**Faculty Assembly Executive Council Meeting Minutes**

Monday, 10/26/2020, 12:30 p.m. – 1:20 p.m.

Open Public Zoom Meeting

***Present:*** *Chair Sarah Hampson, Vice Chair Turan Kayaoglu, Past Chair Marian Harris, 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, Katie Haerling.* ***Excused****: APT Chair Yonn Dierwechter,* ***Absent:*** *None* ***Guests:*** *Vincent Da (ASUWT President), Sharon Fought (Dean, School of Nursing and Healthcare Leadership)* ***Faculty Assembly Coordinator:*** *Andrew Seibert*

1. **Consent Agenda & Recording Permission**
   * Agenda was approved and Recording permission was granted by the Council.
     + Approval of 10/09/2020 Meeting Minutes
       - Minutes revisions
         * Under Attendance, Added Jacob Martens
         * Under Excused Attendance, added Past Chair Marian Harris and Katie Haerling
         * Under Guest Attendance, added LeAnne Laux-Bachand
       - Motion to approve the Minutes with the edits listed made by the Chair of Faculty Assembly. So moved by Randy Nichols, seconded by Anaid Yerena.
         * ***Vote:*** *15 yes, 0 no, 2 abstentions*
       - Minutes stand approved with the edits mentioned above.
2. **Announcements**
   * Land acknowledgement
   * Update on Faculty Assembly Budget Advisory Committee
     + All nominees are officially part of the Committee. The first meeting for this Committee is Wednesday, October 28, 2020.
   * 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.
3. **EVCAA Report**
   * [**Budget Reduction Modelling**](https://www.tacoma.uw.edu/finance-office/budget-planning-analysis)
     + The state legislature has required all of UW to model 5%, 10% and 15% reductions in state funding. The deadline for this is January 11. Budget reduction modelling is not impacted by the Chancellor’s announcement of his stepping down next year. Budget data shared in the October 20 town hall are available [here](https://www.tacoma.uw.edu/sites/default/files/sections/Finance%26Administration/Budget%20Trends%20FY18-21%2020-1014.pdf).
   * **Promotion Letter Guidance for Deans** 
     + The Appointment, Promotion and Tenure committee is providing comment on a brief guide for deans on crafting promotion review letters (intended as an onboarding/training document). These letters normally include an overview of the candidate, a summary of research, teaching, and service according to the criteria of the school, comment on any critiques noted in the review, an assessment of the candidate’s future prospects, and a summarizing conclusion.
   * **Teaching Evaluations - Fall Quarter**
     + The [standardized student assessments are available now](https://www.washington.edu/assessment/course-evaluations/) to allow feedback to faculty at mid-quarter; such evaluations meet the Faculty Code requirement for an annual teaching evaluation. Schools may have different policies for evaluating teaching and faculty are encouraged to discuss these in light of the significant shift to remote learning.
   * **Final Exams**
     + Some students may not be able to attend scheduled in-person final exams and faculty should be prepared to provide equivalent strategies to assess student learning remotely. Final exam policy is located at<https://www.tacoma.uw.edu/office-registrar/final-exam-schedule-2020-21>. Further guidance for final exams is being developed by Student Success and Digital Learning.
4. **UWT By-Laws Change to reflect Title Changes (See Document)**
   * Faculty Assembly Leadership is preparing the Bylaws to go to all Faculty with the new changes to Non-Tenure Track Forum.
   * At this time, the chair brought to EC an issue that arose when changing the by-laws language to include the new title changes:
     + Changing “Lecturer” “Senior Lecturer” and “Principal Lecturer” to Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor
   * Faculty Assembly Leadership would like to ask Executive Council to review the bylaw below to see if it needs to be changed.
     + “A retired assistant professor, associate professor, or professor during the quarter(s) he or she is serving on a part-time basis, or a retired research assistant professor, research associate professor, or research professor during the quarter(s) he or she is serving on a part-time basis.”
       - This section of the by-laws is for retired tenured or tenure-track faculty to automatically become voting members of the Faculty Assembly if they serve at University of Washington Tacoma in any part-time capacity. The Chair asked whether EC would like to see this include retired teaching faculty as well.
     + Executive Council recommended changed:
       - Change he/she to they/them (Gender inclusivity)
       - General agreement that the retirement issue should be explored with the Secretary of the Faculty, Mike Townsend.
       - Continue discussion further to make this more equitable for Faculty
     + Faculty Assembly Chair will explore the recommendations to the Secretary of the Faculty. During a future meeting, Executive Council will vote on the changes. If approved, these by-law changes will go to all faculty for vote along with the changes to include the Non-Tenure Track Forum, which were voted on at a previous EC meeting.
5. **Introduction: Online Proctoring Draft Resolution (See Document)**
   * Chair of Faculty Assembly will have the the individuals propose this Draft resolution to Executive Council, then the Chair of Faculty Assembly asks to distribute this to the schools on campus for review and feedback to this resolution.
   * This concern was raised by Student Petition on the Tacoma Campus, along with some Faculty on campus. The [General Faculty Organization](https://www.uwb.edu/gfo) at UW Bothell (Faculty Assembly equivalent) has also acted upon online proctoring. A statement is also on the General Faculty Organization website along with a way to seek exemption to this policy.
     + Introduction Questions for Representative
       - A guest appearing at the Executive council mentioned that there may be some courses that are best evaluated with exams and not projects
         * The Representative had stated that this is a big discussion topic
   * Action item: EC representatives should bring the proposal to faculty in their schools for feedback and discussion at 11/23 EC meeting.
6. **Adjournment**
   * Meeting was adjourned at 1:22 p.m.
     + Next meeting: Friday, November 6, 2020
       - Zoom