

Agenda

Faculty Assembly Executive Council (EC) Meeting

September 22nd, 2014 1:00-3:00pm William Philip Hall: Jane Russell Commons

1. Chair's Report 1:00
Expectations, Vision, and Agenda this academic year
2. Consent Agenda 1:10
Attachment: June 6th, 2014 Executive Council Meeting Minutes
3. Charges for each committee 1:20
 - A. Anne Wessells, Chair of the Faculty Affairs Committee
 - B. Bryan Goda, Representative for Committee on Appointment, Tenure, and Promotion
 - C. Lauren Montgomery, Representative for Academic Policy and Curriculum Policy Committee*Attachment: Faculty Assembly Committees' Proposed Charges for 2014-2015*
4. Admissions Committee 1:30
Appendix A
5. Campus Fellows 1:40
Appendix B
6. Orientation 1:55
 - A. Representatives' Communication with Units
 - B. Post-Meeting To-Do List from Chair*Attachment: Information for (New) Members of Executive Council*
7. Faculty Representation for the VCAA Search 2:05
Confidential *Appendix C to be released at the meeting*
8. VCAA Report 2:15
9. Future Chancellor Searches & Executive Order 20 – Past Chair Jill Purdy 2:35
10. Lecturer Affairs disbandment – Tarna Derby McCurtain 2:45
Appendix D
Attachment: Lecturer Affairs Final Report 2013-2014
11. Adjourn 3:00

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Upcoming Faculty Assembly Executive Council Meetings

9/22/14	1-3pm	WPH: JRC
10/8/14	12:30-1:25 pm	GWP 320
10/24/14	1-3pm	CP206C
11/5/14	12:30-1:25 pm	GWP 320
11/21/14	1-3pm	GWP 320
12/3/14	12:30-1:25 pm	GWP 320
1/14/15	12:30-1:25 pm	GWP 320
1/30/15	1-3pm	GWP 320
2/11/15	12:30-1:25 pm	GWP 320
2/27/15	1-3pm	GWP 320
3/11/15	12:30-1:25 pm	GWP 320
4/8/15	12:30-1:25 pm	GWP 320
4/24/15	1-3pm	GWP 320
5/6/15	12:30-1:25 pm	GWP 320
5/22/15	1-3pm	GWP 320
6/3/15	12:30-1:25 pm	GWP 320

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Appendix A: Admissions Committee

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This committee could be established as a standing committee of the FA, which would require a bylaws change. Alternatively, this committee could be established as a subcommittee of the EC which would not require a bylaws change. It may be that establishing a subcommittee would be most efficient and after a year revisit whether this committee should become a standing committee.

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Appendix B: Campus Fellows

The Campus Fellows initiative was developed by the EC of Faculty Assembly to allow a small group of faculty to analyze a topic central to academic quality and develop recommendations to improve quality of education at UWT. These initiatives are also intended to develop faculty leadership.

A budget of \$3000 is available to the fellows. These funds can be accessed to support the work of the group, including paying for materials, travel, and/or stipends for fellows members.

EC solicits nominations and selects fellows based on statements of interest and expertise.

Diversity & Equity Campus Fellows

The proposed Diversity & Equity campus fellows would include 3-5 members who commit to research and report on ways faculty-related structures, policies, procedures and practices can address and improve UWT's core campus value of diversity and equity within an urban serving university context. These fellows would review Faculty Assembly and EC structure, policy, and procedures, as well as other practices, policies, and procedures subject to or that impact areas of faculty oversight, such as hiring and promotion and tenure. The D & E fellows would make recommendations to improve the ways we incorporate diversity and equity into our professional campus work. The work of these fellows would be informed by, but not duplicate the work of the UWT Diversity Task Force.

The fellows would meet during the 2014-15 academic year and prepare a report for the campus by the end of June 2015 that includes:

1. a review of structures, policies, practices, and procedures under faculty purview, including Faculty Assembly, EC and other faculty-related professional work including hiring and promotion and tenure using the lens of diversity and equity.
2. a suggested action plan with strategic goals and recommendations to improve how diversity and equity are incorporated into Faculty Assembly, EC, and other faculty-related professional work structures, policies, practices, and procedures including hiring and promotion and tenure,
3. an actionable timeline for implementing the improvements.
4. a set of accountability measures for assessing progress toward achieving the goals and recommendations.

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Teaching Evaluation

The proposed Teaching Evaluation Campus Fellows would include 3-5 members who commit to researching best practices in teaching evaluation and developing a specific action plan of policies and procedures for improving teaching evaluation at UWT. Teaching evaluation is important to ensuring the quality of teaching on campus, as well as providing appropriate metrics for use in promotion and tenure decisions.

The fellows would meet during the 2014-15 academic year and prepare a report for the campus by the end of June 2015 that includes

1. a review of best practices for teaching evaluation, including those that are appropriate for teaching development and those that are appropriate for evaluation for tenure and promotion,
2. a suggested action plan for implementing best practices on the UWT campus, and
3. a proposed timetable for the action plan.
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Appendix D: Highlights from the Lecturer Affairs Final Report 2013-2014

Written by Libi Sundermann, Lecturer from IAS

1. LA members agreed that we had gotten the ball rolling on lecturer issues on our campus, and system-wide, over the past two years to the point that our work on the Tacoma campus was becoming redundant and confusing given the Provost/Senate Tri-campus Committee that convened last winter/spring and that will continue its work this year.
2. That said, I (Libi), continue to be heavily involved as a member of the tri-campus committee, a new executive board member on UW AAUP, expressly asked to join to work on lecturer/contingent faculty issues, as well as a Senate rep this year when the Senate *should* be addressing the first part of the tri-campus report that was sent out at the end of spring.
3. I am happy to remain a contact on these issues/committees to UWT--and can send updates, etc. to both Nita and especially Anne, as LA fell under Faculty Affairs responsibility the past couple of years.
4. If Faculty Affairs/EC decides that UWT LA should continue, or be reconvened in the future, I can also be in contact with that group, but based on our discussions last spring, all LA members were ready to disband or step down as most of us had served for two years and felt new blood might be a good idea. (Of course, I will be continuing my work, just wearing different hats.)

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Present: Julia Aguirre; Juliet Cao; Chuck Costarella; Sergio Davalos; Michelle Garner; Bill Kunz; Marcie Lazzari; Nita McKinley; Amos Nascimento; Mark Pendras (substituting for Matt Kelley); Jill Purdy; Haley Skipper (substituting for Linda Dawson); Huatong Sun; and Anne Wessells.

Guests: Bryan Goda, Representative of APT; Lauren Montgomery, Representative of APCC; and Tarna Derby McCurtain, representative of Lecturer Affairs.

Absent: Janie Miller, Orlando Baiocchi; Kelly Forrest, Kenyon Chan, and Denise Drevdahl.

A. Action Items (in alphabetical order)

Admissions Committee (Appendix A)

Nita McKinley introduced the recommendation of 2014's Admissions Taskforce to form a committee to oversee admissions issues. Faculty used to participate in admissions policy but, over time, became less involved. Later, when Pathways to Promise was announced, faculty were concerned that they had not been consulted. Nita indicated that there needs to be a formal means of faculty consultation with admissions. The committee would meet at least once a quarter. The committee would improve communications, create criteria and norms, and deal with appeals. The committee would also explore best practices in enrollment policy and collaborate with Enrollment Services in setting these policies. Nita suggested four people could sit on this committee, but not necessarily from each unit, because the smaller units become burdened. Nita recommended forming an ad hoc committee, which does not require a bylaws change and that EC reevaluate the committee in the early spring quarter.

The council's comments were:

- An ad hoc committee will build experience. A standing committee gives more weight to the committee than does an ad hoc status committee; parties outside of the council may not recognize the difference between a standing committee and an ad hoc committee.
- This committee would be solely for undergraduate admissions.
- Concern for faculty time: this topic needs a committee but it is a fulltime job.
- Faculty need to see the data and set the standards for admissions.
- Would the Undergraduate Education Academic Council (UEAC) have the responsibility for admissions?
 - The UEAC has a different charge than this taskforce. Their role is to oversee the curriculum for the first year and consult on decisions regarding the first year experience.

Action: Jill Purdy made a motion to form an ad hoc admissions committee that reports to Executive Council to advise on policy for undergraduate admissions. Mark Pendras seconded the motion. Nita asked for a vote. All were in favor with no opposition nor abstentions. The motion passed.

Campus Fellows (Appendix B)

Nita McKinley said that, in the spring, Executive Council discussed and solicited faculty for feedback on two faculty groups: a Diversity & Equity Fellows and a Teaching Evaluation Campus Fellows. The Vice Chancellor of Academic Affairs agreed to contribute \$3,000 for the Teaching Evaluation Campus Fellows so that both groups could receive \$3,000.

Faculty asked for the track record of how successful the group is. Nita pointed out the new Writing Director that was a result of the work of the Writing Fellows group. There are ongoing

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conversations about Quantitative Literacy across the curriculum resulting from the work on the Quantitative Fellows Group.

Action: Mark Pendras moved to empanel both groups. Jill Purdy seconded. Nita called for a vote. All were in favor with no abstentions or opposition.

Charges for Committees (Appendix C)

Nita McKinley reminded Executive Council that the committees are charged yearly by the council and showed the council the "Faculty Assembly Committees' Proposed Charges for 2014-2015." Committees may also take up other tasks related to their charge that arise during the year.

A. Faculty Affairs Committee

Issues raised were:

- Adjusted median scores and what these scores communicate and add to the packets and evaluation.
- Growth issues (i.e the new schedule system and parking), in relation to student retention and faculty engagement.
- Course load and expectations in terms of service and scholarship.
- The proposed salary changes coming from the Senate. Faculty will need to participate in determining how people will be assigned to those levels within ranks. The council decided to keep this issue within Executive Council.

Anne shared her perspective, as Chair of the committee,;

- The committee would like to pursue the issue of childcare and elderly care support. She sees it could help the student population and staff as well
- The suggested list is lengthy and that the committee would need to prioritize to create actionable strategies, especially with the new chancellor coming in.
- Communications processes would be more usefully handled within EC.

B. Committee on Appointment, Tenure, and Promotion

Issues raised were:

- The COACHE survey.
- Diversity and equity in promotion and tenure.

C. Academic Policy and Curriculum Policy Committee

Faculty asked if there was a connection with this committee and with campus fellows. Nita stated that campus fellows groups could suggest priorities that Executive Council could assign to the committees. No changes were made to the charge for this committee.

B. Discussion Items (in alphabetical order)

Chair's Report

Faculty Assembly Chair, Nita McKinley, addressed the council on goals for this year:

- Form an admissions committee.
- Examine the workload and charge of APCC to evaluate whether one committee is sufficient for this work.
- Create 2014-2015 campus fellows groups.
- Finalize Lecturer Promotion Guidelines.

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- Increase awareness and buy-in in what Faculty Assembly is doing; part of that is that is the communication between representatives and their units.

Faculty Representation for the VCAA Search

Nita McKinley stated that the VCAA search will be co-chaired by Shahrokh Saudagaran, Dean of Milgard School of Business, and Marcie Lazzari, Professor in Social Work and Vice Chair of Faculty Assembly. Interim Chancellor, Kenyon Chan, has stated that faculty representation is very important. Nita reminded EC that their recommendations are only advisory, and that Kenyon will decide on three nominations. A list of five candidates was presented from nominations solicited from the faculty via catalyst survey.

The council discussed candidates. In making the recommendation, the EC affirmed that committee members should represent different programs, be diverse in terms of gender, race, and ethnicity, should have sufficient time at UWT to be a strong voice for faculty.

Future Chancellor Searches & Executive Order 20

Due to time constraints, Nita McKinley tabled this for the October 24th Executive Council meeting.

Lecturer Affairs disbandment (Appendix D)

Nita McKinley said that Lecturer Affairs adhoc committee asked to be disbanded. Chair Libi Sundermann, had reported that decisions on lecturer affairs were being made at the tri-campus-level and it wouldn't be useful to try to make policy on our campus before those rules are in place. The group could be reconstituted in the future if needed. Libi and Tarna Derby McCurtain are representing UWT on the tri-campus committee.

Tarna Derby McCurtain noted it was an honor to have served in that committee. She thanked the faculty assembly and the Executive Council to include them. Nita also thanked Tarna, Libi, and the committee for the work that they did on campus. It has transformed how lecturers are being treated on campus.

Orientation

Nita McKinley asked each member to review Information for (New) Members of Executive Council. She asked representatives to talk to their unit about what is happening in Executive Council. Nita tasked Executive Council to collect information about how communication happens within their unit to report back to EC.

VCAA Report

Bill Kunz, Vice Chancellor Academic Affairs, shared a report with recommendations from the ad hoc committee on undergraduate education. Bill stated that this group recommended more involvement and control within the units for lower division curriculum rather than the current CORE program.

Faculty discussed the following points:

- The rationale is to eliminate the CORE courses. Bill said it used to be a cohort model, team taught, and had gone through five or six iterations. There are no longer cohorts. There are elements of the cohort-feel that have been lost. There is great concern that students do not have a clear idea of what the courses might lead to in terms of a major. There needs to be more clear pathways to majors. Major-focused students are not interested in CORE.
- Individual programs need to take more responsibility for students in their first two year. They need to develop their own introductory courses that provide clear pathways to majors.

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- Not having the CORE might increase retention, but might increase time to graduation. However, students would be able to try out different programs and get credits towards a major. Bill said that allows students to explore different majors.
- Faculty leadership was informed of this committee by the Chancellor in June. The motivation for a summer workgroup was to speed the timeline for implementation.
- CORE training programs have provided teaching fellowship for faculty, but also concerns as the teaching evaluations in these courses are often lower. Bill said that developing teaching skills for these students should be available more widely
- The question of whether the UEAC is still needed is up for discussion.
- Where faculty governance would participate in the process. Bill said the part to move quickly on is the conversion of courses because it will require that Academic Policy and Curriculum Committee vote. Nita McKinley said there was a faculty work group before the CORE was implemented. The concern remained with the lack of faculty representation on the taskforce. Faculty might be vested in the program and the opportunities it provides. The UEAC role needs to be clarified. UEAC would need to vote before APCC could review. There also needs to be more communication and transparency between administration and faculty. One council member advised faculty to not be prejudiced by the process for developing the recommendation, but to think of how to carry on from here, with the students in mind.
- The need for evidence for evaluating programs we implement.

Meeting Adjourned.

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plan of policies and procedures for improving teaching evaluation at UWT. Teaching evaluation is important to ensuring the quality of teaching on campus, as well as providing appropriate metrics for use in promotion and tenure decisions.

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Appendix C

Appointment, Promotion and Tenure Committee

1. Create guidelines on how to prepare promotion and tenure packets, aligning advice with Appendix A of the UWT Faculty Handbook and Academic Human Resources website. This stems from complaints that some candidates produce excessive volumes of material that are not helpful to the evaluation process.
 - i. Gather information on what units in Seattle and Bothell are doing.
 - ii. Consider whether a digital format would work.
 - iii. Consult with units, knowing this requires wide approval of faculty and administration to work.
2. Consult with the COACHE survey group to look at data around appointment, tenure and promotion.
3. Investigate how diversity and equity are addressed in promotion and tenure

Academic Policy and Curriculum Committee

1. Review diversity courses at UW Tacoma and propose policy/changes.
2. Coordinate with Writing Director, Asao Inouye, regarding the W designation.
3. Evaluate new program approval process and recommend improvements.

Faculty Affairs Committee

1. Rethink growth. As UW Tacoma grows, it is likely that structural changes will be needed. We could look to UW Bothell for ideas for how to cope with growth. UW Tacoma could revisit reorganization into schools and colleges and/or the creation of new campuses. Another set of issues include physical plant growth, space, scheduling, parking, course load, and faculty movement among offices.
2. Pursue childcare and elder care support for faculty, staff, and students.

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