and Ingrid Walker about initiating the 1503 process. A signature from each program will be required.
5. Budget Committee: Rushing asked for FA EC feedback regarding the composition and charge of the Budget Committee. Rushing will need feedback at the beginning of fall 2010. Rushing suggested this be raised at the Annual Faculty Assembly Retreat or in the pre-meeting with the FA EC.
6. Joint Council on Enrollment Planning and Policy (JCEPP) and Undergraduate Advisory Taskforce (UATF): Rushing asked for faculty representation on these committees. Barsness suggested the FA EC vote on these representatives.
7. Faculty Council on Appointment Tenure and Promotion (FCAPT): Rushing suggested the faculty representation of full professors on FCAPT be resolved. Barsness will contact Marcia Killien.
8. FCAPT Report: Zoe Barsness drafted two documents, "Recommendations for changes in size, composition and member terms for Faculty Council on APT" and "2009-2010 Annual Report." (see Attachment A and B)
9. Faculty Affairs Report: Faculty Affairs is working on guidelines for faculty workload. These guidelines will help faculty regarding inequity and the general issues about UWT's expectations for teaching and research. Over the summer Faculty Affairs wants to collect the data to give to Kelly Fitzgerald. This survey will go to programs and in mid-December the programs can report back. At that point Faculty Affairs will bring the recommendations to the FA EC. Faculty Affairs will ask for guidelines from each program. Chinn noted Faculty Affairs is working on a survey regarding Research Support. Sergio Davalos created this survey. Rushing will give data about the student-credit hours to give to Chinn.
10. Update on Annual Faculty Retreat Agenda
 - a. Lazzari will confirm Provost Wise's attendance.
 - b. The FA EC should draft an outline for faculty who are not familiar with current issues.
 - c. This summer the FA EC, Directors/Dean, Chancellor Patricia Spakes and Vice Chancellor on Academic Affairs Beth Rushing should work toward their understanding of shared governance.
 - d. The criteria for faculty third-year reviews could be clearer programs. Nursing and IT have done a good job at clearly laying out the criteria for faculty.
11. The meeting adjourned at 12:19 p.m.

Attachment A:

OFFICE OF ACADEMIC AFFAIRS
W UNIVERSITY of WASHINGTON | TACOMA

June 14, 2010

TO: Johann Reusch, Chair, UW Tacoma Executive Council
FROM: Beth Rushing, Vice Chancellor for Academic Affairs
RE: June 3 UWT Faculty Resolution

This memo provides my response to the June 3 UWT Faculty Resolution titled "UWT Faculty Resolution on the Academic Strategic Plan to dismantle the Current Academic Advising Structure from Academic Program Locations to the Office of Undergraduate Education."

Embedded in this resolution are two inaccuracies:

1. Reference to a "mandate to restructure undergraduate education." There is no such mandate. I renamed the Office of Undergraduate Education earlier this year to decrease the confusion about its functions. The scope of responsibility and authority of that office is the same as it was when its name was General Education.
2. The strategic plan for the Office of Undergraduate Education does not entail restructuring academic advising. It does address recommendations (from Foundations of Excellence) that were specific to advising first year students, such as mandatory advising for first year students, moving sophomore students into majors and pre-program majors, and identifying the academic advising needs of sophomores.

I will honor the request that any proposed restructuring of academic advising be deferred until faculty are on contract in September. However, we currently have some gaps in coverage for students (social work, urban studies, and criminal justice majors; pre-program majors in many programs, new cohorts of first year students). It will be important for advisers and program administrators to continue to develop mechanisms for addressing the needs of those students, and that work must continue over the summer to meet our commitments to students.

The second request in the June 3 resolution was for a suspension of the search for a Director of Academic Advising until faculty consultation and review can happen. We cannot postpone filling the adviser vacancy in Undergraduate Education – that office currently only has .75 advising FTE assigned to handle approximately 400 to 500 new and returning students. This is an opportune time to reconfigure this position to incorporate some of the responsibilities outlined in the May 2009 Advising Task Force recommendation for a Director of Advising, though we do not intend to make the job classification at the director level. Rather than suspend this search, I propose to keep the incoming Chair and Vice Chair apprised of the progress of this search so they are reassured that the appointment is made in a way that respects and conforms to the current structure of academic advising.

I will work with the incoming leadership of Faculty Assembly to plan for the "formal and open process of faculty consultation and review" of academic advising proposed in this resolution. It will be critical to begin this process as early in the next academic year as possible.

c: Pat Spakes, Chancellor

Attachment B:

TO: Johann Reusch, Chair Faculty Assembly
Marcie Lazarri, Vice Chair Faculty Assembly
Executive Council, Faculty Assembly

FROM: Faculty Council on Appointment, Promotion and Tenure

DATE: June 13, 2010

SUBJECT: Recommendations for changes in size, composition and member terms for Faculty Council on APT

During 2009-2010, the FCAPT struggled to sustain its membership as required by the UWT Faculty Bylaws. The UWT Faculty Bylaws require that the council consist of seven members. Traditionally, a representative from each of the Academic Programs/Schools has served on the council for a two year term. Due to sabbaticals (Urban Studies) and lack of sufficient faculty to serve without causing a conflict of interest (Social Work) and a departure from the faculty (Institute of Technology), and a medical leave (Education), the council struggled to maintain a quorum throughout the year. The Social Work program provided a temporary member during the Winter quarter when we were considering non-mandatory cases, which allowed the council to achieve a quorum when drafting its recommendations on these cases. In the spring, our member from Urban Studies returned from sabbatical, but the council was still understaffed (only 4 of 7 required positions were staffed). During Spring quarter, the remaining council members discussed at length the needs and requirements of the council in terms of its size, composition and duration of member terms in order to effectively conduct its work while remaining in compliance with the UWT Faculty Bylaws.

In light of the conclusions that emerged from these discussions, the FCAPT respectfully recommends that the following staffing and policy changes for the FCAPT be taken up for consideration in Fall 2010 at the Faculty Assembly Annual Retreat:

- 1) The FCAPT be adequately staffed so that it remains in compliance with the requirements of the UWT Faculty Bylaws. This means that membership of the Council should be sustained at 7 members. Seven members is the bare minimum number required to assure a quorum on a consistent basis. We also recommend that the Executive Council consider an increase of 3 in the size of the Council and that these 3 additional members be nominated from the UWT faculty at large. If such a permanent increase in council size is not possible, we alternatively encourage consideration of a temporary increase in the size of the council in years when the load of APT cases is significant. Such a temporary increase in council size would allow members to distribute the workload and assure that each case receives the fullest review by the greatest number of council members possible.
- 2) The membership of the council should continue to reflect representation across the academic schools and programs on campus.
- 3) The Executive Council should consider having the FCAPT drop its practice of having members from the applicant's program abstain from discussing and voting on the merits of that case. We recommend that all members of the FCAPT participate in review discussions and votes on each case. Such a change in council practice will enhance the ability of the council to maintain a quorum during these critical discussions and votes.
- 4) Schools and Programs should be encouraged, but not required (given the small size and composition of some programs), to staff the council with representatives at the Full rather than Associate rank so as to provide greater insight during the review of non-mandatory cases.
- 5) The Executive Council should consider extending the duration of member terms from two to three years. The FCAPT recommends also that the terms of the council members be staggered (e.g., approximately one third of the membership would change each year). Both of these changes are strongly recommended because they would help to improve continuity of the council's work and enhance its

institutional memory in much needed ways.

6) If these term changes are adopted by the Executive Council, the FCAPT recommends that the Chair of the FCAPT be nominated from among members of the FCAPT serving in the second year of their three year term. This would allow for the Past Chair to continue in his or her service to the council in the third year of his/her term. Such a change would also serve to improve continuity of the council's work, assist the council in socializing and training new members, and enhance the council's institutional memory.

Respectfully,

Zoe Barsness, FCAPT Chair, 2009-2010

Members of FCAPT:

Yonn Dierwechter, Urban Studies (Spring)

Denise Drevdahl, Nursing (Fall, Winter, Spring)

Steve Hanks, Institute of Technology (Fall, Winter)

Robert Howard, Education (Fall, Winter)

Emily Ignacio, IAS (Fall, Winter, Spring)

Marcie Lazarri, Social Work (Winter)

Attachment C:

Faculty Council on Appointment, Promotion and Tenure 2009-2010 Annual Report Submitted by Zoe Barsness, Chair

The Faculty Council on Appointment, Promotion and Tenure (FCAPT) “shall advise the Chancellor on promotion and tenure cases under review, and on appointments in cases where consultation is needed” (Article III, UWT Faculty Bylaws). The council also coordinates discussion of appointment, promotion, and tenure procedures and expectations across academic units. With the administration, the council recommends policies related to appointment, tenure and promotion to the Executive Council and may bring such policy recommendations to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of the UWT Faculty bylaws.

During the 2009-2010 academic year, FCAPT held seven meetings (December, January, February, March, April, May, and June). Major issues addressed this year by the Council included:

- 1) The FCAPT reviewed one mandatory case for promotion and tenure and three non-mandatory cases for promotion. This constituted the body of the council’s work during the fall quarter and month of January.
- 2) At least 1-2 members of the FCAPT attended each campus wide information session on the promotion and tenure process sponsored by the VCAA.
- 3) During 2009-2010, the FCAPT struggled to sustain its membership as required by the UWT Faculty Bylaws. The UWT Faculty Bylaws require that the council consist of seven members. Traditionally, a representative from each of the Academic Programs/Schools has served on the council for a two year term. Due to sabbaticals (Urban Studies) and lack of sufficient faculty to serve without causing a conflict of interest (Social Work) and a departure from the faculty (Institute of Technology), and a medical leave (Education), the council struggled to maintain a quorum throughout the year. The Social Work program provided a temporary member during the Winter quarter when we were considering non-mandatory cases, which allowed the council to achieve a quorum when drafting its recommendations on these cases. In the spring, our member from Urban Studies returned from sabbatical, but the council was still understaffed (only 4 of 7 required positions were staffed). During Spring quarter, the remaining council members discussed at length the needs and requirements of the council in terms of its size, composition and duration of member terms in order to effectively conduct its work while remaining in compliance with the UWT Faculty Bylaws. In June, the council forwarded to the Executive Council its recommendations regarding these areas of concern and recommended that these staffing and policy changes be taken up for consideration in Fall 2010 at the Faculty Assembly Annual Retreat. The council’s recommendations were the following:
 - a) The FCAPT strongly recommends that the council be adequately staffed so that it remains in compliance with the requirements of the UWT Faculty Bylaws. This means that membership of the Council should be sustained at 7 members. Seven members is the bare minimum number required to assure a quorum on a consistent basis. We also recommend that the Executive Council consider an increase of 3 in the size of the Council and that these 3 additional members be nominated from the UWT faculty at large. If such a permanent increase in council size is not possible, we alternatively encourage consideration of a temporary increase in the size of the council in years when the load of APT cases is significant. Such a temporary increase in council size would allow members to distribute the workload and assure that each case receives the fullest review by the greatest number of council members possible.
 - b) Membership of the Council should continue to reflect representation across the academic schools and programs on campus.

- c) The Executive Council should consider having the FCAPT drop its practice of having members from the applicant's program abstain from discussing and voting on the merits of that case. We recommend that all members of the FCAPT participate in review discussions and votes on each case. Such a change in council practice will enhance the ability of the council to maintain a quorum during these critical discussions and votes.
 - d) Schools and Programs should be encouraged, but not required (given the small size and composition of some programs), to staff the council with representatives at the Full rather than Associate rank so as to provide greater insight during the review of non-mandatory cases.
 - e) The FCAPT recommends that the Executive Council consider extending the duration of member terms from two to three years. The FCAPT recommends also that the terms of the council members be staggered (e.g., approximately one third of the membership would change each year). Both of these changes are strongly recommended because they would help to improve continuity of the council's work and enhance its institutional memory in much needed ways.
 - f) If these term changes are adopted by the Executive Council, the FCAPT recommends that the Chair of the FCAPT be nominated from among members of the FCAPT serving in the second year of their three year term. This would allow for the Past Chair to continue in his or her service to the council in the third year of his/her term. Such a change would also serve to improve continuity of the council's work, assist the council in socializing and training new members, and enhance the council's institutional memory.
- 3) In response to a request from the Nursing program, the council undertook review of the documentation and materials required for submission by candidates in support of their application for promotion and tenure. Members of the nursing program had identified a number of discrepancies between the list of required documentation and materials provided in Appendix A of the UWT Bylaws and the VCAA's website. Further review by the FCAPT discovered additional inconsistencies between these two lists of required documentation and materials and those identified in Chapter 24 of the UW Faculty Code (i.e., the chapter that addresses the policies and procedures for the appointment and promotion of faculty members) and on the UW Human Resources website. The council submitted a number of requests for clarification of the required documentation and materials in support of an application for promotion and tenure from the Secretary of the Faculty. The FCAPT is awaiting response from the Secretary of the Faculty on these requests. Pending response from the Secretary of the Faculty, the FCAPT defers completion of its review of the required documentation and materials in support of an application for promotion and/or tenure to Fall of the 2010-2011 academic year.
- 4) Other issues discussed:
- a) The council reviewed the IAS program's T&P Criteria changes for consistency with other T&P requirements across campus.
 - b) The council began discussions of the Foundations of Excellence Report Recommendations on Tenure and Promotion and the FCAPT's responsibilities in this regard (June meeting).
 - c) In the context of discussions regarding point 3 above, the council discussed what constituted a sufficient/compliant peer review of teaching in light of concerns raised about new peer teaching review procedures adopted in the Milgard School of Business. Determination as to whether the Milgard School's new peer teaching review procedures are compliant with requirements in the UW Faculty Code awaits a response from the Secretary of the Faculty.

Recommendations for 2010-2011

- 1) Finalize review of consistencies and discrepancies between guidelines and lists of required documentation for submission in support of an application for tenure and promotion across the

FCAPT, VCAA, and UW HR websites. Make recommendations to the Executive Council once clarifications that were requested from the Faculty of the Secretary are received.

- 2) Review approaches to peer review of teaching across UWT programs/schools and determine whether they are compliant with requirements in the UW Faculty Code (see Chapter 24) and Appendix A of the UWT Bylaws.
- 3) Discuss implications of the Foundations of Excellence recommendations regarding tenure and promotion for appointment, promotion and tenure guidelines and criteria across UWT programs/schools.
- 4) Assure that the UWT program/school criteria for appointment, promotion and tenure that are posted on the FCAPT website are up-to-date.
- 5) Current membership of the council recommends that the FCAPT and the VCAA strive to collaborate earlier, more extensively and more effectively in developing informational sessions and programs to inform faculty about the requirements and procedures for appointment, promotion and tenure.

Members of FCAPT:

Yonn Dierwechter, Urban Studies (Spring)
Denise Drevdahl, Nursing (Fall, Winter, Spring)
Steve Hanks, Institute of Technology (Fall, Winter)
Robert Howard, Education (Fall, Winter)
Emily Ignacio, IAS (Fall, Winter, Spring)
Marcie Lazarri, Social Work (Winter)

Faculty Assembly Staff:

Star Murray

Respectfully submitted,
Zoe Barsness, FCAPT Chair, 2009-2010