**Faculty Assembly Executive Council Meeting Minutes**

Monday, 02/24/2020, 12:30 – 1:20 p.m.

Dawn Lucien Boardroom (GWP 320)

***Present:*** *Chair Marian Harris, Vice Chair Sarah Hampson , APT Chair Yonn Dierwechter, APCC Delegate Menaka Abraham (For APCC Chair Robin Evans-Agnew), Alex Nutter (Filling in for Annie Nguyen), Randy Nichols, Linda Ishem, Ka Yee Yeung, Barb Toews, Libi Sundermann, Sushil Oswal, Etga Ugur, Chuck Costeralla, Jenny Sheng.* ***Excused****: Katie Haerling, APCC Chair Robin Evans-Agnew, EVCAA Jill Purdy, Arindam Tripathy.* ***Absent:*** *Marisa Petrich* ***Attending Remotely:*** *Kathy Beaudoin, Amanda Sesko, Rupinder Jindal, FAC Chair Jim Thatcher (Arrived after Minutes approval), Danica Miller .* ***Guests:*** *Jeremy Davis (Lecturer Affairs Ad-Hoc Committee Co-Chair),.* ***Faculty Assembly Coordinator:*** *Andrew Seibert*

1. **Consent Agenda & Recording Permission**
   * Agenda was approved and Recording permission was granted by the Council.
     + Approval of 01/27/2020 Meeting Minutes
       - Motion to approve the Minutes with edits made by the Chair of the Executive Council. So moved by Vice Chair Sarah Hampson, seconded by Randy Nichols.
       - Edits
         * Under Section 3, EVCAA Report: Removed space to include table in Page 2 of Document
     + ***Vote:*** *13 yes, 0 no, 0 abstentions*
     + Minutes stand approved as corrected

1. **Announcements**
   * Chancellor Listening Session:
     + May 5, 2020/ 12:30-1:30 p.m. / Combined Faculty/ Dawn Lucien Boardroom (GWP 320)
   * [Winter Quarter Faculty Assembly Meeting](https://drive.google.com/open?id=1pKjzDC-Wia3obiDiZoj3sZe7esZZ1oQV)
     + February 28, 2020/ 1:00-3:00 p.m.

Pacific Grill Events Center (1530 Pacific Avenue)

Speaker- Dr. Shaun R. Harper, Founder and Executive Director,

USC Race & Equity Center

Provost Professor of Education and Business

Clifford and Betty Allen Chair in Urban Leadership

* + The June Executive Council Meeting has been cancelled to have a 2 hour meeting in May in addition to the Faculty Assembly Spring Quarter meeting. Faculty Assembly Coordinator will send a meeting request and revise all meeting dates.
    - New Meeting Date: May 15, 2020 1:00-3:00 p.m.
  + Faculty Assembly Spring Quarter Meeting
    - Guest Speaker: Joseph Janes, Chair Faculty Senate

Meeting Date: May 29, 2020, 1:00-3:00 p.m.

Location: TLB Atrium, 305B

* + April 10 meeting
    - Dr. Zoe Barsness, Associate Professor and Co-Chair of the Task Force on Disciplinary Code and Process will give an update on the faculty disciplinary code and process..

1. **EVCAA Report (Report Read by Marian Harris, Chair, Faculty Assembly)**

# Budget Consultation

* + - As of February 18, all Faculty Council chairs confirmed that the faculty council or entire faculty was consulted in preparing the budget request and budget reduction/margin enhancement documents submitted by their school to the campus budget process.
  + Adult Reengagement
    - UW Tacoma will be partnering in an initiative led by the Washington State Achievement Council to help adults with some college credits to complete their degrees. UWT is especially suited to this work because the campus was founded for this purpose and we continue to serve a large number of non traditionally-aged students -– 30% of our undergraduates are age 24 and over. In contrast to online degree providers, we provide a UW degree that offers meaningful interactions with faculty, students, staff and community.

This initiative provides a much-needed opportunity to diverse learners in our community, and it is also the most immediate way to restart our campus’ growth toward a size that is financially sustainable. To succeed with this initiative, we need to look carefully at the pathways to degree that are available to adults who work traditional weekday and alternative schedules. A few of our degrees are already available completely online or via evening study. We have collectively increased the number of online and hybrid offerings, and we continue to offer late afternoon and evening courses. A careful examination of our offerings may reveal changes that can be made to course scheduling or delivery which open new pathways for returning adult students.

* + Campus Tuition Exemption Proposal
    - A proposal to limit the tuition exemption for state employees to 12 credits of graduate study per degree program is now open to stakeholder feedback at <https://forms.gle/HYWgGFXtUzcx5iMi8> . The proposed policy is parallel to the policies of the other public universities in the state and would help UW Tacoma achieve financial sustainability.
  + TLB 4th Floor
    - The Library is developing a proposal to create a temporary silent study space on the fourth floor of the Tioga Library Building. They are currently working with Facilities and Campus Safety to draft a plan to activate this space using surplus furniture and available technology. Once the proposal is completed, it will be sent to campus administration for approval and then communicated more widely to campus.

The Library is initiating this project because students often struggle to find spaces to study in silence on our campus. In addition, this is an opportunity to pilot the use of this space to inform the design of Library and future Learning Commons spaces in SNO and TLB. If you have any questions, please contact Justin Wadland.

1. **Chancellor Mark Pagano**
   * Previous Chancellor’s Listening Session update on remodel on Snoqualmie
     + All Tioga Library spaces and all of Snoqualmie spaces will be reviewed. There is a pre-design made, and an architect firm hired.
     + TLC is successful and needs an increase of space, which may need another space, but size expansion cannot happen. The only way would be to expand in other spaces, which wouldn’t be equitable.
   * Draft Update of Master Plan
     + Draft of Master Plan has been received, and is in review at this time.
       - The draft is 65 pages long.
         * Draft states we don’t utilize the space on campus as well as we should.

However, the library is overutilized which is a positive.

* + - * + This Draft also helps to create a map for future building plans, such as a residence hall, dining facility, student union building, etc.
        + Academic Building was planned by Pinkerton Building, but was deemed not the best place to put the academic building; it should be located where new Student Life building will be located.

Academic Building was recommended to be located along Snoqualmie and 21st where cars are currently parked (provided parking can be replaced); another recommendation was along the Prairie Line Trail.

* + - The space we utilize now is not over utilized.
  + Executive Budget Committee
    - Non-Academic units have made their requests and have presented them to EBC.
    - The Executive Budget Committee has reviewed budgets from Academic Affairs non school related and school related. On March 9, 2020 the deans of all seven schools will meet with members of EBC to discuss interactions with Faculty Councils and budget reductions and their new budget requests.
  + Washington to Washington Chamber Trip
    - This trip is in DC, and other Educational institutions and leaders have been selected to go. The founder, Norm Dicks will be going for the 35th anniversary of this program. Chancellor Mark Pagano and David Westbrook in External Relations will be attending.
      * In this meeting, they have asked UW Tacoma to be featured as part of a panel in Washington DC.
  + Questions for Mark Pagano
    - Action Item: Chancellor will send Master plan to Faculty Assembly Chair once it is published to distribute to Executive Council Representatives.
      * Existing Master Plan was developed in 2008 and was recently analyzed for space and whether the college utilizes its spaces.
    - There is currently a national search for the Dean of School of Social Work & Criminal Justice. What is the rationale of not conducting a national search for a Dean of the School of Urban Studies and a Dean of the School of Nursing and Healthcare Leadership?
      * UW Seattle has said by changing to Academic Schools that there would be no new resources for these schools to conduct a national search at this time. In School of Nursing and Healthcare Leadership and School of Urban Studies, the Directors have been currently in their roles for quite some time; consequently, there would be an administrative review, provided there is no pushback from faculty.
    - If new buildings are being constructed and there is no accessible parking, is there a way to design the buildings higher to add more parking on campus?
      * New parking will be added in the upcoming months. When building the new Milgard Hall, there may be a way to add additional parking under its building infrastructure.
    - One of the latest reports had mentioned the Library is overutilized. Are extensions of Library hours a possibility in the future?
      * Library space will be expanded, but it isn't possible to extend library hours at this time. Extending hours would require extending Technology and Security resources (FTE), which isn’t available at this time.
    - How would the institution reach Adult Learners?
      * There are currently 6 workgroups that are compiling reports regarding subjects ranging from Adult Learners to Out of State Students including information about how to increase student retention rates. These reports are being sent to the Vice Chancellor of Student Affairs.
  + Additional Resources:
    - Link for [Additional Projects](https://www.tacoma.uw.edu/node/50042) on Campus

1. **Unit Report – Charles Costarella: School of Engineering & Technology (See document below)**
   * Response to Key Questions (From [Unit Report](https://drive.google.com/open?id=1dtsZTOZ88-PouPhu3a3OVza6A5Z36uRz)):

* + - 2. Unit Budget/Financial Transparency
      * Process (On Behalf of Raj Katti and Joel Larson):
        + In terms of creating a budget, Raj and Joel look at historical spending (over an approximate 5 year period) and look for trends in spending. If they see an increase then they ask for more based on those trends in spending. Next there will be an informal meeting with Tye concerning the analysis, and then a meeting between Raj and Jill about this analysis. From there, it would go to the campus budget committee for advisory review and then EBC for approval.
      * Dissemination (On Behalf of Joel Larson):
        + If at any arbitrary time, faculty asks, the questions are answered. For regular, periodic, scheduled reports, Raj and Joel prepare and deliver a very high level overview at the annual SET retreat prior to beginning Autumn quarter and try to give at least quarterly updates at unit-wide SET meetings for people who have grants and endowments.
    - 3. Unit Work on Equity, Inclusion & Diversity
      * From Chuck Costarella
        + Continuation of efforts began last year and delivered in the annual SET Curriculum Day teaching workshop which included components covering racial microaggressions and how they might be inadvertently introduced and propagated in the classroom setting of an urban-serving University. It was the intention of the original committee (of which I was a member) that this component of the SET Curriculum Day event becomes a regular annual part of the day’s presentations so that we might establish an ongoing conversation among faculty. This serves as an effective first impression to new hired faculty to inform them concerning the efforts and standards SET faculty are focused on concerning issues of race, equity, inclusion and diversity in classroom teaching.
      * From Ka Yee Yeung and Wes Lloyd
        + NIH Diversity Supplement to support two undergraduate students to pursue funded research.
        + Ka Yee Yeung: Chair of Civil Engineering Search Committee, worked with Dr. James McShay to ensure an inclusive effort when advertising for the position.
      * From Menaka Abraham
        + A focus group was formed with students and advisors to gather information about the atmosphere in the classrooms during Spring quarter of 2019 with Dr. James McShay as the facilitator. The findings and discussions were presented during the faculty teaching workshop on Sep 18th 2019. Future action is to take some of the readings recommended by Dr. McShay and discuss them as a group.
      * From Martine De Cock
        + The CSS Graduate Program Committee prepared a full proposal for a PhD program in Computer Science and Systems (PhD CSS). The proposal is currently under review. It includes a dedicated section on diversity, which is copied below.
        + Response to Diversity

SET’s diversity plan aims at creating a culture that is inclusive and promotes the success of students, faculty, and staff. SET’s diversity plan matches UW Tacoma’s diversity plan which is the following:

Effectively address bias and racism in staff and faculty hiring practices through trainings and collaborative work

Increase the recruiting, retention and success of faculty, staff, and students of color

Organize workshops and discussion forums on race and equity that engage the entire campus

Conduct campus climate assessment to better understand the student, staff, and faculty experience with respect to race and equity

Highlights of Diversity Plan

Recruit undergraduates from a diverse body of students. The campus recruitment office recruits students from local community colleges and high schools resulting in a diverse student body at SET. Nearly half of SET’s undergraduate students are Pell eligible (47%), more than half are First Generation (56.2%) and more than half are students of color. In 2018-19 the undergraduate student demographics were: 39% Caucasian, 28% Asian, 10% African American, 5.7% Hispanic, 7.3% two or more races, 2.4% unknown race, 0.3% Hawaiian/Pacific Islander, 0.5% American Indian, and 7% International. Women make up 15.4% of the student population, which is a demographic the School works to attract into high technology fields. Approximately 20% of undergraduate students are underrepresented minorities.

Give importance to student success and graduation rates while maintaining high standards. Some student success programs in SET include workshops in conjunction with junior courses, hackathons, professional student organizations like NSBE and WiCS, research, and internships.

Recruit faculty who are committed to the success of a diverse body of students. The diverse SET faculty consists of 32% women and is 60% non-Caucasian. Faculty search committee members attend workshops on diverse faculty recruitment.

Recruit a diverse student body of students in SET’s graduate programs. The MSCSS program has 46% women and the MCL program has 32% women.

The PhD program builds directly on the existing MSCSS program. More than 50% of the students in MSCSS program are female (2018-2019 data), indicating that SET is already very successful at attracting students from this traditionally under-represented minority in computer science. For the PhD program, we will recruit from this already diverse student population. The presence of a PhD in Computer Science and Systems program in the South Sound region will be especially impactful for local students from under-represented backgrounds who, for family reasons, are not able to relocate and pursue their PhD degree elsewhere.

The members of the search committee for the new assistant professor will attend campus workshops on addressing bias and racism in recruiting. Finally, the PhD program will create invaluable opportunities for traditionally underrepresented minority faculty in computer science -- including two female assistant professors who were recently hired -- to grow in their academic careers and become role models for future students at UWT

Several MSCSS students presented their research at international events supporting diversity in computer science. They received scholarships from these events to support their attendance:

- Ariel Todoki, Privacy Preserving Classification of High Dimensional Gene Expression Data, in: Women in Machine Learning (WiML), workshop at NeurIPS2019 Faculty mentors: Anderson Nascimento, Martine De Cock

- Raaghavi Sivaguru, An Evaluation of DGA Classifiers, in: Women in CyberSecurity(WiCyS), 2019Faculty mentors: Martine De Cock, Anderson Nascimento

Anderson Nascimento and Martine De Cock applied their research on privacy-preserving machine learning to the privacy-preserving detection of hate speech against women and immigrants. They won first place for category and target detection in the Automatic Misogyny Detection competition AMI@EvalIta2018 and published their work at NeurIPS2019, a top conference in machine learning.Story on UWT website: <https://www.tacoma.uw.edu/node/51505>

* + - * From Josh Tenenberg, Former SET Faculty Council Chair (Current Chair Jenny Sheng 2019-2020)
        + Full-time lecturer search in CSS. Search committee produced a document to be used by subsequent search committees to identify locations that seek a diverse candidate pool. In addition, we ran our process following the recommendations for reducing implicit bias of the workshop given to search committees.
        + We have a committee in CS that is working on reigniting the BA degree in CSS, trying to broaden the appeal of the major, and targeting in particular students who are interdisciplinary and want a degree that cultivates this.
        + In my class, I employ several pedagogies of inclusion, including:
        + - learning all student names -- and using them!
        + - diverse and engaged learning methods, what we might term pedagogies of inclusion, such as small group work, in-class writing, different forms of reading and writing, discussions on topics in IT/CS of social significance, pair programming, triplet programming, diverse technical teams.

1. **Adjournment**
   * Meeting was adjourned at 1:27 p.m.
     + Next meeting: Friday, March 6, 2020 1:00-3:00 p.m.
       - Dawn Lucien Boardroom GWP 320