**Faculty Assembly Executive Council Meeting Minutes**

Friday, 12/13/19, 1:00 – 3:00 p.m.

Dawn Lucien Boardroom (GWP 320)

***Present:*** *Vice Chair Sarah Hampson, FAC Chair Jim Thatcher, EVCAA Jill Purdy (Until 1:55PM), Rupinder Jindal, Jenny Sheng, Amanda Sesko, Katie Haerling, Sushil Oswal, Randy Nichols, Marisa Petrich, Linda Ishem, Ka Yee Yeung-Rhee, .* ***Excused****: Chair Marian Harris, APT Chair Yonn Dierwechter, Charles Costarella, Barb Toews Danica Miller.* ***Attending Remotely:*** *, APCC Chair Robin Evans-Agnew, Etga Ugur, Annie Nguyen, Arindam Tripathy, Libi Sundermann, Kathy Beaudoin, .* ***Guests:*** *Tye Minckler (Vice Chancellor of Finance and Administration), Lisa Isozaki (Director, Office of Research), Dr. James McShay (Assistant Chancellor, Center for Equity & Inclusion)* ***Administrative Support:*** *Andrew Seibert*

1. **Consent Agenda & Recording Permission**
   * Agenda verified and Recording permissions was granted by the Council
     + Approval of 11/25/19 Meeting Minutes
       - Motion to approve the Minutes with edits made by Vice Chair. So moved by Randy Nichols, seconded by Jim Thatcher
       - Edits
         * Changed day from Friday to Monday.
       - ***Vote:*** *12 yes, 0 no, 0 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 at Feb 11 meeting.
   * Jan 31, 2020 Open Faculty Session with Chancellor
     + In response to the last listening session in October, the Chancellor and Faculty Assembly have created this event which will be held at the Jane Russell Commons on January 31st, 2020. This event is scheduled from 10AM-12PM to give clarity and address budget and faculty concerns. This event is open to all faculty on campus. Light refreshments will be served at this event on behalf of the Chancellor’s office.
     + Chair of Faculty Assembly will be requesting from the EVCAA and Vice Chancellor of Finance and Administration an extended time period at the next meeting to bring questions, comments, and concerns about the Budget Reduction and Margin Enhancement Exercise.
       - All Representatives are encouraged to bring questions from their units.
3. **EVCAA Report**

# DTA/DRA/DCE Faculty Awards

* + - Nominations for Teaching, Research and Community Engagement awards are open until January 17th. Nominate yourself or a colleague using the links at<https://www.tacoma.uw.edu/chancellor/recognition>

# Strategic Enrollment Management

* + - Volunteer work groups are coordinating across campus to look carefully at the potential for enrollment growth in six key areas, some of which are interrelated: New academic programs, graduate, nonresidents, international, adult learners, and retention. Initial reports from these groups will inform a comprehensive campus plan for enrollment growth.

# Leadership Searches

* + - The Social Work & Criminal Justice Dean search position [is posted](https://www.greenwoodsearch.com/university-of-washington-tacoma) and we are in the active recruitment stage. Feel free to share the link. If you have people to nominate as possible candidates, suggestions should be sent to marionfrenche@greenwoodsearch.com.
    - The AVC for Research search committee is working on the job description and the position will post for internal candidates in Winter Quarter.
    - Current information on both leadership searches can be found at <https://www.tacoma.uw.edu/academic-affairs/leadership-searches>

# Administrative Reviews

* + - Work is moving forward with administrative reviews related to Dean appointments in Urban Studies and Nursing and Healthcare Leadership. Interview dates will be in winter quarter.

# Fiscal Year ending 2021 Budget Process

* + - **January 9** - Council of Deans discussion of budget reductions (bring your draft documents)
    - **February 3 -** Budget documents due to Academic Affairs
      * (1) Regular FY21 budget requests
      * (2) Faculty search requests for 20-21 (including salary, startup costs, moving expenses)
      * (3) School Budget Reduction/Margin Enhancement worksheet
    - **February 14 -** Academic Affairs’ deadline for forwarding all School budget requests to Finance and Administration
    - **March 9 -** Deans make brief presentations at [Executive Budget Committee](https://www.tacoma.uw.edu/finance-office/executive-budget-committee) meeting on Budget Reduction/Margin Enhancement proposals
    - Budget deliberations will occur in March and April with recommendations going forward to the [Chancellor’s Budget Advisory Committee](https://www.tacoma.uw.edu/finance-office/chancellor-s-budget-advisory-committee) April 20. Budget decisions are anticipated in early May.
    - In the spirit of shared governance, each school’s faculty council should provide advice on the FY 20 budget process with respect to both the reduction exercise and any new revenue generating proposals being sent forward. Faculty review of budget proposals will be verified after they are submitted to Academic Affairs in early February.

1. **Budget Primer- Tye V. Minckler, Vice Chancellor of Finance and Administration (See** [**Primer**](https://drive.google.com/open?id=1hrRoSOQEEPRGyJo0v0Z3WcFzZXJ_Wqvl)**,** [**Budget Report**](https://drive.google.com/open?id=1hDJLsP-qc9fxq9PMfR-k9qRph7H28Owx)**,** [**Budget History**](https://drive.google.com/open?id=11D3TF70LJD9iEsXKrIojm9bR-IA6HOTX)**, also** [**Website**](https://www.tacoma.uw.edu/teaching-learning-technology/itech-fellows-faculty) **regarding Hybrid courses)** 
   * Questions and discussion for the Vice Chancellor of Finance and Administration
     + Do students prefer online, hybrid, or in person classes?
     + Discussion:
       - Retention is saying Hybrid is the choice where students are more successful and sought out by students, however the Hybrid Designation is fairly new in development
       - It was not suggested to do all Hybrid classes, however have a pilot program that will help the campus grow in Students.
       - It was recommended to have more people trained to offer Hybridization, e.g. as part of faculty meetings.
     + It was agreed that this topic of hybridization should be discussed further in FAC and EC
2. **Update: Office of Research, Lisa Isozaki: Director, Office of Research (See** [**Presentation**](https://drive.google.com/open?id=1Hef0fWetuo4OSzDHT1RBqBGGmWXUJrTt) **and** [**Handouts**](https://drive.google.com/open?id=1FLVljteW7a2SBia5w9mC_zW80g0-IKQH) **on Google Drive)**
   * Questions on Presentation:
     + Is there a goal for the campus for research?
       - There were talks for goals for where we should be, but internally, there are no goals set yet, but that doesn’t mean that there won’t be goals set in the future.
     + Is their specific research data on Faculty of Color
       - Right now there are no tracking, however if requested, the Director of Research can start the tracking process
     + How is UW Tacoma compared to Bothell?
       - UW Bothell has received very large grants in the past. UW Bothell Research and UW Tacoma Research has been working together to create future workshops possibly in the summer
     + Do you track how many students are partnered with research professors do?
       - Internal funding is tracked.
     + Faculty Assembly is looking to have an extended timeframe invitation to the Director of Research in the coming months
3. **Budget Reduction, Margin Enhancement Exercise Discussion**
   * There will be an Executive Budget Committee Meeting on Monday, December 16th, 2019 regarding the process and how the process is going.
   * Updates and questions from Units
     + Urban Studies
       - Urban Studies has taken this Budget Reduction and Margin Enhancement Exercise in a different way, considering their unit is smaller than most Units. They will look for ways to enhance margins instead.
       - If the unit cuts all of their budget beyond 1.5%, they would need to cancel classes.
         * They had also went through a budget reduction a month before this exercise was put in place
     + Milgard School of Business
       - Milgard had a meeting last week, but the representative present was not able to attend that meeting.
     + School of Engineering & Technology
       - Faculty Council will have a meeting in January 7th to talk to the Dean of SET.
         * Dean also brought up this in the last faculty meeting.
     + School of Education
       - The School of Education is aware via Executive Council Representative. School of Education is not far along in the budgeting process. Dean will bring it to Faculty Council soon but has not yet done so.
     + School of Interdisciplinary Arts & Sciences
       - Some units may be in a similar spot like SIAS
       - Who created the Example School Exercise? (Worksheet was from Faculty Council)
         * In this, Lecturers have been targeted specifically in reduction.
         * There are also other examples, but one of the examples was a cut of 2 Lecturer Positions.
         * **Action Item**: Sarah Hampson will ask for more information about this worksheet and send a follow-up email to EC.
       - What have other units heard about what’s going on in SIAS?
         * Communication concerns
         * More Information about cuts that were taken from SIAS
       - The Chancellor did come to an SIAS meeting in response to the letter that was created. At that meeting, there was a question raised to consider suspending SIAS going through this process. This will be answered at the Executive Budget Committee on Monday.
       - In Summer 2019 Part-time Faculty, Classified Staff were let go for the 2019-2020 Academic year, and classes were cancelled in a big cut to the unit.
     + School of Nursing & Healthcare Leadership
       - No conversation has been started yet in the School of Nursing and Healthcare Leadership. Next faculty meeting is January 7th.
     + School of Social Work and Criminal Justice
       - The School of Social Work and Criminal Justice Representative was not present during this meeting.
     + **Action Item:** Please bring back the statement below from the EVCAA and Chancellor regarding Faculty Council involvement in this process.
       - In the spirit of shared governance, each school’s faculty council should provide advice on the FY 20 budget process with respect to both the reduction exercise and any new revenue generating proposals being sent forward. Faculty review of budget proposals will be verified after they are submitted to Academic Affairs in early February.
4. **Update on the Climate Survey- Dr. James McShay, Assistant Chancellor, Equity and Inclusion**
   * Statistics
     + Overall response rate: UW Tacoma 33.9% (approximately 2000 participants)
       - Undergraduate participation: 33.8%
       - Graduate participation: 19.7%
       - Tenure-Track Faculty participation: 82.3%
       - Lecturer participation: 42.9%
       - Classified Staff participation: 60.6%
       - Professional Staff participation: 79.8%
     + Overall response rate: UW Seattle 24.8%
     + Overall response rate: UW Health Sciences 17.7%
     + Overall response rate: UW Bothell 17.3%
   * Draft report will be developed by Tri-Campus group with a target of May.
   * Rankin and Associates will be on campus to present the findings. President Ana Mari Cauce will also be present on this date.
   * Questions on Update from Assistant Chancellor of Equity and Inclusion
     + Are there any updates on the Action Items for Leadership?
       - People’s Institute will be on campus possibly in spring.
     + Statement: Currently there are Climate Issues in SIAS and other Units
     + In implementation plan, how where will Faculty of Color stand?
       - There will be discussions of types of support, or lack of support for faculty of color. The Assistant Chancellor of Equity and Inclusion will need to wait until the survey results are available.
     + Will the data be sent to you (Assistant Chancellor for Equity and Inclusion) after Rankin and Associates take care of what they need to do?
       - They are currently creating a process to get access to the data outside of the study, that there is a way via requesting access. There are other levels of analysis that will be looked at as well.
5. **Report from Standing Committee Chairs**
   * APT
     + APT Chair was not present during this meeting. No report from APT
   * Faculty Affairs Committee
     + Faculty Affairs is looking into Workload balances between all three of the UW Campuses.
     + What does the push for Lecturer Affairs to be a Standing Committee mean?
     + Viewing changes in Academic Hiring process.
     + Emergency Preparedness
     + Faculty Affairs is also tackling the parking situation
   * Academic Policy & Curriculum Committee
     + New Academic Plan process has increased the workload for this Committee
     + Agenda’s for the past two meetings have not been finished due to time constraints.
     + BS Mechanical Engineering has been passed with friendly amendments
       - There were two abstentions in this passing
     + Diversity Designation is to help UW Tacoma become more diverse.
     + 90% of Student Petitions are regarding the online requirement
       - The Senate is taking on this concern
6. **Key Topics**
   * Key topics were not discussed this meeting. Vice Chair and Administrative Support asked to have Key Topics Emailed to Administrative Support. Administrative Support will combine both emailed Key Topics and Suggested Key Topics.
     + Distinguished Teaching, Research, and Community Engagement nominations are now open until January 17th.
     + Statistics on Climate Survey
       - Overall response rate: UW Tacoma 33.9% (approximately 2000 participants)
         * Undergraduate participation: 33.8%
         * Graduate participation: 19.7%
         * Tenure-Track Faculty participation: 82.3%
         * Lecturer participation: 42.9%
         * Classified Staff participation: 60.6%
         * Professional Staff participation: 79.8%
       - Overall response rate: UW Seattle 24.8%
       - Overall response rate: UW Health Sciences 17.7%
       - Overall response rate: UW Bothell 17.3%
     + Faculty Affairs is currently looking into various concerns across campus, such as Academic Hiring to Parking and preparing for emergency situations.
     + 90% of Student Petitions seen by Academic Policy & Curriculum Committee are about 45 online credit limit.
     + There will be an Executive Budget Committee Meeting on Monday, December 16th, 2019 regarding the Budget Reduction and Margin Enhancement exercise and how the process is going.
7. **Adjournment**
   * Meeting was adjourned at 3:00PM
     + Next meeting: Monday, January 10th, 2020 1:00-3:00PM
       - Dawn Lucien Boardroom GWP320