

UNIVERSITY OF WASHINGTON
Executive Council and Faculty Senators
Minutes
Faculty Assembly Retreat
September 27, 2010
8:30 – 9:45 a.m.

Marcie Lazzari, Chair; Zoe Barsness, Vice Chair, Donald Chinn, Marjorie Dobratz, Denise Drevdahl, UW Senator; Linda Dawson, Charles Emlet, Ehsan Feroz, Emily N. Ignacio, Diane Kinder, George Mobus, Garth Novack, UW Senator; Mark Pendas, Jose Rios, Tracy Thompson, Peter Selkin, Larry Wear, Charles Williams, Patricia Spakes, Chancellor; Beth Rushing, ex-officio

1. Importance of maintaining communication

- a. EC members' responsibilities. EC members should maintain attendance at all EC regular meetings. EC members should also communicate with their respective programs. Standing committee chairs are expected to attend EC meetings.
- b. Last year Chancellor Patricia Spakes and Beth Rushing, Vice Chancellor for Academic Affairs, approved course releases for standing committee chairs in order to encourage attendance, participation, and to strengthen shared governance.
- c. This year Lazzari would like each standing committee to produce a year end report.
- d. Standing committees or any individual faculty member may bring an initiative for a discussion and/or a vote.
- e. The EC would like to continue open communication with Chancellor Spakes and VCAA Rushing.
- f. It is the responsibility of the Faculty Assembly Chair and Vice Chair to maintain ongoing communication with administration, with the EC, and the entire faculty when appropriate.

2. Office Assistant

Star Murray will be available to schedule rooms, update committee web pages, and take meeting minutes. Please contact her at starm@u.washington.edu or call 253-692-4561. Murray is part time staff and will do her best to accommodate room and meeting requests within this time frame. Standing Committee Chairs should send the quarter they are going to take their course release to S. Murray.

3. Structure of the UW Tacoma Senators

- a. Zoe Barsness explained the process for electing UW Senators at the end of the year; all four senators will be elected by the faculty and hopefully, their terms will be staggered. In the past UW Senators represented their units, now they represent the campus as a whole. Senators should provide feedback about UW Senate meetings and communicate to the faculty as a whole.

b. There will be Senate Leadership training for new senators.

4. Discussion of policy for Senators and a proposed EC policy

EC will look at creating a new policy similar to the UW Faculty Senate, where after two unexcused absences the EC member will be dismissed from their term. One EC member asked whether a faculty member can stand-in. Barsness responded that at Senate meetings faculty members can stand-in for the elected Senator. EC might want to mimic this policy even though it has not been codified in the UW Tacoma bylaws. This will be brought up at the next EC meeting.

5. Carry over issues/initiatives from last year

a. Advising Systems Taskforce Update. VCAA Rushing advised the EC that the Advising Systems Taskforce met several times over the summer. They divided into 4-5 subcommittees. Currently these subcommittees are meeting to strategize how to move forward. Barsness advised that there will be changes and recommendations based on the proposed models that were discussed over the summer and this will be communicated. Lazzari and Barsness thanked the academic advisers/staff who provided feedback to the Advising Advisory Taskforce.

b. Budget oversight The EC briefly discussed the issues of transparency and consultation from the EC or Executive Policy Council and decided the Faculty as a whole would discuss this during their breakout sessions.

c. Faculty oversight of the Office of Undergraduate Education (OUE) – how to implement faculty oversight control of the curricular and other faculty responsibilities that reside in any program which has no faculty accountable for making curricular decisions and assuming other faculty responsibilities

5. Faculty oversight of the Undergraduate Core, Global Honors, and International Programs

a. Jose Rios, Chair of the Curriculum Committee, explained that they get questions about the needs from the Undergraduate Core. Jose Rios and Ingrid Walker have met informally. Faculty turnover is one issue for the Core. Barsness suggested the EC invite Ingrid Walker to the next meeting.

b. Divya McMillin from Global Honors and John Banks from International Programs will also be invited to a future EC meeting.

c. Marjorie Dobratz raised the issue of Program Assessment and the Undergraduate Core

Rushing explained that the Assessment Committee, chaired by Ginger MacDonald was formed last year. Faculty were appointed by their programs. The Assessment Committee will work on establishing documentation of the current procedures, processes and mechanisms in place at UWT to assess all undergraduate curricula. The focus of this committee will be to establish a system

to act on the current assessment procedures and processes for all undergraduate programs.

d. Student Conduct Code. UWT has brought itself into compliance with the Washington Administrative Code (WAC). A memo was sent to faculty which includes changes to the Informal Hearing process, the member composition to include faculty members in the University Disciplinary Committee Undergraduate Advisory Council (WAC 478-120-085), and the Faculty Appeal Board (WAC 478-120-100). Please reference attachment A for details about these changes.

e. Chancellor Spakes announced that UW Tacoma students have developed their own **Honor Code** and are asking the faculty to put this on the syllabus. Students are interested in asking the faculty to also develop an honor code.

f. Undergraduate Advisory Taskforce: Three to five faculty members are needed to serve on this committee. Students and staff also serve on this committee. It was suggested that representatives from the Curriculum and Academic Policy Committee serve.

6. Suggested Bylaws initiatives for consideration

a. Change to the bylaws to include the immediate past chair of FA as a voting member of EC for the year following her/his service as chair.

b. Change to terms of service for Standing Committee members from two to three years. Barsness explained this initiative was proposed to the EC for consideration by the 2009-2010 Faculty Committee on Appointment Promotion and Tenure. Members of this committee felt that longer member terms would strengthen institutional memory and staggering member terms could help with recruiting faculty to serve on these committees and also strengthen institutional memory. Dobratz suggested faculty members not serving on committees also be recruited. Emily Ignacio suggested that the EC communicate to faculty that the importance of service to the university. Peter Selkin added that service is also individually worthwhile because of the benefit that comes from representing one's university.

7. Importance of the chancellor search

EC members were asked to encourage their faculty, staff and students to participate in providing input to members of the Search Committee. Meetings with the Search firm are be scheduled for October 5th and 6th.

**EC Meeting
3:00 – 4:00 p.m.**

1. Reports from Standing Committee Chairs

a. Faculty Committee on Appointment Promotion and Tenure (APT): Emily N. Ignacio, Chair explained the committee will work on the annual review process and will follow up with the committee's membership about current procedures operating in each program.

- b. Faculty Affairs (FA): Donald Chinn, Chair explained they are working on the daycare survey, the research support survey (they have talked with Kelley Fitzgerald), and faculty workload issues. The FA has been concerned about the workload initiative because of the differences across faculty. Chinn explained that a workload document could help protect lecturers and professors by establishing their workload. The EC had a lengthy discussion about workload, what it means, how it differs across programs, and the differences of styles of workload with respect to research versus teaching. Barsness asked for clarification about the goal of the workload document, whether it is to ensure equity within, or across programs. Mark Pendras reminded the EC that faculty have raised this issue several times and that it can be handled within each program. Dobratz suggested FA access institutional data about workload in programs. Lazzari requested that Chinn provide examples of the data FA will collect. Ignacio and Tracy Thompson suggested that the dimensions of this the workload document be explained. Barsness added that students' financial aid status can be affected by the number of credit hours and that course credits, which factor into faculty workload may also be related to student credit loads, students' financial aid considerations and ultimately factor into student retention. Such linkages might be examined when creating the workload documents.
- c. Academic Policy Committee, George Mobus, Chair explained APC will work to provide faculty oversight of the Office of Undergraduate Education, Advising Systems Taskforce, Student Conduct, and Math admissions standards. APC will meet either Tuesday or Wednesdays.
- d. Curriculum Committee (CC), Jose Rios, Chair explained their committee will work on a flow chart to clarify the review process for new programs. The CC will decide whether they will continue to include ex-officio members, Bobbe Miller Murray, Patrick Pow, and Jennifer Sundheim to all regular CC meetings. Rios was also concerned about the content and quality of new program proposals.
- e. Rushing also noted that Academic Affairs will be working on distance learning designation and whether UWT is in compliance.

2. Issues for EC

- a. Current Initiatives include unionization and a draft of bylaw changes.
- b. Chancellor Search Committee. Ignacio noted that it will be important for the EC to understand the search committee's specific charge. Ignacio suggested it will be helpful for faculty to have the job description in order to identify the specific roles. Pendras suggested the EC should be involved when Isaacson Miller is at UWT on October 5th and 6th. EC will continue to be informed of the Chancellor's search process. Tracy Thompson suggested it is important that the faculty think about how they are going to present (sell) themselves. Lazzari who serves on the Search Committee will relay the request that the candidates meet with EC members when they visit campus.

3. Future Meetings

Chancellor's Welcome Back pizza lunch

Thursday, September 30, 2010
12:30-2:00pm
W. Philip Hall WPH

Faculty Assembly Meetings

Friday, January 28, 2011
12:00 – 2:00 pm
WPH – Milgard Assembly Room

Friday, May 6, 2011
12:00 – 2:00 pm
WPH – Milgard Assembly Room

EC meeting

Thursday, October 7, 2010
12:30-2:00pm
CP 206

4. The meeting adjourned at 4:04 p.m.

Attachment A

To: UW Tacoma Faculty

From: Patricia Spakes, Chancellor
Beth Rushing, Vice Chancellor for Academic Affairs
Cedric Howard, Associate Vice Chancellor and Chief Student Affairs Officer
Julie Draper, Associate Director of Student Services
Marcie Lazzari, Chair, Faculty Assembly
Zoe Barsness, Vice Chair, Faculty Assembly

Re: UW Tacoma Student Conduct Code

Date: September, 2010

In a collaborative effort to establish an effective and efficient system regarding the Student Conduct Code at UW Tacoma, new protocols have been developed which are in compliance with the Washington Administrative Code (WAC). These protocols will address faculty's role in all three levels of Student Conduct Hearings (Informal, University Disciplinary Committee, and Faculty Appeal Board).

It is our hope that these changes will better serve both students and faculty, as well as to provide a process for faculty and staff in Student Affairs to work collaboratively to support a culture of high academic and behavioral standards on our campus.

Informal Hearings

Currently two staff members from Student Affairs (Julie Draper and Heather Galloni) are designated as initiating officers who are responsible for informal hearings. Beginning this year, a third initiating officer from the faculty, will be appointed. Having multiple initiating officers with a solid framework for handling academic and behavioral misconduct, is important in establishing a culture of integrity at UW Tacoma.

A call for volunteers will come from the Vice Chancellor for Academic Affairs (VCAA) and the Chair of Faculty Assembly (FA); they will make a recommendation to the Chancellor. The individual chosen will serve a three-year term, to be re-appointed annually. If you are interested in serving in this position, please contact the VCAA and the Chair of FA; the term will begin in autumn quarter.

University Disciplinary Committee

In response to questions raised by some faculty during the 2009-2010 academic year and to bring our campus into compliance with the Washington Administrative Code, several changes are being enacted related to the University Disciplinary Committee (UDC).

According to WAC 478-120-085, *"The three voting faculty members of each university disciplinary committee shall be selected by random from the faculty of the University of*

Washington Seattle, or at the University of Washington Bothell and Tacoma campuses, their respective faculty assembly or organization to serve one-year terms. Voting faculty members may not be reappointed to consecutive terms.” Further, “members of the university disciplinary committees shall begin their terms on the first day of classes of winter quarter.”

Our practice in the recent past has been to seek faculty volunteers to serve on the UDC. We have four faculty volunteers (Joyce Dinglasan-Panlilio, Janice Laakso, Greg Noranha, and Loly Alcaide Ramirez) to serve during the 2010-2011 academic year, and we propose that they complete their terms and continue through autumn quarter of 2011. In autumn 2011, four faculty members will be drawn at random from three groups of faculty organized by the number of faculty in each unit (resulting in three fairly equal groups). We are choosing four faculty as there always needs to be additional members if, for example, someone cannot be present or has to excuse her/himself because s/he is bringing the complaint against a student. *“Faculty members must have been members of the faculty for at least one year and hold the position of assistant professor or higher in order to be eligible to serve as voting members of the university disciplinary committee.”* *“The president of the University of Washington Seattle campus and the chancellors of the University of Washington Bothell and Tacoma campuses shall designate a member of the faculty or administration to serve as the chair of each respective university disciplinary committee for a term of one year. All chairs may be reappointed for consecutive terms.”* Currently, Cedric Howard serves at the chair of our UDC.

Faculty Appeal Board

According to WAC 478-120-100, *“There shall be a single faculty appeal board which will serve all University of Washington campuses. The faculty appeal board shall be composed of seven members of the faculty to be appointed by the chair of the faculty senate after consultation with the faculty council on student affairs, to include one faculty member from each of the University of Washington Bothell and Tacoma campuses.”* Terms of service are not time limited; however, *“faculty who have been delegated the authority to initiate disciplinary proceedings are disqualified from serving as members of the faculty appeal board.”* UW Tacoma’s current representative on the Faculty Appeal Board is Jerry Finn. At the point that he resigns from this position, the FA Executive Council will recruit a volunteer to serve in this capacity. The current chair of the FA will confer with the chair of the Faculty Senate who will then make the appointment to the Faculty Appeal Board.