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**Agenda**

**Faculty Assembly Executive Council (EC) Meeting**

Friday, October 13, 2017 1:00-3:00pm GWP 320

**1:00-1:05** Consent Agenda & Recording Permission

Approval of Minutes

*Material: September 25, 2017 EC Minutes* **pg. 2-3**

**1:05-2:00**  Budget Literacy - Tye Minckler, VC for Finance & Administration

Jan Rutledge, AVC for Finance

*Material:* *UWT CBC Funding Primer 2017* **- attached to EC email for 10.13.17**

**2:00-2:15** **Group Photo** andBreak

**2:15-2:50** Academic Plan Rubric

*Material: Draft Criteria & Rubric For Program Review* **- attached to EC email for 10.13.17**

**2:50-3:00** Review & **VOTE** for Approval on:

Paulsen Visiting Chair Committee Document Revisions

*Material: Paulsen Committee Procedures***pg. 4-6**

PNOI Instructions

*Material:* *PNOI Instructions*  **pg.7-9**

Memo: Review of Select New Appointments – *From APT Committee*

*Material: Appointment Review Memo*  **pg. 10**

**3:00**  Adjourn

**Upcoming Faculty Assembly Executive Council Meetings**

10/30/17 Executive Council Meeting 12:30-1:25pm GWP 320

11/17/17 Executive Council Meeting 1:00-3:00pm GWP 320

**Faculty Assembly Executive Council (EC) Meeting Minutes**

September 25, 2017 1:00-3:00pm GWP 320

***Present:*** *Lauren Montgomery, Sushil Oswal, Katie Haerling, Ji-Hyun Ahn, Michelle Garner, Nicole Blair, Greg Rose, Charles Costarella, Leighann Chaffee, Mark Pagano, Jutta Heller, Loly Alcaide Ramirez, Ellen Moore, Ka Yee Yeung-Rhee, Menaka Abraham, Laura Feuerborn, D.C. Grant, Jill Purdy, Eugene Sivadas, Justin Wadland, Jie Sheng, James Liner, Jeremy Davis.*

***Excused:*** *Mark Pendras.*

1. **Welcome & Introductions**
   * **Consent Agenda & Recording Permission**

The agenda was approved and permission was given to record for the minutes.

* + **Approval of Minutes**

The May 31, 2017 Executive Council meeting minutes were approved.

1. **Search updates from Chancellor**
   * Assistant Chancellor for Equity and Inclusion

Search underway, outside consultant running the search, plan to have person in place by January, 2018.

* + Executive Vice Chancellor for Academic Affairs

Search will be internal to UW system, committee members being recruited now. Small, agile committee of ~7 people, no consultant firm, and plan to have hire by end of academic year, for an Autumn 2018 start.

1. **New Ideas for EC Functioning 2017-2018**
   * Form of Our EC meetings

Chair and Vice Chair will share task of leading meetings. During the 2 hour meetings there will be a break. EC also viewed the an Agenda Tracking google document and discussed when in the quarter certain agenda items should be take up, i.e. the Open Access Policy, based on when the UW Senate is to vote on that proposed policy.

* + Quarterly Reports from Unit Reps

EC will now have reports from units each quarter to promote a campus wide understanding and perspective among faculty. A reporting schedule will be circulated to EC members.

* + Communication with Units

To facilitate EC’s communication with their units, EC chair and/or vice chair will compile a bullet point list of key topics from each meeting and circulate it to EC members within 3 days after each meeting.

* + Senators Reports

Senators take turns writing summaries of the UW Senate meetings to circulate to faculty and post on the FA website.

* + Faculty Assembly Blog

Faculty Assembly Blog is now up to make FA work visible to campus community.

* + Quarterly FA Meetings as Business Meetings

Quarterly FA meetings will be business meetings rather than special topic events.

Winter Quarter - Monday 1/22/17, at 12:30pm – budget workshop, Tye Minckler

Spring Quarter - Monday 4/23 at 12:30, topic TBD, probably Academic Plan

* + EC as UW Tacoma Faculty Budget Committee-new responsibilities

EC has chosen to increase their responsibilities in terms of being the faculty group directly involved in the campus budget process. Input on the budget has been part of the EC charge in the FA bylaws. During the 2016-2017 academic year, EC decided to increase focus in this area instead of starting a new faculty budget committee (as this had been tried before without continued success.) They are starting this year with gaining more budget literacy. This will be a pilot this year with plans to assess its success.

1. **Standing Committee Charges** – Appendix A

FA will hold elections for Chairs of standing committees in Winter quarter to provide time for on-boarding of future chairs during Spring quarter. See Appendix A for a list of the standing committee charge items.

1. **Academic Planning Project**

The Academic Plan will determine whether or not UW Tacoma moves toward an RCEP process for the campus. The current structure of UW Tacoma (4 schools and 3 programs) lends itself toward inequalities. Ideally, UW Tacoma will be all schools with deans. The RCEP process includes faculty approval at all of its steps. The leadership involved with helping to launch the Academic Planning Project (Lauren Montgomery, Ka Yee Yeung, Jill Purdy, and Ali Modarres) will keep EC updated via email and in EC meetings. Some EC members had received feedback from their faculty colleagues that they feel nervous about the amount of work the academic plan will be. They asked that moving forward, it be clear who is responsible for which tasks in the Academic Planning Project to help alleviate some of that anxiety.

1. **Meeting Review**

EC members agreed that having a 10 minute break between the 2 hours was very helpful. They liked having documents in advance of the meeting and being able to follow along visually via devices or the screen at the front of the room. Members expressed that the meeting was efficient and decisive.

1. **Adjourn**

**Appendix A**

***Executive Council Charges to Standing Committees***

*Academic Year 2017/18*

In addition to the formal charges outlined in the UW Tacoma By-Laws, the Executive Council asks you to also work on the following tasks this year:

Appointment, Promotion, & Tenure Committee

* Requesting Deans & Directors to come meet with APT for any contentious cases
* Continue the P&T workshops
* Develop criteria for lecturer promotion
* "A" in APT - add role for consideration of rank during Appointment of faculty
* Finalize the Equity & Inclusion in P&T
* Decide whether to remove Appendix C of Handbook.

Faculty Affairs Committee:

* Finish the policy on Non-Competitive Faculty Appointments (work with Lecturer Affairs on this)
* Race & Equity Issues – continue ongoing work on hiring process, create policy statement for EC, consult with Lecturer Affairs, the EVCAA and other parties on campus to ensure collaboration in prevent duplication.
* Climate Survey – collaborate with Rickey Hall and Rankin & Associates to promote UWT specific questions
* Childcare - explore state funding options, consider doing a demand study possibly with Paul Weed’s office
* Parking & Bus 586 – consider and propose parking solutions for campus.
* Teaching Evals - Campus Fellows report - follow-up with the recommendations, consider campus wide policy guidelines

Lecturer Affairs ad hoc Committee:

* Quarterly welcome message to Part Time Faculty
* Charge will be developed with FAC.

Academic Policy & Curriculum Committee:

* Writing Advisory Committee – oversee creation of W designation Policy by WAC
* Finalize and disseminate Planning Notice of Intent document and process guide.
* Create FAQ/Rubric for new courses
* Request units to retire courses – zombie courses
* Conduct Kuali (kuali-co) drop-in workshops for faculty and staff
* Re-vamp Diversity course review based on subcommittee's feedback (2017)

Thanks for all your energy and enthusiasm, and your willingness to take on these important tasks that will improve our campus.

**Faculty Assembly Ad Hoc Committee for**

**The Arthur R. and Anna Mae Paulsen**

**Endowed Visiting Chair in Public Affairs**

**(The Paulsen Committee)**

**I. Purpose and Structure**

The Paulsen Committee is an ad hoc committee created by the Faculty Assembly (FA) of the University of Washington, Tacoma. The purpose of this committee is to advise the Chancellor on the selection of speakers for the Paulsen Endowed Chair in Public Affairs, as well as, ensure that the speaker contributes to an intellectually vibrant campus, and engages with students. The work of the committee should support the preparation of a list of potential visiting speakers that is responsive to community interest. The committee will also advise the Chancellor on all matters related to the administration of the lecture series. It will also work with the Vice Chancellor of Advancement in various matters related to same, the selection of speakers, and their visit to campus.

**II. Committee Composition and Length of Service**

Three members from the faculty, selected at large. Each faculty member will serve during two or three lecture cycles. Faculty will be asked to stagger their appointments in order to ensure continuity on the committee.

One member representing the Paulsen family (permanent).

The Vice Chancellor for Advancement (permanent).

One member from the community (rotated, at the discretion of the Chancellor).

One member from the Associated Students of University of Washington, Tacoma (one year).

**III. Selection of Committee Members**

The Chair of FA will solicit faculty nominations (including self-nominations) for any open faculty position(s) in order to select the faculty representatives for the committee and appoint a chair from the faculty representatives. This will be done in either Fall or Spring quarter depending on the timing of the previous lecture. In the case that there are more nominations than available positions, the Chair of FA, in consultation with the Executive Council, shall determine who will serve.

Permanent members will self-select.

The Chancellor will consult with community representatives in order to select the community member of the committee.

The ASUWT will select a student member.

**IV.** **The Chair of The Paulsen Committee**

The chair will convene meetings, communicate with the Chair and Executive Council, and communicate with the Chancellor on all matters related to the work of the committee. The chair will also submit a short annual report to the Executive Council of the FA.

**V. Nomination and Selection of Endowed Chairs**

**A. Nomination Process**

1. The Paulsen Committee will thoroughly discuss potential nominees and will create a short list of high-interest candidates.
2. The Paulsen Committee will solicit nominees from faculty and students; nominations will be accompanied by a 1-2-page justification and a biographical description.

**B. Criteria for selecting Endowed Chairs**

1. The choice of speaker will be constrained by the funds available in the endowment (potential speakers added to the master list should be initially vetted with cost in mind);
2. The speaker should have a national or international reputation in public affairs, won either from practical achievements or intellectual accomplishments;
3. The speaker should demonstrate the ability to speak to pressing issues for our polity and society;
4. She/he should be willing to dedicate time to and engage with the UW Tacoma community and contribute to the intellectual life on campus;
5. Ideally, the speaker should diverge from the “dead center” of American political discourse. Perspectives will be encouraged from across the political spectrum with priority placed on someone who can spark controversary and intellectual debate about pressing topics in public affairs.

**C. Selection Process**

1. The committee will evaluate the short list of nominees from its own nomination process along with nominations made by faculty and/or students.
2. Once a short list (a subset of the master list) has been identified, staff from the Office of Advancement will make inquiries to nominees or their agents about topic of the lecture, costs and availability. Inquiries will also be made about the nominee’s willingness and availability to do a residency at UW Tacoma for part of a day or longer.
3. After the information on the nominees is completed, the committee will meet again to discuss and select a nominee. The committee will determine its own process for making this selection.
4. If Advancement ascertains that no one is available or that no one fits within the budget, the committee will propose a second short list, which will then be forwarded to Advancement to be researched in the same manner as the first short list.
5. The committee’s selection will then be forwarded to the Chancellor who will make the final decision.

**VI. Administration**

A. The committee will be responsible for connecting the lecture and associated activities with the academic life of the campus and the direct involvement of students.

B. Staff from the Office of Advancement will coordinate with the committee during critical planning periods and at the committee’s request;

C. Staff from the Office of Advancement will be fully responsible for planning and execution of the lecture and associated events (in consultation with the committee) including:

1. Provide assistance for the nomination of candidates for the endowed chair;
2. Develop publicity; including, if appropriate, radio and television interviews;
3. Make flight, hotel and other arrangements for the lecturers;
4. Arrange for the comfort and transportation of lecturers while in Tacoma;
5. Make arrangements for the lecture to the community, including receptions and security;
6. Make arrangements for presentation to or conversations with students;
7. Complete all financial transactions;
8. Maintain files on all of the above procedures;
9. Participate in debriefing the committee after the event on the process and collaborate on a revision of this document. *If this document is revised by the committee, the chair of the Paulsen Committee will submit the revised draft to the Executive Council for approval. The date of approval will be recorded at the end of the document for each revision.*
10. Respond to requests for information that might be included in the chair’s annual report to the Executive Council.

*Approved by Executive Council 10/11/2011*

*Next Draft dated 02/12/2013, approval not indicated*

*Approved by Executive Council 10/13/17 – pending*

FOR MORE INFO ABOUT PAULSEN COMMITTEE:

<http://www.tacoma.uw.edu/faculty-assembly/paulsen-visiting-chair-committee>

Initial Paulsen Committee Procedures document: <http://www.tacoma.uw.edu/sites/default/files/global/documents/faculty-assembly/FACPEC_minutes_112011.pdf>

Most recent Paulsen Visiting Chair Lecture:

<http://www.tacoma.uw.edu/paulsen-lecture/black-lives-matter-conversation>

More information on Arthur R. and Anna Mae Paulsen:

<http://www.tacoma.uw.edu/paulsen-lecture/black-lives-matter-conversation>

UNIVERSITY OF WASHINTON, TACOMA

NEW UNDERGRADUATE PROGRAM REVIEW PROCESS

**PLANNING NOTICE OF INTENT (PNOI) INSTRUCTIONS**

*Approved by APCC 6.6.17. Approved by EC – pending*

**Purpose:** The Planning Notice of Intent (PNOI) is a preliminary step in the proposal of a new undergraduate degree program. It precedes the formal proposal (1503) and serves to fulfill several objectives including the following:

* Provide an efficient mechanism to communicate to the stakeholders within the UWT community of the ***intention to propose*** a new undergraduate degree program
* Assist faculty in assessing the feasibility of a possible program prior to a significant investment of time in proposal development
* Create a forum for feedback and collaboration within the larger UWT community which will help to align the future proposal with on-going initiatives and programs already developed or in development

**CONTENT OF THE PNOI**

***STEP 2*** *in the* [*Process Steps*](http://www.tacoma.uw.edu/faculty-assembly/curriculum-development)

**Fill Out Coversheet** ([found here](http://www.tacoma.uw.edu/faculty-assembly/curriculum-development)):This form provides an overview of the program that will be proposed.

*Compose a narrative addressing the following categories:*

**Internal Alignment:** This section describes how the program fits into the portfolio of undergraduate offerings at UWT. New undergraduate programs should be aligned with the mission, values and goals of the campus. Additionally, new programs should ideally align with existing programs in ways that facilitate sharing of limited and vital resources of space and talent. To that end, the internal alignment section of the PNOI should include a brief overview of the following discussion points:

* How the program supports the [unique role, mission and Strategic Plan of the institution](https://www.tacoma.uw.edu/strategic-planning)
* How the program compliments existing programs; Identify any areas of potential synergy in terms of student pathways, dual majors, shared faculty expertise and interests
* How the program competes with other programs in terms of overlap or duplication of course offerings
* How the program is unique and ways in which the program seeks to differentiate itself from others within the institution

The following resources are available to assist in assessing the above:

* [UW Curriculum Management/Kuali Website](https://uw.kuali.co/cm/#/programs) to search for curricular overlap
* [UW Tacoma General Catalog](http://www.tacoma.uw.edu/catalog-17-18/uw-tacoma-general-catalog-2017-2018) for overview of undergraduate programs offered
* [Find Program Tool in MyPlan](https://myplan.uw.edu/program/#/orgs?states=N4IgCgTg9g5hCGBbAQtA7gZwKYGUAuUEWIAXCMADogAm8e8AalhBgJZQB2VJVAjFQBoqGenizdKIAGaFEAETrwJAXyEhWGAIIBjPOw5gsHaqw4xuU+ABtsa+Lv2HjpmABUsADzzcqVZcpABEAB5CBhUKExiMklaeiYWfR8QfkDhUXFSSRkIeUUVNQALeAwFegtrWyoNHT1OJxMzCpssOwd6o0a3T29SXzT1DBwAV21tLAwMZqq)
* [Maps of UW Tacoma undergraduate programs](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/UW_Tacoma_Undergraduate_Majors_2708_Declared_Majors_in_Fall_2016.pdf) offered, including enrollments
* [UW Tacoma Undergraduate Majors list with Major codes](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/UW_Tacoma_UG_Majors.pdf)

**External Supply and Demand for the Program:** This section describes the recent statewide number of graduates in the field of study and prospective student interest in it. Such an analysis helps assess the sustainability of the proposed program and which undergraduate degree programs are most important to the on-going development and social welfare of the South Puget Sound region and beyond. Supply and demand information is needed on existing degree production as well as the documented intentions of students to seek specific degrees and major fields of study. To that end, the external market section of the PNOI must include a brief summary of information from the following external data sources:

* The current degree production in the past 5 years in Washington State ([National Center for Education Statistics with IPEDS DATA](https://nces.ed.gov/ipeds/Home/UseTheData))
* The current degree production by Institution within Washington State ([National Center for Education Statistics with IPEDS DATA](https://nces.ed.gov/ipeds/Home/UseTheData))
* The current degree production specific to Community and Technical Colleges that might compete, augment or supply matriculating students ([State Board of Community and Technical Colleges](https://www.sbctc.edu/our-colleges/search-college-programs/default.aspx))
* The intended college major data as detailed in data collected by the [College Board Search Services](https://collegeboardsearch.collegeboard.org/pastudentsrch/login.action)

Summary Narrative: Once data is compiled, include a brief narrative that characterizes the external supply of and demand for competing degrees in the relevant market, as well as how the proposed degree program will differentiate itself as unique from others in the region and nationally.

([See Sample provided on APCC website](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/New_Program_Demand_data_example.pdf))

**Potential Value to the Greater Community:** This section describes how the program might impact the community. Considerations of community value includes both instrumental improvements such as employment as well as individual and societal enrichment based upon intrinsic and aesthetic values.

***Instrumental Value:*** Consider employment projections for graduates. Evidence can be gathered utilizing public data sets as well as preliminary interviews and partnership options gathered through personal networks ([Washington State Employment Security Department Salary Data](https://www.esd.wa.gov/labormarketinfo) ; [Occupational Outlook Handbook](https://www.bls.gov/ooh/))

***Community and Personal Enrichment***: Consider the role of the degree program in providing a catalyst for a richer cultural experience in the South Sound Community as well as an appreciation for the area of study.

**Anticipated Resource Needs:** This list is an ***initial*** step that is not meant to provide exact financial values. Budgeting and financial forecasting is not a "bid" or request for funds. The Anticipated Resource Needs list identifies the *kinds of resources* that the program will likely need in order to successfully meet its objectives. It should not be developed with a "low cost" mindset but with an "appropriate resources" mindset. Program budgets will be evaluated relative to the campus portfolio of academic programs, and not every program must quickly become self-supporting. A comprehensive presentation of the budget will be required only in the full proposal.

Indicate in the following categories both any ***new*** resources that will be necessary, as well as how any ***existing*** resources will be utilized to meet the program's goals. You do not need to assign dollar values to the resource needs identified in the PNOI. Dollar values will be provided by Finance and Administration in STEP 4 (which is to meet with Finance and work on the preliminary budget together).

* Faculty and type of position(s) (tenure-track, lecturer)
* Academic Staff - include program staff as well as campus-wide staff (Academic Technology, Library, Teaching and Learning Center)
* [Library Resources and Collections](http://www.tacoma.uw.edu/library-resources)
* Equipment and Software
* Facilities/space needs: labs, classrooms, student study/work space, offices, studios, computer classrooms

**Funding Sources:** The PNOI should reflect the source of intended funding for the degree program.

* For state funded programs, indicate the tuition tier in the narrative.

See the [Office of Planning and Budgeting website](http://www.washington.edu/admin/pb/home/opb-tuition.htm) for information on tuition schedules:

* For fee-based programs, include anticipated fee schedule for the program, as well as any possible or committed outside sources of funding

Once the coversheet and content of the PNOI has been written (STEP 2) continue by soliciting stakeholder feedback (STEP 3).

For your reference, use the [UW Tacoma New Undergraduate Program Review Process Steps & Flowchart.](http://www.tacoma.uw.edu/faculty-assembly/curriculum-development)

October 10, 2017

To: Jill Purdy, Interim EVCAA & Ali Modarres, Chair, Dean’s Council

Cc: Alison Hendricks, Lauren Montgomery

From: APT Committee (Sivadas, Gawel, Stevens, Rios, Dierwechter, Furman, Nascimento)

Re: Review of Select New Appointments

The Appointment, Promotions, and Tenure committee met and pursuant to its charge and in keeping with the practices of other units in the UW has decided it shall review and make an advisory recommendation to the EVCAA and Chancellor on certain new faculty appointments.

The APT committee shall review cases when an appointment offer is made to a faculty member at a higher rank than the rank they are holding at another institution.

1. For tenured ranks, the APT committee shall review cases and give recommendations where a faculty member who holds the rank of an Associate Professor rank at another institution is appointed as a Full Professor at any unit within UW Tacoma. And likewise the APT committee shall review cases if an Assistant Professor at another institution is appointed as a tenured Associate Professor at UW Tacoma.
2. For lecturer ranks, the APT committee shall review new appointments of senior lecturers who currently hold the rank of lecturer at this or another institution.
3. At this point, we do not seek to review any new appointments of faculty who are brought in at the same rank as what they were holding at another institution and nor shall we seek to review appointments at the “first rung” of the ladder (such as Assistant Professor or Lecturer).

We promise a timely and quick review of such cases. Keeping with the practices of other units in UW, we request the following documentation to be provided to us in these cases:

1. The Dean/Director’s memo requesting appointment and justification for the hire and which includes unit faculty (and in the case of tenured appointments senior faculty) vote results, CV, application materials, and letters of recommendation.
2. Offer letter (without any salary information).

Thank You.

Sincerely,



Eugene Sivadas

Chair, APT Committee

On Behalf of the APT Committee