**Faculty Assembly Executive Council Meeting Minutes**

Friday, 10/09/2020, 1:00 p.m. – 3:00 p.m.

Open Public Zoom Meeting

***Present:*** *Chair Sarah Hampson, Vice Chair Turan Kayaoglu,, EVCAA Jill Purdy, FAC Chair Jim Thatcher, APCC Chair Menaka Abraham, APT Chair Yonn Dierwechter, Randy Nichols, Anaid Yerena, Kathy Beaudoin, Arindam Tripathy,, Marisa Petrich, Jim West, Rupinder Jindal, Maureen Kennedy, Amanda Sesko, Jacob Martens (Filling in for Libi Sundermann), Mary Hanneman, Monika Sobolewska, Andrea Hill, Annie Nguyen, Sushil Oswal.* ***Excused****:Past Chair Marian Harris, Katie Haerling* ***Absent:*** *None* ***Guests:*** *Vincent Da (ASUWT President), Diana Falco (2020-2021 Co-Chair: Lecturer Affairs Ad Hoc Committee), Gregory Lund (2020-2021 Co-Chair: Lecturer Affairs Ad Hoc Committee), Bernard Anderson (Associate Vice Chancellor for Student Life), Surtida Shelton (Associate Director of Student Conduct and Academic Integrity), LeAnne Laux Bachand (School of Interdisciplinary Arts & Sciences, Former Co-Chair, Lecturer Affairs Ad Hoc Committee)* ***Faculty Assembly Coordinator:*** *Andrew Seibert*

1. **Consent Agenda & Recording Permission**
	* Agenda was approved and Recording permission was granted by the Council.
		+ Approval of 09/28/2020 Meeting Minutes
			- Faculty expressed no concerns over the September 28, 2020 minutes.
				* Motion to approve the Minutes as written made by the Chair of Faculty Assembly. So moved by Randy Nichols, seconded by Kathy Beaudoin.
			- ***Vote:*** *12 yes, 0 no, 3 abstentions*
			- Minutes stand approved as written.
2. **Announcements**
	* Land acknowledgement
	* Update on 30th Anniversary Celebration
		+ The Chancellor will be creating a group that is tasked on the future 30th Anniversary Celebration Events. Faculty Assembly Leadership is happy to take feedback and pass it on to the appropriate area.
	* Listening Sessions dates
		+ First Faculty listening Session
			- November 4th, 12:30 p.m.- 1:20 p.m. via Zoom
		+ Decriminalize UW Tacoma Session
			- October 28th, 12:00 p.m.- 1:30 p.m.
			- Chancellor Pagano has asked the Office of Equity & Inclusion to set this listening session. A date will be posted and sent to Executive Council Representatives when known.
3. **EVCAA Report**
	* **Enrollment**
		+ Student enrollments are strong and we are happy to be supporting at least as many students as we did last fall. At the conclusion of today, the fall census numbers will be tallied and we can expect a report on enrollment next week. Thank you to faculty for all their work in transforming courses and supporting student learning this fall.
	* **Leadership Searches**
		+ The search for a Dean of Social Work and Criminal Justice will resume soon with the likelihood of a fully virtual search.
		+ The interim dean of the Milgard School of Business is being evaluated through an administrative review process for possible appointment as Milgard Dean.
	* **Large Section Instructional Design Support**
		+ This fall, three multi-section courses taught by four faculty with 90-175 students enrolled per course are receiving support for remote learning. The Office of Digital Learning is providing design support to faculty and the TLC is providing TA training and support for undergraduate teaching assistants. The courses supported are in finance, quantitative analysis, and chemistry. This COVID-19 support program is funded by an anonymous donor. Faculty teaching large courses in Winter or Spring are encouraged to let their chair, associate dean or dean know if they are interested in participating in this program. Bonnie Becker is coordinating the program.
	* **Faculty Hiring in a Virtual Environment**
		+ The UW Office for Faculty Advancement and UW ADVANCE Center for Institutional Change recently offered a webinar of ideas, tools, and best practices for online searches that center equity and inclusion in searches. The 90 minute program is required for everyone involved in faculty searches and can be found [posted online here](https://advance.washington.edu/camps/events/month/2020-10/faculty-hiring-virtual-environment-webinar-ideas-tools-and-best-practices). UW Tacoma colleagues who participated live found it very useful and valuable.
	* **UW Libraries Book Access**
		+ The UW Tacoma Library today announced curbside pickup for books from the UW collection: [Lib2Go Curbside](https://uw.libcal.com/reserve/tacomal2gcurbsidehttps%3A/sites.uw.edu/uwtacomalibrary/2020/10/09/lib2go-curbside-books/) Books. This expands the services already offered for picking up calculators and laptops through [Lib2Go Curbside Equipment](https://sites.uw.edu/uwtacomalibrary/2020/10/05/lib2go-curbside-equipment-checkout/).
		+ In addition to the items I shared in the meeting, the following reminders may be helpful, courtesy of the Back to the Future campus planning group.
	* **Reporting Cases on Campus**
		+ If a student reports to you they have tested positive for COVID-19 or believes they may have been exposed to the virus, you should report this information to Dr. Bernard Anderson, Associate Vice Chancellor for Student Life, at bander48@uw.edu and encourage the student to reach out to Dr. Anderson as well. If this happens in a class which is meeting in person and you have been in physical proximity with the student (within 6 feet for at least 15 minutes), you should also contact UW’s COVID-19 Response & Prevention Team at covidehc@uw.edu or 206-616-3344. In no circumstances should you share a student’s diagnosis or other private medical information with other students or colleagues.
		+ **What happens when there is a report?**
			- See the process for handling reports of COVID infections at <https://www.ehs.washington.edu/covid-19-case-response>. This site outlines the whole process that is followed and is helpful in understanding all that went into developing this system in alignment with CDC guidelines, FERPA, HIPPA, and other agencies and regulations.
		+ **Husky Coronavirus Testing**
			- To help keep our UWT community healthy, we encourage all faculty, staff, and student to enroll in the [Husky Coronavirus Testing](https://www.washington.edu/coronavirus/testing/?utm_source=uwhp&utm_medium=tiles&utm_campaign=move-in-testing) program. The program is voluntary and available to these groups on the Bothell, Seattle and Tacoma campuses. You need a UW NetID to participate and must either work or attend classes at least once per month — either remotely or in person — and live within commuting distance (~30 miles) of the Bothell, Seattle or Tacoma campus.
	* **Printing**
		+ Free [printing](https://www.tacoma.uw.edu/information-technology/printing) is available to every student for up to 400 pages per quarter. Students can follow instruction in [Remote Computer Access](https://www.tacoma.uw.edu/information-technology/remote-computer-access) to send print commands to the computers in WG-108 Open Lab and pick up the printing the same day; or print in person in CP-005 Open Lab.
	* **Student Attestations**
		+ Students coming to campus (for classes, study spaces, even parking lot wifi access) need to do the quick [Student Attestation](http://apps.tacoma.uw.edu/attest/). Please let your students know that this is still the requirement and we need to keep this up through the quarter. The attestation can be accessed and completed from a smart phone. The link is at the top of our UWT home page
4. **Dr. Bernard Anderson and Surtida Shelton: Resident Life Update and Student Conduct**
	* [**Powerpoint for Dr. Anderson’s section**](https://drive.google.com/file/d/1_4mT_z3NdClKv634xIY2leyT-yPA7WTT/view?usp=sharing)
		+ Questions for Dr. Anderson’s presentation
			- A Representative asked how the CARE addition work would be in coordination with the academic alert system?
				* Academic Alerts typically fall into the CARE team as well. If a Faculty member believes a student concern is not Academic related to contact the care team directly instead.
			- A Representative asked if there is a version of the Purple Sheet for students as an audience or any other resources for students such as the Purple Sheet shown in the meeting by Dr. Anderson.
				* There is no student document related to the purple sheet, as it is a Faculty and Staff document, however Dr. Anderson has done Outreach, such as TLC Student Employees. If you are concerned about mental health for Students, refer them to Cassie Nichols or the Counseling and Psychological Services area.
	* [**Powerpoint for Surtida Shelton: Student Conduct**](https://uwnetid-my.sharepoint.com/%3Ap%3A/g/personal/shelton8_uw_edu/EXQelH3GK6ZNhoBIKz7UH2UB5tqeC4LB09Brf0bDOOKRfw?e=BAd1Dr)
		+ Questions for Surtida Shelton’s presentation
			- The Faculty Assembly Vice Chair asked if there is any tracking of ethnic and racial background students that are going through the disciplinary processes? Since they also serve on a School Board, they were privy to information about discipline in the K-12 School System and the racial society around it as far as discipline.
				* The Student Conduct offices have an Advisory Committee, which has Faculty and Staff representation. This Committee looks at all the data, but demographic data around race, ethnicity and gender are not collected. International Students are not disproportionately reported on the UW Tacoma campus.
				* There are additional considerations such as religious accommodations, such as Ramadan, where a student may feel pressured. The Student Conduct Officer does let the Faculty know to be mindful during that time and understand what the student is going through. The sanction would in this case need to fit the circumstance to also support the students needs at the time.
			- The Faculty Assembly Chair raised concerns of the Online Proctoring and would like the Conduct Officer to speak in regards to that
				* This discussion topic was also discussed at the [ASCA](https://www.theasca.org/) which is for Conduct Officers. At this point, this is a national discussion as well. Locally, UW Tacoma is not wanting to use proctoring services because it was costing the students out of pocket. The Conduct Officer also said that it would be better that the burden be on the University for proctoring. Most are not finding proctoring successful. The few instances where proctoring could be successful is where the proctor is sitting there watching the student, and looking for cues and changing their behavior. Proctor U costs the student money to proctor the exam.
5. **EC Ad-Hoc (2020-2021) Budget Advisory Committee Proposal**
	* Several Nominations were sent out to the Faculty Assembly Leadership team.
	* Process for Nominations:
		+ Chair of Faculty Assembly’s vision: The membership is somewhat open. The chair did state around 7, however the chair is open to anyone who is nominated who is qualified.
			- Criteria Suggestions: Interest in budget or experience in budget
			- Process Suggestions: Catalyst Vote (yes, no, abstain) of each candidate.
		+ Executive Council Comments or additions:
			- Executive Council Representatives generally support the Criteria of the Chair’s vision. Some have asked each candidate to have a separate vote, and the Chair has agreed. The Chair has also expressed interest in having more members possibly next quarter to be equitable and have more representation from each of the schools.
			- The School of Education Faculty are overwhelmed with other tasks and information, therefore they did not get a chance to review this yet, it was recommended that if this committee were to start that a School of Education Representative can join when possible. A School of Education Faculty member asked about the main function of this committee
				* This Committee would advise the Faculty Assembly Leadership on budget input and advice related to Academic Affairs. The Faculty Assembly Chair would give information not related to personnel concerns to the Advisory committee to get the best input for all faculty on campus to bring to Executive Budget Committee and Chancellor's Budget Advisory Committee.
	* Action Item: Faculty Assembly Coordinator will compile a Catalyst Survey to send to Executive Council on the Membership of this committee with the following criteria:
		+ Cap of 7 members
		+ Individual voting for each member
		+ Assessment on experience and interest
6. **Teaching Professor Representation Discussion- Diana Falco and Gregory Lund, Co-Chairs of Lecturer Affairs Ad-Hoc Committee**
	* Feedback from Proposal from each school
		+ School of Nursing and Healthcare Leadership
			- School of Nursing and Healthcare Leadership Representation was not present during the meeting
		+ School of Social Work and Criminal Justice
			- There were no questions from Faculty
		+ School of Interdisciplinary Arts and Sciences
			- There was a question about eligibility for who can be the Chair for the Forum
				* The proposal states that the Chair of the Non-Tenure Track Forum is elected from the voting membership, which is made up of full-time non-tenure track faculty only.
		+ School of Urban Studies
			- There were no feedback from Faculty
		+ School of Education
			- One Faculty member reported to the Representative that this Forum is reasonable.
		+ Milgard School of Business
			- No Feedback from Milgard, however there was question of the new title changes (From Lecturer to Teaching Professor).
		+ School of Engineering & Technology
			- SET Received feedback from five Faculty members all in favor. Four are Teaching Faculty, one is a Tenure-Track Faculty member. One question was why the Chair of the Forum will be a Non-Voting representative on Faculty Affairs.
				* From Faculty Affairs Chair: All seats on Faculty Affairs went to Chairs and not rank. The Faculty Affairs Committee last year felt it was appropriate to not go by rank (e.g. Teaching Professor vs. Assistant Professor) but rather representation to be equitable as far as Faculty Representation.
	* The Chair has suggested one minor edit editing the positioning of the document where it is under Faculty Affairs since it sits under that Committee.
		+ Both the Chair of Faculty Affairs Committee and the Current Co-Chairs of the Lecturer Affairs Committee agree that this should be appropriately changed.
	* A motion to bring the amended Non-Tenure Track Faculty Forum Proposal to vote has been requested by the Chair of Faculty Assembly. So moved by Faculty Affairs Committee Chair Jim Thatcher, seconded by Anaid Yerena
		+ ***Vote:*** *17 yes, 0 no, 0 abstentions*
		+ The Non-Tenure Track Faculty Forum motion has passed and will be sent out as a full vote to the Faculty
7. **Adjournment**
	* Meeting was adjourned at 2:51 p.m.
		+ Next meeting: Monday, October 26, 2020
			- Zoom