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**Faculty Assembly Executive Council (EC) Meeting Minutes**

January 18, 2017 12:30-1:25pm JRC

***Present:*** *Matt Kelley****,*** *Marcie Lazzari****,*** *Marian Harris****,*** *Greg Rose, Mark Pendras, Lauren Montgomery, Melissa Lavitt, Ji-Hyun Ahn, Ka Yee Yeung-Rhee, Michelle Garner, Sushil Oswal, Loly Alcaide Ramirez ,**Nicole Blair, Charles Costerella, Marion Eberly. Jim Gawel****. Excused:*** *Katie Haerling, Jennifer Harris, Julia Aguirre, Jutta Heller, Mark Pagano, Jeff Cohen, Ellen Moore.*  ***Guests:*** *Christine Stevens, Lindsay McCunn, Patrick Pow.*

1. **Consent Agenda**

The agenda was approved.

1. **Approval of Minutes**

The January 6, 2017 Executive Council meeting minutes will be reviewed and approved at the 2.1.17 EC meeting.

1. **Announcements**
   * There is a new Student Health Services Proposal for students to vote on. Kathleen Farrell, interim Associate Vice-Chancellor for Student & Enrollment Services, wanted faculty to be aware of this so that they could encourage their students to vote.
2. **EVCAA Report**
   * 1. Revitalizing our commitment and attention to Undergraduate Education – there has been ongoing work around doing a better job with the first year experience and retention. A Learning and Retention Council has been created (a cross-campus group) and has been charged with a design challenge of Principles for the Student Journey. The council has formed small teams, each consulting with a student, to produce a map charting the student journey: decision points, pain points, accelerators, when they receive help, when they get lost, etc. The goal is to move away from academic competencies and put the student voice at the center; to understand who we are serving. The outcomes of this task are to be: the maps; a symbol that is emblematic of what this journey entails, and these are to then inform the charges and work of other campus groups working on Undergraduate Education, namely, the Advising Council, the Undergraduate Education Academic Council, Student Success Council, Professional Development, Institutional Research, etc. Teams will also meet with an advisor. Again, the goal is to gain a new level of understanding of students needs and barriers.
     2. Finish building out Academic Affairs & New Program Approval Process– There has been a reorganization of how people report to the EVCAA. Also, currently underway is a detailed fleshing out of the new program approval process. Deans and Directors will see the program idea in its earliest stage and then throughout the program’s development. The fiscal process will be brought in more thoroughly and thoughtfully, including adding the Executive Budget Committee to the process. The goal of the new process will be to inform one another of our work/goals in order to better collaborate. For instance, some new programs may not “pencil out” financially but, through collaboration across campus, revenue from some programs can go to help offset the costs of more expensive programs. Additionally, bringing in the fiscal process more intentionally will help to inform APCC in their review to know what a new program will entail in terms of campus resources. Amanda DeBato, Executive Assistant to the Executive Vice Chancellor for Academic Affairs, has been developing an electronic mechanism that will enable campus to check where a program is at various checkpoints. This will help to make the process more transparent and accessible.
        + Lauren Montgomery, vice chair of Faculty Assembly and APCC member, shared that APCC has a subcommittee working on the PNOI format/process (Planning Notice of Intent). It was noted that new program approval process and the new PNOI format need to align. Jill Purdy, Associate Vice Chancellor for Undergraduate Affairs, and Ruth Ward, Administrative Coordinator to the Faculty Assembly, are involved in both work groups and can therefore, make sure that the work aligns with each other. Additionally, it was requested that a draft of the new program proposal process be brought to EC as well. EVCAA Lavitt will bring a draft to EC for feedback and discussion.

An EC member asked for clarity on the process for new undergraduate certificate programs. EVCAA Lavitt will follow up on this.

* + 1. Search Updates – There are two searches moving forward: for the Dean of the Institute of Technology and for the Dean of the School of Education. The searches are bringing candidates to campus. These have been great searches and the pools of candidates are diverse in perspective, ethnicity, and background.

1. **Chair’s Report and Discussion Items**
   * IT Accessibility Implementation Plan for UW Tacoma - Patrick Pow

*See Appendix A for material: UW Tacoma IT Accessibility Policy and Implementation Plan*

UW Tacoma was required by the State of Washington to have an Accessibility Policy by December 2016. The University of Washington prepared a tri-campus Accessibility Policy. At UW Tacoma, the implementation process will begin at the end of March 2017. This policy includes several things, some of which are, making the public-facing website more accessible and converting PDF documents on the website to a more accessible document type. This is a nation-wide movement to increase accessibility and recognize that “Diversity Includes Disability.” Patrick Pow, Vice Chancellor for Information Technology, asked that Faculty Assembly and the Executive Council sponsor the policy and implementation plan. EC will review and discuss the policy and implementation plan and give feedback to him.

* + Draft Child and Lactation Policy - Marian Harris

See Appendix B for material: Draft Child & Lactation Policy

Students met with Marian Harris, Professor in Social Work & Criminal Justice and Faculty Affairs Committee chair, asking her to consider several childcare issues that centered on bringing children/infants to class. Marian and the students wrote a policy that the SW & CJ program adopted. Then, the Faculty Affairs Committee wrote also a similar policy to be proposed as campus-wide. EC discussed the proposed policy, whether or not the children in class and lactation policy should be separated into two policies, various word choices, the informational importance of students checking with their instructors about bringing children to class, that this should be added into the list of syllabi statements, and the need for more lactation rooms available to faculty, staff, and students. Overall, there was consensus that these are needed policies, but also that they needed further editing. Marian agreed to revise them based on EC’s feedback and bring them back to EC for review and approval.

* + Proposed Policy on Non-Competitive Faculty Appointments - Marian Harris

EC did not get to this agenda item due to time constraints.

**Appendix A**

**UW Tacoma IT Accessibility Policy and Implementation Plan**

1. The university of Washington Tacoma adopts the UW Policy on IT accessibility as follows:

**UW Policy – IT Accessibility**

The University of Washington (UW) strives to ensure that people with disabilities have access to the same services and content that are available to people without disabilities, including services and content made available through the use of information technology (IT).  IT procured, developed, maintained, and used by the UW should provide substantially similar functionality, experience, and information access to individuals with disabilities as it provides to others. Examples of IT covered by this policy include websites, software systems, electronic documents, videos, and electronic equipment such as information kiosks, telephones, and digital signs.

The policy aligns with:

* the UW’s [vision](http://www.uw.edu/about/visionvalues/) to educate a diverse student body and its [values](http://www.washington.edu/about/visionvalues/) of diversity, excellence, collaboration, innovation, and respect.
* the UW’s obligations under [Section 504 of the Rehabilitation Act of 1973](http://www.disability.gov/rehabilitation-act-1973).
* the [Americans with Disability Act of 1990 together with its 2008 Amendments](http://www.ada.gov/ada_intro.htm).
* [Washington State Policy #188 – Accessibility](http://ocio.wa.gov/policies/policy-188-accessibility).
* [UW Administrative Policy Statement 2.3](http://www.uw.edu/admin/rules/policies/APS/02.03.html) – Information Technology, Telecommunications and Networking Projects, and Acquisitions.

Resources that can help individuals and UW units understand and meet their obligations under this policy include:

* [IT Accessibility Guidelines](http://www.washington.edu/accessibility/guidelines/)
* [IT Accessibility Checklist](http://www.washington.edu/accessibility/checklist/)
* [Accessible Technology at the UW](http://www.washington.edu/accessibility/)

1. **UW Tacoma Accessibility Implementation Plan**

Based on the WA Policy #188, all state agencies must provide accessible content for the public and all state employees. UW Tacoma will implement the following:

* 1. IT will monitor all the critical areas already in compliance, including The UW Tacoma web content, Library e-reserve materials and Canvas learning management system.
  2. IT will work with UW Seattle Accessibility Services (ATS) / UW-IT and the various units on the UW Tacoma campus including Disability Support Services, Academic Assembly, Academic HR, Academic Technologies, Human Resources, Library and all the Unit Heads to provide faculty and staff with online and on-campus training, software and hardware resources to create and convert accessible content.
  3. SIAS Faculty will make an effort to submit accessible files for promotion and tenure.
  4. Recruiting new faculty for SIAS, the position description will include: “submit accessible content is desirable.”
  5. IT will provide the following services: (a) Check and convert any data files to accessible format when necessary; (b) provide in-house transcription and coordinate the use of external services for video closed-captions.
  6. The Chancellor and Vice Chancellors are executive sponsors for Information Technology to work with all the WU Tacoma Unit Heads to implement the new IT Accessibility Plan on our campus as outlined below:

| **Functions** | **Executive Sponsor** | **Responsible Unit Head** |
| --- | --- | --- |
| The Overall IT Accessibility Implementation Plan for UW Tacoma | Chancellor’s Cabinet; Campus Technology Committee (CTC); Faculty Assembly Executive Council | Vice Chancellor for Information Technology (as IT Accessibility Coordinator for UW Tacoma) |
| Course content, including learning management system | EVC Academic Affairs | Deans and Directors, Schools and Academic Programs |
| Web sites of research centers | EVC Academic Affairs | Associate VC for Research; Directors of Research Centers |
| Library materials | EVC Academic Affairs | Director of the UW Tacoma Library |
| TLC | EVC Academic Affairs | Director of Writing Center; Associate Director, Quantitative Center |
| Academic Advising | EVC Academic Affairs | Director of Academic Advising; Advisors in Schools and Academic Programs |
| Top Level Campus Web Content, including Closed Captioning Videos | VC Advancement; VC IT | Director of Marketing & Creative Services; Multimedia Production Supervisor |
| All UW Tacoma Web Pages | VC Advancement; VC IT | Director of Marketing & Creative Services; Manager of Web and Data Services |
| IT Procurement | VC Finance & Administration; VC IT | Senior Contracts Manager; Associate Director IT |
| Recruitment | EVC Academic Affairs; VC Finance & Administration | Director of Academic HR; Associate VC for Organizational Effectiveness & Development |
| Admissions and Registration | VC SAES | Associate Director, Admissions Operations; Registrar |
| Disability Resources for Students | VC SAES | Dean of Student Success; Disability Support Services Program Coordinator |
| Equity and Inclusion | Chancellor | Assistant Chancellor for Equity and Inclusion |
| IT Operation | VC IT | Associate Directors of IT; Managers of IT |
| Digital Signage Board/student messaging systems | VC SAES | Dean of Student Engagement |

**Appendix B**

Draft Child and Lactation Policy

While we recognize that many students have childcare needs, we ask that you make every effort not to bring young children to class. If you find yourself in a situation where you have no choice but to bring a child or children with you to class, you must seek permission from your course instructor prior to class. If permission is granted, you are responsible for seeing that the child or children are not disruptive to the class.

If you are breastfeeding an infant, you may bring an infant to class for this purpose, and do not require permission from the instructor, though it is best practice to discuss it with the instructor beforehand. There are some classes where it may not be safe for an infant to be present, and in those cases an instructor may restrict an infant from being present in class.

If you need to express breast milk during class, or you would prefer to breastfeed outside of class, you may take time out of class to use the campus lactation room (GWP 410). You do not need permission from the instructor to do so, but it is best practice to let your professor know ahead of time that you will need to leave class for this period of time.