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

October 30, 2017 12:30-1:25pm GWP 320

***Present:*** *Lauren Montgomery, Sushil Oswal, Katie Haerling, Ji-Hyun Ahn, Michelle Garner, Greg Rose, Charles Costarella, Leighann Chaffee, , Jutta Heller, Loly Alcaide Ramirez, Ellen Moore, Ka Yee Yeung-Rhee, Menaka Abraham, Laura Feuerborn, D.C. Grant, Jill Purdy, Eugene Sivadas, Justin Wadland, Jie Sheng, Mark Pendras, Arindam Tripathy.* ***Excused:*** *Mark Pagano, Nicole Blair.* ***Guest****: Turan Kayaoglu*

1. **Consent Agenda & Recording Permission**

The agenda was approved and permission was given to record for the minutes.

* + **Approval of Minutes**

The October 13, 2017 Executive Council meeting minutes were approved.

1. **Announcements/Academic Plan Update** *Appendix A*

 Previously, Chancellor Pagano had asked FA chair and vice chair about the faculty’s opinion on having an internal search for EVCAA. They reported back to the Chancellor that faculty were in favor of doing an external search. The Chancellor also spoke with the Provost about internal or external searches. Ultimately, the Chancellor decided to conduct an internal search for EVCAA.

 Update regarding the Chancellor’s apology email: Rickey Hall, VP and UW’s Chief Diversity Officer, was consulted and he directed that these events/conversations be led by UW Tacoma’s Office of Equity and Inclusion. Thus, interim Assistant Chancellor for Equity & Inclusion, Deirdre Raynor, will lead the effort and work with the Chancellor’s office and leadership team (which includes FA chair and vice chair.) EC members shared that is important for FA to communicate this update to faculty at large about the work behind the scenes because silence could communicate in unintended ways.

 EC members were asked about ideas for what FA can do to address equity & inclusion on campus. One idea was to promote pedagogical equity, i.e. how we bring awareness of equity in our classes. EC was invited and encouraged to continue to think about this and provide feedback.

 The launch of the Academic Plan exercise is on target for Wednesday, November 1, 2017. The message, rubric, and data will be circulated to units and faculty. EC communicated the importance of priming faculty to be aware of the holistic, campus-centered value in this exercise. EC review was added to the assimilation step at the end of the process. See Appendix A for more detail.

1. **PI Policy** – Turan Kayaoglu, AVC for Research *Appendix B*

 Turan presented a draft policy for Principle Investigators of research grants. There is not a UW-wide policy about which positions/ranks of faculty can be PI, though UW Tacoma did has been guided by a memo from previous Office of Research director. EC asked clarifying questions about the four eligibility categories, for instance, the reasons why a senior lecturer may not be granted the PI role. The determination of if a senior lecturer can be a PI should be up to the dean or director of the academic unit and if there had been any past research compliance issues with the person applying. Though, the same review would not apply to tenure-track (TT) faculty. However, if a TT faculty continued to have research compliance issues, UW may take away the privilege of PI from that person. Again, a dean or director would be the person to determine that. EC will revisit this again soon for more discussion as the meeting time was limited.

1. **Paulsen Visiting Chair Committee Document Revisions** *Appendix C*

Background: The revisions are based off of a meeting with BrieAnna Bales (the Office of Advancement staff who supports the Paulsen Committee and the Lecture Series) about the timing and terms of faculty reps to this committee (as the faculty appointments are overseen by Faculty Assembly). Due to many variables, a Paulsen Visiting Chair Lecture does not happen on an annual basis. Thus, the major revision to the document is to have the faculty rep nominations and terms center around lecture cycles and not years. Also, although the document calls for the committee to collaborate on revising said document by-and-by, the approved document being used is from 2011. A draft dating 2012 was found, but with no indication of approval. The last major revision is the suggestion for the short name to be The Paulsen Committee instead of FACPEC (Faculty Assembly Ad Hoc Committee for the Arthur R. and Anna Mae Paulsen Endowed Visiting Chair in Public Affairs - is the current long title.)

EC Feedback: EC member noted that items 1 and 2 under Section V.A, Nomination Process, should be reversed in their listed order so that item 2 becomes item 1 and item 1 becomes item 2.

**VOTE:** EC Voted to approve. Jutta Heller moved to accept, D.C. Grant seconded: 19 yes, 0 no, 0 abstain, 1 absent, 20 eligible to vote.

1. **Graduate Program Director Position**

Background: The Grad School is inquiring if we would like to have a position that supports grad programs and students across campus. [UWB has had such a position](https://www.uwb.edu/nhs-news/june-2015/willgerodt-first-graduate-studies-director) for two years, filled by a faculty member with several course releases plus a stipend. We do not need to adopt their model. We can design what would make sense for us. The Grad School would fund a stipend ($500/month) if we added this position because they believe it will help our campus and facilitate their work with UWT.

 There are many possible roles for the position including advocacy, liaison, coordinator, champion, resource-gatherer, expert, convener of grad program faculty/staff, etc. The position would not have authority over grad programs nor replace existing relationships. It would be, at minimum, a campus point of contact for graduate study issues and policies. One request we’ve heard from every group so far is the need to raise the visibility of graduate programs inside and outside campus.

 EC discussed and provided feedback to interim EVCAA, Jill Purdy, on (1) is it worthwhile? (2) if worthwhile what would we expect from the role? and (3) how might the role be structured and supported?

Feedback: Bothell’s [graduate studies website](https://www.uwb.edu/graduate) indicates that Bothell seems to have a more holistic approach to graduate studies that includes academic information. Would this be an outcome of having this position? [Tacoma’s page](http://www.tacoma.uw.edu/admissions/graduate-degree-programs) is primarily admissions focused. UWB’s website also offers a more seamless set of connections to resources offered by the Graduate School by having a [landing page for the Grad School on the Bothell site](https://www.uwb.edu/graduate/the-graduate-school). UWT doesn’t have anything focused on graduate students at the campus level – it’s all housed in the individual programs. EC noted that the scope of this person’s work may be in part determined by the resources available to compensate them, i.e. courses releases in addition to the stipend from the Graduate School:

* There might be potential for this person to work with the Office of Research.
* Perhaps this position could also be supported by an administrative assistant.
* This person could work with the Library, community, be a convener of other graduate program coordinators
* Several EC members voiced their support for this position, especially from a graduate faculty lens (School of Education, Social Work and Criminal Justice, which both have well established graduate programs).
* Many agreed that it would be a great way to invest resources, although, that it should be messaged carefully since there has been a decreased in faculty hiring due to less resources.
* The Academic Plan could help inform the need for and scope of this position (evaluate again in 9 months when Academic Plan in complete?)
1. **Administrative Leader Search Updates/Timelines**

EVCAA search committee is formed and awaiting their charge. Look for AC Equity & Inclusion search committee updates via email.

1. **Adjourn**

**Appendix A**

**Academic Plan 2017-2018**

*[To view original PPT slides, please contact FA Admin. at* *assembly@uw.edu* *or access this on the EC team drive if you are an EC member with access]*

**Purpose:** To ensure that the continued growth of the academic programs at UW Tacoma is:

\* Determined by the faculty

\* Coordinated across all units

\* Financially sustainable

**Who?**

The four-person planning team consists of: Jill Purdy, Interim EVCAA

Ali Modarres, Chair of the Council of Deans

Lauren Montgomery, FA Chair

Ka Yee Yeung-Rhee, FA Vice Chair

This team will work closely with the FA Executive Council, the VCFA Tye Minckler, ACSA Bonnie Becker, and other administrative and staff members to support the academic planning exercise. Faculty will determine all program content within the academic plan.

**What?**

* Catalog and assessment of current academic programs
* Plan for future programs, coordinated with resource availability
* Timeline for short and long term academic program growth and development across all campus units

**What it is not:**

The Academic Plan is not an exercise in determining what programs to cut in the interest of the bottom line.

Instead, we believe having a clear, resource- informed, long-term plan for the academic programs and their growth on our campus will avert the possibility that program cuts are needed in the future.

Summary of Faculty work:

* Autumn Quarter – Assess existing undergraduate majors and graduate programs using rubric and data provided.
* Winter Quarter – Work with Dean on new program request. - Stream-line existing programs
* Spring Quarter – Review draft academic plan and make recommendations.

**When?**

Autumn 2017 – Launch Nov. 1

* Faculty review and assess each of their undergraduate majors and graduate degree programs.
* Assessments will use a rubric developed by the planning team, and reviewed by the FA Executive Council.
* Data needed to complete the rubric will be provided by the planning team.
* Program reviews due to Deans/Directors by Dec. 15, 2017.

Winter 2018

* Deans & Directors – Review the program assessments from their faculty, write a review with commentary. Due Jan. 15, 2018
* Faculty and Deans/Directors – Submit a description and brief justification of any new programs being anticipated by the unit. Due March 15, 2018
* Planning Team – Draft an overview of the existing programs portion of the academic plan. Due March 15, 2018.
* Faculty – Engage in a “streamlining exercise” where faculty are asked to examine each of their programs for efficiency and effectiveness in moving students through to completion while maintaining a high standard of academic quality.
	+ This stream-lining exercise will be done solely for the purpose of enhancing program functioning.
	+ There will be no scrutiny or questioning of these efforts by the academic planning team or anyone outside of the faculty & Dean/Director in the unit.

 Spring 2018

* Planning Team: Assemble all materials into a single document, creating a campus-level plan and timeline.
* Campus level analysis and will be done in consideration of resources needed, and timeline may reflect this. Due April 15, 2018
* Faculty, Deans & Directors & EC: Review the draft campus-level
* Academic Plan and timeline and make recommendations to the planning team. Due May 15, 2018.
* Planning Team: Assimilates recommendations from units and creates a final campus-wide Academic Plan. Due June 15, 2018.

Summer 2018

Planning Team: Reviews the year of work and develops policy and processes to ensure ongoing and systematic campus-wide academic planning into the future.

Autumn 2018

Executive Council: Reviews and makes recommendations to the Academic Plan policies and processes and codifies them through Faculty Assembly legislation (Class B).

Ongoing: Academic Planning becomes part of our campus culture and operates on a cyclical basis.

**Appendix B**

**Principal Investigator (PI) Status Policy at UW Tacoma**

The purpose of this policy is to specify who at UW Tacoma can serve as a Principal Investigator or Project Director on extramural proposals and to outline a process by which individuals in specific positions may request an exemption from this policy.

A **Principal Investigator (PI)** is an individual who has the primary responsibility for the design, execution, and management of a research project and who will be involved in the project in a significant manner. A **Project Director (PD)** is an individual who has the primary responsibility for the design, execution, and management of a training or public service project and who will be involved in the project in a significant manner.

The primary responsibility held by PIs and PDs may not be delegated explicitly or implicitly to individuals who are not eligible in their own right to serve as Principal Investigator or Project Director. The current UW Tacoma eligibility requirements for Co-PIs and co-PDs are the same as those for PIs and PDs.

Academic units at UW Tacoma can have more restrictive unit-specific PI and PD policies than the campus level policy.

**Individuals eligible with no further action required**

All UW Tacoma faculty with the rank of Assistant Professor, Research Assistant Professor, Associate Professor, Research Associate Professor, Professor, Research Professor, and Research Scientists grade 10 or higher are eligible to serve as Principal Investigators, co-Principal Investigators, and Principal Directors on extramurally supported projects.

**Individuals eligible to request a time-limited exemption**

Senior or Principal Lecturers – An exemption to this policy will be provided on a continuing basis, effective for up to 5 continuous years, no longer than the end of a faculty member’s faculty appointment. Exemption requests should be addressed to the Associate Vice Chancellor for Research and must include:

• A letter of support from the academic unit dean or director. This letter must include a confirmation that a positive vote of the academic unit faculty above the rank of the candidate was received in support of this exemption. The letter should include the expiration date of eligibility.

• A copy of the recommended individual's current curriculum vitae.

**Individuals eligible to request a project-limited exemption**

Affiliated Faculty, Competitively Hired Lecturers, Research Scientists at grade 9 - This eligibility is limited to a specific project. Exemption requests should be addressed to the Associate Vice-Chancellor for Research and must include:

* A letter of support from the academic unit dean or director explaining (1) how the proposed project or program will significantly contribute to the educational, research, or public service goals of the petitioner’s unit; and (2) how the named individual adds unique knowledge, experience, and competence to the project.
* A copy of the recommended individual's current curriculum vitae.
* One-page description of the project.

**Individuals ineligible for exemptions**

Non-competitively hired lecturers, Research Scientists grade 8 and below, and Post-Doctoral Research Associates (PDRA)are noteligible to serve as a PI or PD or to petition for an exemption.

**Other titles**

UW Tacoma faculty and other employees holding titles other than the ones specified in this policy may petition their Dean/Director to be considered for eligibility to serve as a PI or PD on extramurally supported projects. If the Dean/Director approves this initial petition, the Dean/Director will consult with the Associate Vice Chancellor for Research to decide whether the exemption request should be a time- or project-limited request. The request will then be subject to the appropriate procedure.

**Appendix C**

**Faculty Assembly Ad Hoc Committee for**

**The Arthur R. and Anna Mae Paulsen**

**Endowed Visiting Chair in Public Affairs**

**(The Paulsen Committee)**

**I. Purpose and Structure**

The Paulsen Committee is an ad hoc committee created by the Faculty Assembly (FA) of the University of Washington, Tacoma. The purpose of this committee is to advise the Chancellor on the selection of speakers for the Paulsen Endowed Chair in Public Affairs, as well as, ensure that the speaker contributes to an intellectually vibrant campus, and engages with students. The work of the committee should support the preparation of a list of potential visiting speakers that is responsive to community interest. The committee will also advise the Chancellor on all matters related to the administration of the lecture series. It will also work with the Vice Chancellor of Advancement in various matters related to same, the selection of speakers, and their visit to campus.

**II. Committee Composition and Length of Service**

Three members from the faculty, selected at large. Each faculty member will serve during two or three lecture cycles. Faculty will be asked to stagger their appointments in order to ensure continuity on the committee.

One member representing the Paulsen family (permanent).

The Vice Chancellor for Advancement (permanent).

One member from the community (rotated, at the discretion of the Chancellor).

One member from the Associated Students of University of Washington, Tacoma (one year).

**III. Selection of Committee Members**

The Chair of FA will solicit faculty nominations (including self-nominations) for any open faculty position(s) in order to select the faculty representatives for the committee and appoint a chair from the faculty representatives. This will be done in either Fall or Spring quarter depending on the timing of the previous lecture. In the case that there are more nominations than available positions, the Chair of FA, in consultation with the Executive Council, shall determine who will serve.

Permanent members will self-select.

The Chancellor will consult with community representatives in order to select the community member of the committee.

The ASUWT will select a student member.

**IV.** **The Chair of the Paulsen Committee**

The chair will convene meetings, communicate with the Chair and Executive Council, and communicate with the Chancellor on all matters related to the work of the committee. The chair will also submit a short annual report to the Executive Council of the FA.

**V. Nomination and Selection of Endowed Chairs**

**A. Nomination Process**

1. The Paulsen Committee will thoroughly discuss potential nominees and will create a short list of high-interest candidates.
2. The Paulsen Committee will solicit nominees from faculty and students; nominations will be accompanied by a 1-2-page justification and a biographical description.

**B. Criteria for selecting Endowed Chairs**

1. The choice of speaker will be constrained by the funds available in the endowment (potential speakers added to the master list should be initially vetted with cost in mind);
2. The speaker should have a national or international reputation in public affairs, won either from practical achievements or intellectual accomplishments;
3. The speaker should demonstrate the ability to speak to pressing issues for our polity and society;
4. She/he should be willing to dedicate time to and engage with the UW Tacoma community and contribute to the intellectual life on campus;
5. Ideally, the speaker should diverge from the “dead center” of American political discourse. Perspectives will be encouraged from across the political spectrum with priority placed on someone who can spark controversy and intellectual debate about pressing topics in public affairs.

**C. Selection Process**

1. The committee will evaluate the short list of nominees from its own nomination process along with nominations made by faculty and/or students.
2. Once a short list (a subset of the master list) has been identified, staff from the Office of Advancement will make inquiries to nominees or their agents about topic of the lecture, costs and availability. Inquiries will also be made about the nominee’s willingness and availability to do a residency at UW Tacoma for part of a day or longer.
3. After the information on the nominees is completed, the committee will meet again to discuss and select a nominee. The committee will determine its own process for making this selection.
4. If Advancement ascertains that no one is available or that no one fits within the budget, the committee will propose a second short list, which will then be forwarded to Advancement to be researched in the same manner as the first short list.
5. The committee’s selection will then be forwarded to the Chancellor who will make the final decision.

**VI. Administration**

A. The committee will be responsible for connecting the lecture and associated activities with the academic life of the campus and the direct involvement of students.

B. Staff from the Office of Advancement will coordinate with the committee during critical planning periods and at the committee’s request;

C. Staff from the Office of Advancement will be fully responsible for planning and execution of the lecture and associated events (in consultation with the committee) including:

1. Provide assistance for the nomination of candidates for the endowed chair;
2. Develop publicity; including, if appropriate, radio and television interviews;
3. Make flight, hotel and other arrangements for the lecturers;
4. Arrange for the comfort and transportation of lecturers while in Tacoma;
5. Make arrangements for the lecture to the community, including receptions and security;
6. Make arrangements for presentation to or conversations with students;
7. Complete all financial transactions;
8. Maintain files on all of the above procedures;
9. Participate in debriefing the committee after the event on the process and collaborate on a revision of this document. *If this document is revised by the committee, the chair of the Paulsen Committee will submit the revised draft to the Executive Council for approval. The date of approval will be recorded at the end of the document for each revision.*
10. Respond to requests for information that might be included in the chair’s annual report to the Executive Council.

*Approved by Executive Council 10/11/2011*

*Next Draft dated 02/12/2013, approval not indicated*

*Approved by Executive Council 10/13/17 – pending*