**Faculty Assembly Executive Council Meeting Minutes**

Friday, 01/10/2020, 1:00 – 3:00 p.m.

Dawn Lucien Boardroom (GWP 320)

***Present:*** *Chair Marian Harris, FAC Chair Jim Thatcher, APT Chair Yonn Dierwechter, EVCAA Jill Purdy (After 2:15PM), Rupinder Jindal, Amanda Sesko, Katie Haerling, Randy Nichols, Marisa Petrich, Linda Ishem (Arrived after minutes approval), Ka Yee Yeung-Rhee, Barb toews, Libi Sundermann.* ***Excused****: Vice Chair Sarah Hampson, APCC Chair Robin Evans-Agnew, Arindam Tripathy, Annie Nguyen.* ***Attending Remotely:*** *, Etga Ugur, Kathy Beaudoin, Chuck Costarella, Jenny Sheng, Sushil Oswal, Danica Miller .* ***Guests:*** *Dr. Bernard Anderson (Associate Vice Chancellor for Student Life), Vincent Da (ASUWT President, until 1:30PM), Christopher Fuentes (Information Technology), Tye Minckler (Vice Chancellor for Finance and Administration).* ***Administrative Support:*** *Andrew Seibert*

1. **Consent Agenda & Recording Permission**
   * Agenda verified and Recording permissions was granted by the Council
     + Approval of 12/13/19 Meeting Minutes
       - Motion to approve the Minutes with edits made by the Chair of the Executive Council. So moved by Katie Haerling, seconded by Yonn Dierwechter.
       - Edits
         * Reworded sentence in section 6 under SIAS to show the following:

In Summer 2019 Part-time Faculty, Classified Staff were let go for the 2019-2020 academic year, and classes were cancelled in a big cut to the unit.

* + - * ***Vote:*** *12 yes, 0 no, 1 abstentions*

1. **Announcements**
   * Chancellor Listening Sessions:
     + February 11, 2020/ 12:30-1:30 p.m. /Non-Tenure Track Faculty/ Dawn Lucien Boardroom (GWP 320)
     + May 5, 2020/ 12:30-1:30 p.m. /Combined Faculty/ Dawn Lucien Boardroom (GWP 320)
     + Both sessions are open to all faculty; however, if there are concerns over the non-tenure track, those take priority at Feb. 11th meeting.
   * Jan 31, 2020 Open Faculty Session with Chancellor
     + In response to the last listening session in October, the Chancellor and Faculty Assembly have created this event which will be held at the Jane Russell Commons on January 31, 2020. This event is scheduled from 10:00 a.m.-12:00 p.m. to give clarity as well as address budget and faculty concerns. This event is open to all faculty on campus. Light refreshments will be served at this event on behalf of the Chancellor’s office.
   * Faculty Assembly Winter Quarter Meeting
     + Faculty Assembly is planning for the Winter Quarter meeting on February 28, 2020 at Pacific Grill Event Center. Guest speaker will be Dr. Shaun Harper, Director of USC Race and Equity Center. Light refreshments will be served at this meeting.
       - Action Item: Administrative Support will send out a Flyer with Dr. Harper’s Biography and event details.
2. [**Unit Report: Katie Haerling- School of Nursing & Healthcare Leadership**](https://drive.google.com/open?id=1r5NR-sAS9Wrzr0r-IfZsEGzlHVA-Eubn)

# Questions on report from the Council

* + - Where is the Faculty Council in the budget process?
      * The School of Nursing and Healthcare Leadership became a school in 2019, and is currently transitioning many of its policies to align with this new structure. For example, there is not an elected Faculty Council at this time. Rather, all School faculty are invited to participate in Faculty Meetings (including the recent margin enhancement exercise). A committee is working to complete an administrative review of the current Director.
    - Is there a plan to have a Faculty Council for Nursing & HealthCare Leadership?
      * According to the UW Faculty Code, each school is required to have a Faculty Council.. All documents including APT Criteria will need to be revised for the School of Nursing & Healthcare Leadership.

1. **Dr. Bernard Anderson: Associate Vice Chancellor for Student Life- Overview of the CARE Team and Students of Concern (See** [**PowerPoint**](https://drive.google.com/open?id=1nMT_UxPtpfHIantogMhPEKMXP883WuN-)**)**
   * Questions or comments on Presentation:
     + Does the CARE team also loop back to faculty.
       - Roseann Martinez will check with students, but it is mostly up to faculty to report.
         * If faculty need to report a certain situation multiple times, they are encouraged to report it again to the CARE team. If there are additional questions, the CARE team would then reach out to the faculty.
       - If incidents get worse, how does faculty let you know that the incident has not improved?
         * It is recommended to send another report to the UWT CARE team and let them know there has been no improvement. At that point, another assessment will need to be done.
         * If there is a Student Code of Conduct Violation, then they will face sanctions from the university
       - A faculty member experienced a traumatic incident and asked if there was something that would be done with this student without knowing sensitive information about the student. They were told by the CARE team that the faculty member was not allowed to get information about the student.
         * In the case where there are threats reported, the CARE team will do what they can to report back to the faculty. Examples of repercussions to violating the Student Code of Conduct are suspensions, dismissal from the institution, or other sanctions.
       - Faculty serving on the Executive Council are requesting a system to notify faculty whether the student is allowed back on campus with prior student incidents on campus. In addition, faculty are also asking for a better way of having faculty informed about the student. If the issue does not get resolved by the CARE team the first time, there should be a better process for communication from the CARE team to faculty. The Executive Council has also agreed to help assist in any way possible to help keep communication between faculty and the CARE team.
         * If there is a report to the Campus Safety administration, they will also report to Dr. Bernard Anderson and his team. As far as notification of whether they are back on campus, it would depend on many factors. If the student poses a threat, they would not be back on campus, as they have been through the Student Conduct process.

Dr. Anderson can place holds on Student Accounts if they are in the Student Conduct Process. The hold can be placed for the Registrar to notify Dr. Anderson’s team if he/she is back on campus.

* + - * + Follow up: Is there a system to flag the faculty of student who is on the CARE team’s radar?

The Associate Vice Chancellor for Student Life is hesitant to make faculty aware of each situation that faculty, such as looking for things to match the description of the issue at hand.

* + - * Is there a specific protocol used to measure the Threat Assessment?
        + [National Behavioral Threat Assessment Association](https://www.nabita.org/) has a rubric which UWT uses to determine threat
        + [WAVR-21](https://www.wavr21.com/the-wavr-explained/) Threat Assessment. Any of the 21 risk factors can help the Student Conduct team.
        + SafeCampus in Seattle are also partners with the Threat Assessment.
      * Graduate courses are available in the School of Education as well as classroom management with extreme behavioral challenges.
      * Dr. Anderson is looking into training for faculty and how to manage disruptive behaviors in the classroom.
        + There will also be a handout of tips from the CARE team that will be on cardstock to each unit.
    - Dr. Bernard Anderson will be back to another Executive Council meeting in the near future.

1. **EVCAA Report & Questions for EVCAA & Tye Minckler**
   * EVCAA Report
     + MLK Jr. Unity Breakfast
       - Please consider attending Monday January 20th 800-10:3 a.m. at the Y. https://www.tacoma.uw.edu/mlk
     + DTA/DRA/DCE Faculty Awards Nominations for Teaching, Research and Community Engagement are open until January 17th. Nominate yourself or a colleague using the links at https://www.tacoma.uw.edu/chancellor/recognition
     + Leadership Searches
       - Social Work and Criminal Justice
         * The Dean search committee has been recruiting candidates and has done an initial review of applications.
       - Associate Vice Chancellor for Research
         * The position is posted and open for applications at <https://www.tacoma.uw.edu/academic-affairs/associate-vice-chancellor-research-search>
     + Administrative Reviews (in accordance with [Executive Order 20](https://www.washington.edu/admin/rules/policies/PO/EO20.html))
       - Urban Studies
         * The public presentation will occur Thursday January 16th from 12:30-1:30 p.m. in Jane Russell Common.
       - Nursing and Healthcare Leadership
         * The public presentation will occur toward the end of February or early March.
       - Work for Additional Compensation
         * Work for Additional Compensation - Faculty are sometimes approached by other UW units to provide teaching and other services for additional compensation. Most faculty know that they are required to get university permission to do outside professional work for compensation. However, some faculty are not aware that permission is needed to do additional compensated work within UW. Pre-approval of compensated work outside your regular job responsibilities is required; otherwise, we cannot guarantee that you will be paid even if the other UW unit has agreed to pay you. All compensation requests are reviewed through Workday and require approval from the Provost’s Office.
         * With respect to doing additional teaching for pay, UW Tacoma has a policy that limits full-time faculty to one course overload per year taught on any UW campus (an exception can be requested in case of an emergency). Approval of the dean and the EVCAA is required before an overload can be taught. For part- time faculty, the addition of a course would require a change to the appointment.
         * In short, if you are asked to do additional work for any UW unit outside of your own (including at UW Tacoma), please be sure to notify your dean as soon as possible. This is needed to ensure that students and the curriculum within your school continue to be well-served.

Question: Faculty are currently paid for the overload course at the current rate of salary. Is this a changeable policy?

The policy is a cap of 1 month’s salary. There are no other formulas or policies other than this cap of 1 month’s salary.

* + Questions for EVCAA and Vice Chancellor of Finance and Administration regarding the Budget Reduction and Margin Enhancement Exercise:
    - When a Unit is able to cut their courses already at its lowest form, how can you cut the budget?
      * Vice Chancellor of Finance and Administration had said that these cuts may have been made and were irrelevant because they were cuts due to low enrollment or cuts that were inappropriate for full classes. The Vice Chancellor for Finance and Administration has offered to meet with the Representative that asked this question.

1. **Key Topics**
   * CARE Team
     + The CARE (Consultation, Assessment, Response, Education) team is an interdisciplinary group of professionals that meets biweekly to discuss, assess, and when necessary intervene in situations involving students of concern. (See Section 3 for PowerPoint presentation).
   * Unit Report for School of Nursing and Healthcare Leadership was presented in this meeting ( See hyperlink in Section 3 for the Report).
     + All Reports have been organized in the EC Google Drive. To go here, go to the “Shared Drives” Section, and locate Executive Council, Faculty Assembly, UW Tacoma. Once you are in the EC Google Drive, click on Unit Reports. All Unit Reports are Organized by Academic year with the dates saved in each folder.
2. **Adjournment**
   * Meeting was adjourned at 2:56 p.m.
     + Next meeting: Monday, January 27, 2020 12:30-1:20 p.m.
       - Dawn Lucien Boardroom GWP 320