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

January 6, 2017 1:00-3:00pm GWP 320

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

1. **Consent Agenda**

The agenda was approved.

1. **Approval of Minutes**

The December 9, 2016 Executive Council meeting minutes were approved.

1. **Announcements:**
   * EVENT: *Standing Together for Justice in Hope & Determination –*The Chancellor’s Discussion Series “Freedom of Speech: A Fundamental Right?” Monday, 1.23.17, 5:30-7:30pm, WPH
     + - Speakers: Prof. Susan Balter-Reitz, Dept. of Communication and Theatere, Montana State University Billings; Prof. Chris Demaske, Associate Dean of Faculty and Student Affairs & Associate Professor, Communications, University of Washington, Tacoma; Cathy Nguyen, Tacoma Poet Laureate; Christopher P. Jordan, Tacoma Artist/Activist
   * Faculty Rep. Needed for New Bias Incident Report Committee (BIRC)

EC members will share this need with the faculty in their units and send names of those interested to FA Admin in order to have someone on BRIC quickly. A more formal mechanism will be developed for electing/selecting a faculty member for this representative position.

* + Faculty Assembly Policy on Quarterly Memorials

“To recognize and honor University of Washington, Tacoma community members who pass away each year, the Faculty Assembly is instituting a brief memorial and moment of silence at the beginning each of its quarterly meetings. The memorial and moment of silence will include the reading of each person’s name and a display of their picture. We will acknowledge the names of anyone we receive: faculty or staff members.  Names should be sent via email to the Faculty Assembly Administrative Coordinator [[assembly@uw.edu](mailto:assembly@uw.edu).]”

* + - * EC members agreed with the need for this policy and memorial. They approved the language and motioned to vote. VOTE: 15 in favor, 0 against, 0 abstain, 6 absent.

1. **Chair’s Report and Discussion Items**
   * Faculty Assembly Winter Meeting & Workshop

Dr. Yves Labissiere will be coming to UW Tacoma for the whole day on 1/27/17 and doing a workshop with staff in the morning, a small faculty and student lunch, and then facilitating the FA meeting in the afternoon. His theme is “Going Upstream on Social Justice Issues.” FA chairs asked EC members if any would be willing to volunteer to attend the lunch and bring 2 students each with them. Sushil Oswal, Julia Aguirre, Katie Haerling, and D.C. Grant volunteered. It was requested that the workshop will be filmed for faculty who cannot attend.

* + Undergraduate Education Advisory Council

The step of support that Faculty Assembly leadership would like to take now is setting up a formal link between the Faculty Assembly and the UEAC by having a representative from the UEAC sit on the Executive Council. Just as EC has representatives from all academic units, Faculty Assembly considers the Office of Undergraduate Education an important academic unit that needs faculty support and linkage. This will require a Faculty Assembly Bylaws change as EC will be adding a representative seat. Faculty Assembly Bylaws changes require a full faculty vote. It will be good to bring this to the full faculty's attention since some have been unaware of the important roles of the OUE and the UEAC. EC members asked about also adding a rep from the UEAC also on APCC. This will be taken into consideration and perhaps an eventual goal.

* + Adding Library Representative as Ex-Offico EC Member

EC members discussed the potential issues and benefits of this: the size of EC is expanding and will continue to; bringing the library into our conversations inclusivity; formal connection; for some meetings, a Library rep might feel like nothing pertains to them. Due to all of these considerations and the majority of EC members being in favor of adding a Library rep to EC, the chair and vice chair will invite Lauren Pressley, Library Director, to attend the rest of the EC meetings this year. If Lauren has found the meetings beneficial and worth her time, then EC will vote to include a Library representative in the membership portion of the Bylaws. At that point, it will also go to a full faculty vote because it would be a bylaws change.

* + Tioga Building Renovation Input

Chancellor Pagano clarified the options for the Tioga building. Taking it down would be even more costly than renovating it. It is not up to seismic standards, thus, it can only hold offices and not classrooms above the 1st floor. The current tenant of the 1st floor is the well-loved Metro Coffee. During renovation, they will need to move either to a space next to the Swiss, or to the TPS building. This could be temporary or permanent move depending on what Metro wants to do. After the renovation, more space will be available on the 1st floor. Metro gets to decide what they want to do, but will want input from their customers. EC members were charged with going back to their units with the following:

*The EC leadership has asked the Chancellor to allow for faculty input on the design/usage of the first floor of the upcoming Tioga Building renovation.   Currently the Metro Coffee Shop occupies a small portion of the space.   For example, one idea is to request a good-sized lunch cafe and meeting space in this central campus location, either affiliated with Metro or in addition to it.  There probably won't be another opportunity like this on campus in the near future.*

*In the interest of including the whole faculty in this process, please consult your unit faculty for ideas and wishes for this space, whether food related or otherwise.   (The upper floors of the building are slated for offices, because the layout and retrofit considerations prohibit classrooms or labs for those spaces.)*

Please send input to the chair and vice chair of Faculty Assembly by the end of March 2017.

* + Budget, Planning, and Facilities Standing Committee

There has been positive, sincere momentum in regards to cleaning up the budget processes at UW Tacoma, but there is still not an adequate mechanism for faculty voice in the current budget process. Chair, Mark Pendras, proposed the idea of starting a Budget, Planning, and Facilities standing committee in Faculty Assembly. EC members discussed the need for budgetary transparency and training at the unit level as well as the campus level. Campus leadership should be filtering budget decisions through a faculty body in the name of shared governance. This faculty group will only be effective if they have access to the budget. UW Tacoma does not have an internally published budget book in the same way that other universities do – could a faculty budget committee insist on having this? In regards to budget decisions, faculty governance ends at the allocation of resources, but up to that point, faculty should be involved and consulted. There is a productive overlap between budget, planning, and facilities. Therefore, instead of creating several new standing committees, these areas could be combined.

Through much discussion, EC members came up with two options for moving forward: either create this separate budget standing committee or have EC be the body of faculty who oversees the budget. With the second option, it was suggested EC should have additional budget meetings throughout the year and have a subcommittee of members who meet more regularly regarding the budget and become EC’s set of budget experts. It comes down to adding another standing committee and finding faculty representatives to be on it or increasing the Executive Council’s workload in the area of budget. EC will follow up on this conversation at a future Friday meeting.

* + Campus Policy For Equity in Teaching Distribution Among Rank

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

1. **Adjourn**