Faculty Assembly Executive Council (EC) Meeting Minutes
October 12, 2018 / 1:00 – 3:00pm
GWP 320 – Dawn Lucien Board Room

Present: Menaka Abraham, Nicole Blair, Leighann Chaffee, Charles Costarella, Michelle Garner, D.C. Grant, Katie Haerling, Sarah Hampson, Rupinder Jindal, Danica Miller, Lauren Montgomery, Sushil Oswal, Jill Purdy, Loly Alcaide Ramirez, Eugene Sivadas, Etga Ugur, Justin Wadland (*Attending Remotely*) Arindam Tripathy *Excused:* Ali Modarres, Mark Pagano, Mark Pendras, Jenny Sheng, Kathy Beaudoin   *Guest*: LeeAnne Laux-Bachand

1) **Consent Agenda & Recording Permission, Approval of Minutes**
- Consent given to record meeting
- Agenda for 10/12/18 and 9/24/18 Executive Council minutes approved
- Public meeting act video: members were asked to watch training video on Open Public Meeting Act: Confirmation sheet distributed for signatures

2) **Announcements**
- Faculty Senate election, nominations due Oct 15 @ 5pm, votes due Oct 31 @ 5pm Executive Council members asked to encourage units to nominate candidates.
- Chancellor Listening sessions:
  Monday, November 5, 12:30-1:30pm / Tenure track / GWP 320
  February 15, 2019/ 12:30-1:30pm /Non-tenure track / TBD
  May 10, 2019/ 12:30-1:30pm / Combined group / TBD
- Discussion/training on the New UW Open Access Policy. Tuesday, 10/30, from 12:30-2 in SNO 136A. hosting number of events, movies, https://sites.uw.edu/uwtacomalibrary/2018/10/11/open-access-week-2018-at-uw-tacoma/JW:
  Open to all, 10/23 film, link goes to blog. Further discussion on open access policy will be presented at the 11/16/18 Executive Council meeting.

3) **EVCAA Report**
- Reverse Transfer. Under the Reverse Transfer policy, students can apply credits they earned at UW towards completion of an associate's degree from their former WA Community or Technical College.
  UWT is required to contact and inform students they meet the criteria for the associates and is partnering with Community colleges to capture these students. This is part of WA state efforts to ensure increasing citizen education. Approximately 1100 students have been identified as meeting the qualifications even if not all completed a program at UW.
- APT Issue: Carnegie engagements application: promotion and tenure are aligned with community engagement. Handbook review task for APT who will explore workshops with community engaged work. The APT Committee would like to encourage faculty to apply for promotion and tenure utilizing APT, which gives guidance in this.
- Associate Vice Chancellor & Chief Admissions Officer Karl Smith is leading a project organizing Enrollment Management process.

- Discussion: What role could Academic Plan have in enrollment? What does the Registrar office see as issues? What is needed for increased retention of students?
  What will be the faculty role; bylaws suggest faculty role should be around admission.
  Maintaining sustainable rate with limited faculty growth?
  Enrollment this year shows 3.8% increase.
  Barriers to admission growth include:
    o Legislative funding, currently not able to add many new faculty positions
    o Affordable housing adjacent to campus changes ability to recruit.
    o Financial aid barrier within WA state and UW- lower socio economic status of many UWT students results in higher awards per person, using more financial resources; meeting these financial needs is challenging.

4) **Academic Plan: PNOI submission and draft policy discussion**   **Appendix A**

- Under the first plan cycle, there will be 2 due dates for PNOIs: Autumn and Winter Quarters; 1503s for Autumn have a November 1st deadline, March 1, 2019 for Winter quarter review.
- APCC will review all these 1503s, using the following criteria:
    o Alignment with the strategic plan
    o Campus-wide balance of academic disciplines and programs
    o Student/Community/Market demand
    o Resource Impact, provide feedback and forward on
    o PNOIs submitted at this time do not require budget drafts
    o Minors and certificates are not part of the plan at this time
- APCC Chair has been receiving numerous questions from faculty, who are also asking for examples of successful PNOIs to use as a guide for creating their own submissions. With the November deadline, APCC expects to continue receiving requests and is looking for help in addressing these to make sure all information is correct.
    - A FAQ page will be created- Chair Menaka Abraham will work with EVCAA Jill Purdy to provide answers to faculty questions; this FAQ page will be added to the Google drive and link given to faculty.
      https://docs.google.com/document/d/1DH4cuo9M_q_sJ2yudmnsI0GhrDV9db9WWd0zAC7xoqg/edit#heading=h.ipehm3e4z0z2
    o In order to review all submitted PNOI, APCC is planning on scheduling a second November meeting; one will be tasked with PNOI review only.
- Executive Council noted this is a huge workload for APCC Chair; this work will establish a process for the entire campus for foreseeable future.
- Discussion: Could this process could slow down development of programs in certain fast changing programs in fields like computer science?
  Some concerns about donor criteria, market demand or discouraging innovation.
  Should there be exceptions created and could those exceptions then result in an ineffective planning process.
  Could shaping programs to be where funds are discourage innovation?
- Although the Academic Plan is a five year plan, it will still needs to be reviewed annually for a number of reasons: demand can change, faculty could see competing programs, resources can go up or down, faculty turn-over happens. Review is also helpful to

changing membership in Executive Council, and should be enfolded into annual unit reviews.
- Discussion: would the current five year plan better serve UWT and require less work to develop if it were a 2 year plan?
Less workload to develop if completed more frequently but is vision development time too short under five years?
Support position new to Academic Affairs could be tasked with limited time support for annual review.

~5 min. break~

5)   Faculty Oversight of the Campus Budget
- UWT has 2 budget committees: Executive Budget Committee, the decision making committee including Vice Chancellors and the Faculty Chair, and makes budget recommendations to Chancellor. and the Chancellor Budget Advisory Committee, which includes two representatives from AWSU, the EC Chair and Vice Chair, two representatives from Staff Association, Vice Chancellor of Finance and Administration, and the Senior Executive Assistant to the Chancellor and provides strategic input to the Chancellor.
- Executive Council was involved in the campus budget last year -what role, if any, do members want EC to have this year? Should Vice Chancellor of Finance and Administration Tye Minckler return to EC with budget information like last year?
- Discussion:
CBAC has only 2 meetings this quarter but could meet more often when budget requests come in.
What does oversight mean? Will the CBAC be critically examining logic and philosophy?
Bylaws indicate that FA have input on the campus budget; as an advisory role, but does not have its own budget committee.
Some members felt like there was not much input from EC and that this was merely a formality or informational meeting.
Meetings came too late in year, could this year be different.
Place where faculty has input isn't very big, faculty only have some input over discretionary funds.
Faculty role can be unclear, concerns about lack of transparency and difficulties in understanding complexity of budget.
CBAC giving input to chancellor is a positive: the more opportunities for faculty input the better.
- Executive Council Chair and Vice Chair will give a report to EC after the CBAC meeting.

6)   Follow-up of Student Panel Discussion   Appendix B
- Review of student panel comments from Spring Faculty Assembly 2018.
What can Executive Council do to help with some of the issues that came from this discussion?

How can Executive Council make this an ongoing process and see developments or resolution?

- Discussion on the following student comments;
  - o **Transportation**: Faculty Affairs Committee will continue to work on transportation issues.
  - o **Campus and Library Access**: Justin Wadland noted increased library access: increase in staff, extended library hours library is open to midnight, Saturday and Sunday the library closes at 9pm. Security concerns have kept UWT from opening more evening and weekend access to campus areas.
  - o **Cultural shift around the use of textbooks:** The library also purchases textbooks books over $70 and keeps a copy in the library for student use.
    It was also noted that the UWT partners with the Seattle campus for electronic subscriptions and would be open to discussing campus need for others but could have some licensing limitations.
  - o **Student Ap**: Executive Council will follow up on this but was built by a private company so not much leverage here.
  - o **Free Events** and **Lunch with EC**: EC budget constraints make this hard to do. More notice to students about free events that do happen at UW?
  - o **SEED:** SEED funding housed centrally? SEED needs to remain ongoing.
  - o **Oversight of Faculty** and **Teaching Excellence for Faculty**: this falls in line with faculty best practice, faculty development workshops could have certificates and perhaps more public notice of this?
  - o **Calendar**- UWT needs a master calendar to list all events in order to prevent overscheduling several campus events at the same time.

7)   KEY Topics
- Chancellor Listening Session for tenured track faculty: 11/5/18, 12:30-1:30pm/GWP 320
- Chancellor Budget Advisory Committee- discuss how EC will provide input (Chair and VC will attend)
- Reminder to nominate faculty for Senate by 10/15/18 at 5:00pm, please encourage units to vote. Voting to elect those nominees will then run until October 30, 2018 at 5pm.
- To help prepare for the Nov. 1st deadline, APCC will schedule a second monthly meeting and EC will to put together FAQs on PNOI for academic planning and post on website: http://www.tacoma.uw.edu/faculty-assembly/curriculum-development
- Follow-up of Student Panel Discussion: FAC will address transportation issues; EC will contact Enrollment to discuss AP issues, EC will continue to review and address student issues in future meetings.

8)   Adjournment
The meeting adjourned at 3:05pm.
Next meeting is Monday, October 29, 2018, 12:30-1:20pm in GWP 320

APPENDIX A

Academic Plan Policy - <mark>DRAFT</mark>
UW *Tacoma Executive Council, July 2018*

Rationale:

The faculty and administration of the UW Tacoma recognize the need for a comprehensive academic planning process to guide the future development of our campus. It is important to balance continuing improvement of our academic work with its growth and development. The process is rooted in shared governance and fulfills the requirements of the UW Tacoma By-Laws. The content of academic programs is determined by the faculty, with approval of administrative leaders both in Tacoma and Seattle. An initial, limited academic plan, undertaken in 2017/18, allowed us to pilot the process and helped determine the framework for this policy.

Planning Team and Leader:

The planning team will consist of the Faculty Assembly Chair and Vice Chair, the EVCAA and the Chair of the Council of Deans/Directors. These four people will collaborate in each two-year planning process. The EVCAA will lead the planning process ensuring timely meetings, collaboration with faculty, the VCFA and Deans/Directors as well as due process.

Scope:

The scope of each academic plan is the entire academic enterprise of the campus. It includes all academic offerings, including: minors, certificates and other non-degree academic programs and related scholarly activities and initiatives.

The first year of the planning process will entail an *assessment* of these areas and the second year a *plan* for the next five years of operation, improvement and growth. Campus-wide plans for new and significant changes to academic offerings will be based on proposals (Proposed Notice of Intent or PNOI) submitted by each unit at the start of the second year.

Decision Authority:

The UW Tacoma Academic Policy and Curriculum Committee, APCC, will review all the PNOI's in each planning cycle simultaneously, and make a recommendation to the Faculty Assembly Executive Council for programs to go forward and develop full 1503 proposals. (In the first plan cycle, there will be two due dates for PNOIs, one in Autumn quarter and one in Winter quarter to accommodate more recently initiated programs.) The APCC deliberations will be informed by campus budget projections provided by the VCFA and this faculty body will consider resource impact during their review process. Further approvals of the 1503's will

occur as established in the curriculum development
process, with subsequent approvals from unit faculty, Deans/Directors, APCC, EVCAA, EBC,
UW President (undergraduate programs) and UW Regents (graduate programs).

Workload

During planning years, the campus faculty, staff and administration, and especially APCC, EC
and the planning team members will have added responsibilities relative to non-planning years.
However, the EVCAA and her/his office will incur the greatest increase in workload.

Criteria for New Program Assessment

To assess new program PNOI's, APCC will use the four, unranked criteria developed during
Plan 1, or those added, deleted or changed through Class C legislation in Executive Council.
The four criteria are:

*Alignment with Strategic Plan
*Campus-wide Balance of Academic Disciplines and Programs - building on our existing
    expertise and interdisciplinary emphasis
*Community/Student/Market demand and impact
*Resource Impact

Program Changes

Program change plans and resource requests will be collected in every planning cycle, in
addition to new program proposals. The resource requests will be included in the Executive
Budget Committee considerations and prioritized by that body for allocation of resources. The
intention is to promote ongoing refinement and improvement of our academic offerings.

Unit Faculty Responsibilities:

Faculty in each unit will be responsible for the program reviews within their unit, submitting
the documents on time, including the PNOI's for new programs and program changes.

Unit Faculty/Dean/Director Accountability:

Units will be accountable for the operation of their academic programs once launched.
Management of student enrollment and faculty numbers is the responsibility of the unit and
significant departures from planned numbers, either up or down, will need to be addressed in
the next planning cycle.

Plan Schedule:

The Academic Planning process will occur over two years, with a five-year implementation
period. (See Table 1 below.)   Planning for the next cycle will occur in the last two years of the
previous one.   Thus, planning activities will occur for two years followed by a three-year
interim period. (The first plan was more limited and occurred in one year followed by a four-
year implementation period.)

FACULTY ASSEMBLY
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Table 1. – Time line for UW Tacoma academic planning cycles.

	2017	'18	'19	'20	'21	'22	'23	'24	'25	'26	'27
	Plan 1	────	────	────	────						
	(Pilot)			Plan 2	Plan 2	────	────	────	────	────	
									Plan 3	Plan 3	

2018-2022 Academic Plan Update

The Academic Planning process conducted in 2017-2018 yielded 15 new degree program proposals. The planning team recommends that 12 move forward for evaluation by APCC:

Stage One: *EdS in School Psychology *MS in Environmental Science *BA Economic and Policy Analysis #BS in Mechanical Engineering

Stage Two: DNP Doctor of Nursing Practice *PhD in Computing *MS in Electrical and Computer Engineering *+MS in Information Technology BA in Education Studies BA in Art BA Philosophy, Religion and Ethics #BS in Civil Engineering

* = existing PNOI + = self supporting # = dependent on state funding

APCC seeks to review as many PNOI program proposals as possible in November 2018 regardless of the Stage in which they are currently listed. APCC will prioritize the programs according to four unranked criteria:

1. Alignment with the strategic plan 2. Campus-wide balance of academic disciplines and programs 3. Student/Community/Market demand 4. Resource Impact

Programs listed in Stage One or Stage Two above should submit an updated PNOI or proposal to Jill Purdy (jpurdy@uw.edu) by November 1 for review at the November 14 APCC meeting. If your program would prefer to submit in March 2019, please inform Jill.

• If your program has an existing completed proposal, please update all figures (demand, budget, etc.) and send the final version.

• For undergraduate degree proposals, click on PNOI Instructions under UW Tacoma New Undergraduate Program Review Process (only step 2 is required).

• For graduate degree proposals, click on PNOI Graduate Degree Cover Sheet under New Graduate Degree Programs. We recommend using the resources for calculating program demand that are included on the undergraduate instructions.

These and more curriculum development resources can be found at http://www.tacoma.uw.edu/faculty-assembly/curriculum-development

APPENDIX B

Action Items / Notes from Spring FA 5/25/18

1. Grading
   - Attendance cannot be part of grade- campus policy. Should be standard on syllabi so students and faculty on same page.
   - Timely grading on merit review
2. Diversity/inclusivity issue:
   - Profs must be able to shape the class and make more space for shy students.
   - Sometimes profs have heavy teaching load
   - Frame it as a question of access and retention for Profs.
   - Having more events during the day
   - Expand SEED
   - Educate faculty about student perspectives, raising awareness of disparity.
   - Nontraditional students
   - Training and discussion around inclusive pedagogy
3. Create a center for Teaching Excellence that offers a certificate for teaching if faculty attend 3 or more workshops.
4. Increase resources for instructional technology
5. Buy-in marketing
   - Need people in each department to manage Google calendars that interface
   - Updated calendar of events: coordinate with student clubs
6. Remind students about RSOs and encourage participation
   - Faculty should know more about SROs on campus- talk about this in lower classes
   - Advising students towards resources
   - Have resources come to class, asking faculty interested
   - Advertise the emergency "button."
   - Offer more career counseling
   - Have peer/student mentors
7. Oversight of faculty? Does it/can it exist?
8. FA provide a better centralized training for faculty that collates all resources- or consolidated email regarding all student resources (Pantry, Academic alert, CEI, etc.)
9. META Learning and faculty transparency about why assignments, pedagogy is the way it is, library, TLC, FRC
10. Cultural shift around the use of textbooks
    - Provide statistics about our student population that show we need to do more to provide affordable options for textbooks (don't require if not needed)
    - Online
    - Open source
    - Course packs

11. Free events for students

- FA sponsor a faculty/student lunch series

CANVAS related

- Campus policy for instructors to use Canvas for consistency for students. Do a canvas workshop for faculty and students.
- Consistency among faculty on attendance and using canvas
- Basic Canvas training for faculty (not iTech)
- Mandate including information about student supports- integrate it into Canvas

FOOD related

- More affordable food options! Cafeteria! (2 requests for this)
- More food options w/healthful and lo packaging or compostable options- no bottled water
- More affordable food options! Cafeteria! (2 requests for this)
- Food options- more affordable so students are eating chips

TRANSPORTATION related

- Student space and better commuter facilities like parking, are pool, vanpool, etc.
- Work w/ students to explore commuting options
- Emphasize benefits of Pass, parking somewhere else, take bus to UW
- Work with students to explore commuting options

UW TACOMA App

- Update the UWT App for: (3 requests for this)
- Campus & community events.
- Student services – revise App / integration plan
- Build out App for all campus partners