**Faculty Assembly Executive Council Meeting Minutes**

Friday, 11/8/19, 1:00 – 3:00 p.m.

Dawn Lucien Boardroom (GWP 320)

***Present:*** *Vice Chair Sarah Hampson, APCC Chair Robin Evans-Agnew, FAC Chair Jim Thatcher, Charles Costarella, Chancellor Mark Pagano (until 2:00PM), EVCAA Jill Purdy (until 2:00PM), Amanda Sesko, Etga Ugur, Barb Toews (Until 2:30PM), Katie Haerling (In person from 2:00-3:00PM),Ka Yee Yeung-Rhee, Rupinder Jindal. Jenny Sheng.****Excused****: Chair Marian Harris, APT Chair Yonn Dierwechter, Linda Ishem, Libi Sundermann, Randy Nichols.* ***Attending Remotely:*** *Kathy Beaudoin, Katie Haerling (On Zoom from 1:10-1:55PM), Sushil Oswal (Via phone)* ***Guests:*** *Tye Minckler, Bonnie Becker*

***Administrative Support:*** *Andrew Seibert*

1. **Consent Agenda & Recording Permission**
	* Agenda verified and Recording permissions was granted by the Council
		+ Approval of 10/28/19 Meeting Minutes
			- Motion to approve the Minutes as written made by Vice Chair. Moved by Ka Yee Yeung-Rhee, seconded by Barb Toews
				* ***Vote:*** *9 yes, 0 no, 1 abstentions*
2. **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.
	* Climate Survey closes TODAY!
		+ **November 8, 2019, 12:00 a.m.-11:59 p.m.**
			- Please have your student take the climate survey today!
		+ Only 23% of All UW has participated
	* RAC Charge
		+ Research Advisory Committee will be meeting this month, so it is crucial to have their charge ready
		+ EC members to submit comments by end of day 11/8 and vote link on the charge open 11/11 and close 11/15.
		+ Questions:
			- How is the information going back to Faculty from this committee?
				* This committee will report regularly to EC
3. **Chancellor’s Report (See** [**Handout**](https://drive.google.com/open?id=1nld5XkS2GJ6Ape7veBBmoLOx1IiTwYeG) **in Google Drive for 11/8)**
	* Listening sessions
		+ 2 in spring
			- Last listening session had high attendance
				* Communication concerns such as budget
		+ The Chancellor is more than willing to schedule more meetings to address concerns over Faculty
	* Budget questions from Tye Minckler
		+ These questions were answered by the Vice Chancellor of Finance and Administration himself and not answered by anyone else
	* Town Hall
		+ Bonnie Becker and Karl Smith talked about enrollment and retention
	* Climate survey
		+ Finish the Climate Survey
	* APLU Meeting
		+ The Chancellor will be going to the APLU meeting where the USU is held. The meeting will be regarding USU 2.0, or how the organization help the 45 institutions
	* Questions/responses from Handout:
		+ Reduction proposals are put in place for now. When it comes to the decision making, will there be clarity in the reductions?
			- The chancellor meets with the EVCAA and deans to verify the percentages of reductions and items that are considered reductions
			- Action Item: EC Representatives: Come up with more questions if you have any more questions for the Chancellor about the budget reduction process.
4. **EVCAA Report**
	* **2020 Commencement:** Commencement will be on June 15, 2020 at the Tacoma Dome. We will have a single ceremony for all UW Tacoma graduates at 2:30 pm. There will be reserved seating; tickets are free but there is a small charge for ticketing from Ticketmaster, which is the only vendor we are permitted to use.
	* **Leadership selection:** SWCJ: The search committee met for the first time on November 4. The search consultants held two open meetings with faculty and staff to collect input on the search. The tentative calendar for the search is: recruiting and accepting applications through the end of January, committee review of applicants in February, videoconference interviews of a selected pool in March, and on-campus interviews right after spring break in late March/early April.

AVCR: The charge letter for the Associate Vice Chancellor of Research committee will go out immediately after this meeting. Belinda Louie and Justin Wadland will be co-chairs of this search. The search is Internal to UW Tacoma.

US and SNHL: Administrative review committees have been formed and charged with assessing the qualifications of the current directors of these schools for appointment as inaugural deans.

Each of these committees is advisory and is charged with providing a summary of strengths and weaknesses of the candidate(s). Candidates are not ranked. For the three Dean decisions, recommendations of the EVCAA and Chancellor go to the President and the Board of Regents. For the AVCR position, the decision is made at Tacoma.

* + **Junior Faculty Research Quarter:** This program is not changing in terms of the benefits to faculty. Faculty hired through spring 2019 will receive a research quarter.
		- The program will continue to provide one quarter with no teaching for assistant professors
		- One course release is funded centrally
		- The research quarter occurs after reappointment in a quarter approved by the dean

 What is changing about the program as of this year:

* + - The research quarter will be offered at the time of hire. This change supports faculty recruiting, better budget planning, and greater equity across campus.
		- Faculty will no longer have to apply to the program. Goal setting will be incorporated into the regular conference (annual for assistant professors) in the year prior to the research quarter, and the accomplishments of the research quarter will be included in the annual report of the faculty member. This improves recordkeeping for promotion and tenure, and reduces workload for faculty and staff.
		- Units are no longer required to provide a cash match of funding to replace the second course. The program now supports other methods of meeting teaching needs that allow the faculty member to have a full quarter with no teaching. This aligns with the longer term planning that we must do to improve efficiency and manage the faculty-student ratio. The program costs for the central campus portion only ranges from $30,000-$80,000 per year. Our ability to continue the program depends on our collective efforts to move to a sustainable financial model through increased enrollments, better retention, and greater efficiency in course offerings.
	+ **Campus Tuition Exemption Proposal:** The Council of Deans is working with the Graduate Program Coordinators and the Director of Graduate Studies to develop a campus-wide policy that limits the tuition exemption for state employees to 12 credits of graduate courses per person per degree, on a space available basis. The campus policy would apply to every graduate program that does not already have a policy in place; units could still develop their own policies as long as they do not conflict with the campus policy. The current cost of tuition exemptions in graduate programs is approximately $500,000, down from about $750,000 after program level policies were put in place in Education and Nursing. We will collect feedback from faculty, staff, student and alumni stakeholders prior to finalizing the proposal and submitting it to the Provost for approval. There is no plan to limit use of tuition exemption at the undergraduate level.
1. **Vice Chancellor of Finance and Administration Tye Minckler- Budget (See** [**online document**](https://drive.google.com/open?id=1_5XmTlThKNLQhHInZRyFj1bRtiUAR6WH)**, Model)**
	* Questions from Model Document:
		+ How is this aligned with our Academic Plan?
			- It is too general in nature, therefore it won't align with our Academic Plan, but its purpose is a tool to drive up our revenue.
			- The Associate Vice Chancellor of Finance, Vice Chancellor of Finance and Administration, and EVCAA, have input in each proposal. EBC and APCC get Budget information in the pre-curriculum stage to look at impact.
		+ How does UWT get to the target 18.1% Faculty to Student Ratio?
			- Faculty would need to be more mindful about independent studies or using a course release to help one specific student.
			- The current 16% includes release time, teaching sabbatical, service work
				* Average class size is 24-26
			- This is not discussing class sizes, but a generic number
			- Follow up: Where will the extra enrollment come from?
				* Academic Plan, Marketing, Recruiting
			- It is important to be mindful about our Students.
	* Please bring the information shared in this meeting back to your units (Administrative Support attached links to all documents in the meeting inside the minutes)
2. **Vice Chancellor for Student Success- Bonnie Becker (See** [**Presentation**](https://drive.google.com/open?id=1Kly4-cquGFv1hyOqIQIyq3F96o3nYDd7)**)**
	* Key highlights of presentation
		+ Main focus: Retention & Graduation of Students
			- Student Success
		+ Goal of ARP:
			- Help Students (persist)
				* Students persist at UWT
		+ A team of individuals has been formed to make sure students get the appropriate resources they need, such as funding through financial aid, and assistance through Counseling services. This will help retain our student, while at the same time helping out the student with other options
			- In addition, two completion coaches will be hired and working with outreach and recruitment
		+ How can Faculty support our Students?
			- Know current UWT resources (they can change) and refer students to support offices
			- Use Early Alert systems to help us provide just-in-time outreach to students (Academic Alert, CARE Team, Safe Campus)
			- Consider the unintentional barriers that we all create and work to remove them
			- Meet students where they are, and bring your best self to interactions with students
			- Be part of a Community of Care
		+ What is the faculty role in persistence, retention, and graduation of our students?
			- Academic Plan
		+ An extensive program was shown during the presentation that gave statistics on the following information: (This program is only available to the Vice Chancellor for Student Success and a few other departments).
			- Records by class
				* Records by unit
			- Records by race
			- Records of retention
				* How many students leave UW Tacoma, where they are going, etc.
				* Graduation rate by race
		+ Questions from Presentation:
			- Has Faculty emotional support improved on campus?
				* It varies who you talk to on campus
3. **Key Topics**
	* Key topics were not discussed this meeting. Vice Chair asked to have Key Topics Emailed to Administrative Support. Administrative Support will combine both emailed Key Topics and Suggested Key Topics
		+ Chancellor’s Listening Sessions
		+ Vote regarding the Research Advisory Committee.
			- Poll will open Monday
		+ Climate Survey Closed November 8th, 2019
		+ The Graduation Ceremony will no longer be separated into two ceremonies and will be joined into one big ceremony at the Tacoma Dome.
		+ Student Success is currently trying to retain our students from going to other institutions. Some reasons why they may go to other institutions are:
			- SAP Restrictions (Below 2.0 GPA)
			- Life conflicts (Ex. Death in family)
			- Student holds (Ex. $40.00 fine)
4. **Adjournment**
	* Meeting was adjourned at 3:00PM
		+ Next meeting: Monday, November 25th, 2019 12:30-1:20PM
			- Dawn Lucien Boardroom GWP320