

Faculty Assembly Executive Council (EC) Meeting Minutes

Monday, 9/24, 1:00 – 3:00pm

GWP 320 – Dawn Lucien Board Room

Present: Menaka Abraham, Kathy Beaudoin, Nicole Blair, Leighann Chaffee, Charles Costarella, Michelle Garner, D.C. Grant, Katie Haerling, Sarah Hampson, Rupinder Jindal, Danica Miller, Lauren Montgomery, Sushil Oswal, Mark Pendras, Jill Purdy, Loly Alcaide Ramirez, Eugene Sivadas, Etga Ugur, Justin Wadland, Jeremy Davis

Absent: Ji-Hyun Ahn, Ali Modarres, Mark Pagano, Jenny Sheng, Arindam Tripathy

1. Consent Agenda & Recording Permission, Approval of 6.4.18 meeting minutes

- Agenda and 6/4/18 Executive Council minutes approved
- Public meeting act video: members asked to watch training video on Open Public Meeting Act by next meeting

2. Ideas for Executive Council Functioning This Year

- Ka Yee Yeung narrated a slide presentation

(<https://docs.google.com/presentation/d/1sA-xqZiLdd1rxR10jZFBROToGeLO7pKPxzLBtUPEHF4/edit#slide=id.p>)

- Executive Council reminders:
 - EC has a total of 21 members; 11 members are needed for quorum,
 - The Chair, Vice Chair and past Chair are not unit reps.
 - Chair Ka Yee Yeung and Vice Chair Marian Harris will trade off chairing EC meetings; Ka Yee will chair Fridays, Marian will chair Mondays
 - Members are urged to let EC know of agenda items and policy recommendations.
 - Member feedback from changes made during Executive Council 2017-2018 are available on the Google drive.

3. Tentative objectives for 2018-19

- Contribute to and represent the collective interests of all faculty members
 - Build relationships with faculty across academic units, to listen to concerns/ideas
 - Enhance transparency and communication through regular reports
- New provost: Mark Richards: no set date yet for visit- possibly in October. Ideas were sought regarding the best way to introduce the new provost to campus. Suggestion: invite each unit to select representatives to provide summaries for provost. Provost wanted to meet Deans and faculty chairs for all 16 schools. He has met Chancellor Pagano and Lauren Montgomery.
- Past Chair Lauren Montgomery suggested another objective: continue work to make inclusive pedagogy a priority in unit faculty meetings
- Follow-up with Academic Plan
 - develop FAQ page with help of APCC, send faculty questions to FA
 - continue to improve tri-campus flows and communication, work on hinderance due to structure, increase independence from infrastructure difficulties
 - discussion on new program expansions vs budget constraints

4. Chancellor Listening Sessions

- Recommendations for three offered sessions include lunch period scheduling request for better attendance; prefer separate sessions for tenure and non-tenure faculty each quarter.
- Marian and Ka Yee facilitate these sessions.
- Chancellor Town Hall is offered for staff and students.

5. Goals for Executive Council

- Facilitate Communication and enhance transparency:
 - Chancellor will present quarterly reports.
 - EVCAA: Jill 10 minute reports during Friday, 5 minute o Monday meets
 - Quarterly unit reports: well received, issue's complex from big units. Send bullets for google drive.
 - Charles: can we have summary resubmitted to drive so everyone knows what should be on them.
 - Having Senate reps give report? Yes
 - Chairs of committees: quarterly reports? 5-10 minutes, yes
 - Ask EC members to submit questions of particular unit.

Process bubbles info up. What should we be working on? Work in both directions.

- Other reports? Library report? Justin: like to bring wat were doing back to group. Focus on teaching or research. Specific area; open access policy passed by Senate last spring- applies to all faculty published research. Passed- how to implement. Representing UWT on this committee. _ (earned agenda item)
- Michelle: transparency- bullet points to take back to these meetings-
- Key topic points: save 2 minutes for key points and follow-up

6. Sexual Misconduct Climate Survey

- Tri-campus climate survey regarding sexual misconduct data presented by Kathleen Farrell and Erin Casey
<https://drive.google.com/drive/folders/0AB0cfS6GvwGjUk9PVA>
- Survey created in response to 2015 state legislature mandate, data collection occurred in 2016.
- Faculty training will be offered, possibly late fall

7. Standing and Ad-Hoc Committee Charges

- Quarterly report from chairs of committees
 - End of year final report
 - Elect chairs of standing committees in winter quarter
 - Chairs propose a timeline and plan of election at 12/10/18 meeting
 - Chair and Vice Chair of EC will try to visit all committees
- APCC Charges:**
- Writing Advisory Committee – oversee creation of W designation Policy by Writing Advisory Council
 - Evaluate the PNOIs submitted using the rubric provided according to the academic plan

- Orientation for new and existing members regarding their role and review of material submitted
- Conduct UW Curriculum Management (Kuali) drop-in sessions for faculty and staff
- S & R (service and research) designation

APT Charges:

- Review all mandatory and non-mandatory cases.
- Continue the P&T workshops both online (Zoom) and in-person sessions.
- Encourage and monitor development of lecturer promotion criterion by schools and programs if they have not developed one yet.
- Review any “Appointment” cases-note APT only reviews cases where a faculty member is brought in at a rank higher than what they held at another institution or where a competitive search results in an internal candidate hire at a higher rank than what they held previously.
- Monitor issues related to equity and diversity as and if they are applicable to APT processes.
- Encourage units to review and update APT documents to reflect the value of community engagement in teaching, scholarship and service and otherwise review it if document has not been updated in years.
- Improve APT processes as appropriate in the spirit of continuous improvement.
- Update APT website as a single stop resource for promotion and tenure information.

FAC Charges:

- Develop charge for Lecturer Affairs committee
- Finish the policy on Non-Competitive Faculty Appointments (work with Lecturer Affairs on this)
- Race & Equity Issues in collaboration with CEI, Academic Affairs and Lecturer Affairs.
- Climate Survey – collaborate with Marian Harris, Rickey Hall and and “Contractor” to promote UWT specific questions
- Childcare in consultation with ASUWT and staff association
- Parking in consultation with ASUWT and staff association
- Teaching Evals - Campus Fellows report - follow-up with the recommendations, consider campus wide policy guidelines
- Sound Transit - improve bus service to campus

LECTURER AFFAIRS Charges:

- Quarterly welcome message to Part Time Faculty
- Charge will be developed with FAC.
- Parking
- Support for new part-time faculty after orientation
- LA and FAC will be meeting to discuss charges
- Other concerns: PT parking for faculty, can new PT faculty find info they need to do their job? Using strength of Executive Council to advocate for PT faculty to be eligible for leadership roles as Seattle and Bothell allow.

8. Meeting Adjourned

KEYPOINTS from 9/24/18:

Open public meeting training all faculty next month

New provost visit in fall/ seeking input on how to introduce him to campus, unique issues, revisit tri-campus relationships

EC put together FAQ on PNOI- send questions

Presentation on sexual misconduct at UWT (put on Google)

Three listening sessions with Chancellor

EC eager to hear from faculty, Quarterly reports

Charges for committees