Executive Council Report 2016-2017

*This report represents the work completed by the Executive Council of the Faculty Assembly of the University of Washington Tacoma during the 2016-2017 academic year. At the beginning of the year we identified the following four strategic priorities: 1. Race, Equity, and Inclusion; 2. Undergraduate Education; 3. Budgetary Decision making; and 4. Faculty Composition. As reflected in this report, we made some progress in each of these areas, though much more work is needed to make lasting improvements. As with any year, the EC also engaged in a number of other activities necessary to the smooth functioning of the institution. These activities are also captured in this report. Finally, this report points to a variety ongoing and future actions to be taken by the EC during the 2017-2018 academic year and beyond.*

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| **Issue/Topic** | **Response** | **Further Action** | **Ongoing 2017-2018** |
| **Race, Equity, Inclusion & Campus Climate** | Faculty Assembly (FA) Fall Retreat:[Table discussions](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/Faculty_Assembly_Fall_Retreat_Notes_9.26.16.pdf) around handout: [Continuum on Becoming an Anti-Racist, Multicultural Organization](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/Continuum_on_becoming_Anti-Racist_Multicultural_Org..PDF) |  | Ongoing discussions about improving the campus climate-Use table discussion notes to help inform upcoming campus climate survey |
|  | Executive Council (EC) charged Faculty Affairs Committee (FAC) to gather [Race & Equity Efforts Underway in Units](https://catalyst.uw.edu/workspace/file/download/4bf8bbd053d1a5a899fa3af209f31a7d28cd879cb3de58530070a366a782b0d6?inline=1), in alignment with [FAC’s additional Bylaws Charge](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/Revised_Charge_FAC_5.9.16_Faculty_approved.pdf) | [FAC report – Race & Equity efforts in academic units](https://catalyst.uw.edu/workspace/file/download/4bf8bbd053d1a5a899fa3af209f31a7dab12edea19ffa994051cf9412a671d16?inline=1) | FAC & EC will continue to work together on the implementation plan to address their additional charge |
|  | New faculty Orientation (NFO) committee included Strengthening Educational Excellence with Diversity (SEED) training in NFO agenda planning, Spring 2017 |  | Have SEED, or another anti-bias training, as part of on-boarding for all new faculty & staff at UW Tacoma |
|  | -Post-election climate discussion/concerns/call for resources-Coordination with other groups on campus [[Office for Equity & Inclusion](http://www.tacoma.uw.edu/node/42085); [Northwest Immigrant Rights Project](https://www.nwirp.org/) (*Know Your Rights event*)] to reach out with information and community building | - Post-election climate conversation with Susan Wagshul-Golden at EC 12.9.16 meeting- Freedom of Speech event (Office of Equity & Inclusion & Chancellor’s Office speakers series: Standing Together in Hope & Determination) - [Faculty Resources for Inclusion & Community Building webpage (in development)](http://www.tacoma.uw.edu/faculty-assembly/faculty-resources-inclusion-community-building) | -Continue to gather resource information and make it available to campus community via website-Continue to coordinate across campus for events that benefit the UW Tacoma community |
|  | FA winter meeting 1.27.17:[Yves Labissiere came as facilitator of a Race & Equity workshop/conversation](https://www.youtube.com/watch?v=UB1DLYsgMPk&feature=youtu.be) - video[Demographic data of students & faculty](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/Winter_2017_FA_Meeting_Final_12717.pdf) - slides |  | Ongoing discussions about improving the campus climate |
|  | Feedback on Leadership Position for Equity & Inclusion, EC 5.19.17 |  | FA will remain involved in the search process for the new Assistant Chancellor for Equity & Inclusion |
|  | Appointment, Promotion, & Tenure Committee's (APT) approved documents addressing Equity & Inclusions in Promotion & Tenure, EC 5.31.17 |  | EC will continue discussions around this is Fall 2017 |
| **Issue/Topic** | **Action** | **Further Action** | **Ongoing 2017-2018** |
| **Strategic Plan** | -Equity Impact Goal [Lightning Talk: Faculty Racial/Ethnic Diversity](https://www.youtube.com/watch?v=gXeMubUFCNU&feature=youtu.be) - video -Continued discussion about how to connect Faculty Assembly work with the Strategic Plan | Past Chair to be Strategic Plan Coordinating Committee (SPCC) Faculty liaison | FA & EC will remain active & collaborative in the Strategic Planning process |
| **Unionization** | Fall 2016 updated to faculty; noted as ongoing effort | Continues to be important topic; no further discussion at this time | Keep faculty informed of ongoing unionization process |
| **W-Course Requirement & Writing Advisory Council** | -[APCC reviewed the Proposed W-Course Policy in February & March 2017](http://www.tacoma.uw.edu/faculty-assembly/apcc-agendas-minutes-reports)-EC voted on 3.10.17 to put WAC (the Writing Advisory Committee) in governance structure as an Ad Hoc of APCC with representatives from every academic unit | APCC members charged with recruiting representatives from academic units | Address in APCC’s charge |
| **Faculty Composition** | -EC is working with FAC on a proposed policy on Non-Competitive Faculty Appointments-[Faculty Assembly Spring Meeting: 4/21/17 @ UWY](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/Spring_2017_FA_Meeting_4.21.17_final.2.pdf) [Faculty Categories and Hiring](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/Spring_2017_FA_Meeting_4.21.17_final.2.pdf) |  | -Propose a new ad hoc subcommittee ( of EC or FAC) on hiring and faculty composition to identify strategies and policies moving forward-New ad hoc subcommittee will develop action plan and/or recommendations |
| **Time Schedule Matrix**  | EC worked on a [new Time Schedule Matrix](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/Final_Time_Schedule_for_2018.pdf) (TSM) that standardizes class times and adds an open lunch hour week day | -Approved by EC, Associated Students at UW Tacoma (ASUWT), and Campus Administrative Leadership-To be implemented fall 2018 | Continued conversations about monitoring the TSM to meet faculty & student needs, in alignment with UWT mission & values, as well as, growth & space projections  |
| **Faculty Salary Policy (FSP) & Planning Priorities** | -[EO 64 – Faculty Salary Planning](http://www.washington.edu/admin/rules/policies/PO/EO64.html)-Salary Planning Exercise from Provost, 4.26.17 -EC worked with campus administrative leadership to design [faculty salary planning priorities](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/EC_salary_planning_vote_tally_5.31.17_RW.pdf)   | Facilitate ongoing planning at unit-level between deans, directors, and elected faculty councils | Ongoing monitoring by EC to ensure compliance with the salary planning priorities |
| **Spring 2017 Elections** | Conducted elections for FA leadership & solicited elected faculty representatives from schools/programs as needed for various FA committees, campus committees (Bias Incident Review Committee)  |  |  |
| **Budget Input &****Involvement** | -Clarity established regarding Faculty’s right & responsibilities in campus budget decisions ([Faculty Code 23-45.B)](http://www.washington.edu/admin/rules/policies/FCG/FCCH23.html#2345)-Chair and Vice Chair represent faculty on the Campus Budget Committee (CBC) and Executive Budget Committee (EBC) | -Established EC as defacto faculty budget committee, EC [2.17.17](http://www.tacoma.uw.edu/faculty-assembly/executive-council#agendas and minutes) | EC will actively participate in budget planning during the 2017-2018 academic yearEC will work with Finance and Administration leadership to ensure adequate learning for participating faculty |
| **Issue/Topic** | **Response** | **Further Action** | **Ongoing 2017-2018** |
| **Promotion & Tenure Guidelines**  | -[Appendix A of UWT Handbook (P&T) Revisions](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/APT_Council_Handbook_Revisions_for_EC_05-30-16%20_original_FEB%208_2012.pdf) -EC voted to approve on 12.9.16-Forwarded to full faculty Assembly for vote on 4.21.17; passed on 6.6.17 | -Revised Handbook sent to Secretary of the Faculty and posted on FA website-APT's documents addressing Equity & Inclusion in Promotion & Tenure (P&T), EC 5.31.17 | EC will continue to review & discuss APT’s documents addressing Equity & Inclusion in P&T |
| **Open Access Policy** | -Discussed [proposed policy](http://www.lib.washington.edu/scholpub/oapolicy) - EC 3.31.17-Invited Justin Wadland to answer questions |  | Gordan Aamot, Director of the Scholarly Communications, will be invited to come in Fall 2017 to answer questions in advance of vote expected Fall 2017 |
| **Student of Concern Team Liaisons**  | -Student of Concern (SOC/CARE) Team Update -Student of Concern EC subcommittee proposal, 2.1.17 -Coordinated academic units providing liaisons | Participated in SOC/CARE discussion on 5.11.17 | Ongoing coordination  |
| **Student Conduct Report** | Student Conduct Report, annual – EC 10.21.16 |  | -Ask for Student Conduct Report ahead of meeting & have as required reading for EC members-Invite Ed Mirecki for Q&A |
| **Open Public Meetings Act Training** | Ruth Ward led the training exercise |  | Ruth Ward will send out slides annually, request email confirmations, & track those who have completed training |
| **Admissions Involvement** | -Admissions Update, annual – EC 11.2.16-Quarterly email updates to campus from Office of Admissions  | -Changes to Admissions Language at UWS: Capacity-Constrained vs. Competitive, discussion 3.31.17 -International Students MOA with Community Colleges, EC leadership consulted | -Ask for Admissions Update ahead of meeting & have as required reading for EC members-Invite Karl Smith for Q&A |
| **Policy on Research Centers** | Reviewed & gave feedback for the Draft Policy on Research Centers on 11.18.16 |  |  |
| **Parking Concerns** | James Sinding, Auxiliary Services Manager, attended EC on 12.9.16 to answer questions about parking concerns | Sent James [suggestions for the parking plan](http://www.tacoma.uw.edu/node/22518#Actions) | Ongoing monitoring by EC; will invite James to a future EC meeting to discuss progress |
| **Undergraduate Education Academic Council** | Proposal to add UEAC chair as representative on EC 1.6.17 | Full faculty vote for Bylaws addition passed 6.6.17 | Monitor effectiveness of the new reporting structure  |
| **UW Tacoma Library Representative** | Proposal to add a Library rep. chair as exoffico on EC 1.6.17 | Full faculty vote for Bylaws addition passed 6.6.17 | Monitor effectiveness of the new reporting structure  |
| **Faculty Memorials Policy** | [Proposed policy](http://www.tacoma.uw.edu/node/22518#Actions) passed by EC on 1.6.17 | Publicized and posted online | Remind, solicit, and report at quarterly FA meetings |
| **Issue/Topic** | **Response** | **Further Action** | **Ongoing 2017-2018** |
| **Children/Infants in Class Policy** | [Proposed policy](http://www.tacoma.uw.edu/node/22518#Actions) passed by EC on 2.17.17 | -Publicized and posted online-Added to service syllabi statements  | -Ongoing monitoring of how policy language affects implementation-Alter/clarify language as needed |
| **Equitable Teaching Policy Guidelines** | [Proposed Policy](http://www.tacoma.uw.edu/node/22518#Actions) passed by EC on 5.19.17 | Publicized and posted online |  |
| **New Program Process Flowchart**  | New flowchart process reviewed by APCC and EC on 4.14.17 | Feedback given for process clarification revisions | Flowchart is still in draft formWill be posted on APCC & Academic Affairs websites when finalized |
| **RCEP Process for UW Tacoma** | EVCAA asked EC to discuss a potential RCEP process at UW Tacoma on 4.14.17 |  | Follow up on this item in Fall 2017 |
| **Principle Investigator Policy** | Lisa Isozaki presented to EC on 5.19.17 & asked for feedback | This policy will be put in place as provisionary until EC has more time to discuss it in Fall 2017 | Follow up on this item in Fall 2017 |
| **Honorary Degree Procedure** | EVCAA asked EC to look into developing a process for granting honorary degrees at UW Tacoma | Due to time constraints, EC did not get to discuss this in 16-17 | EC leaders will begin to look at this process during summer 2017 |
| **IT Accessibility Implementation Plan for UW Tacoma** | Patrick Pow, Vice Chancellor for Information Technology, presented to EC on 1.18.17 & asked for support in implementation |  | Check with Patrick about the plan’s progress |
| **Miscellaneous Announcements & Campus-wide Engagement**[See minutes & agendas for more information](http://www.tacoma.uw.edu/faculty-assembly/executive-council#agendas and minutes) | -Updates on Student Success Task Force-CSS Minor Elimination – EC recommended limited review-Responsibilities of Executive Council Members – attend, notify, send sub, speak up for context, etc.-UWT & YMCA collaborative opportunities announcement-Student Activities Fee Committee volunteer call-New Payroll system announcement - Workday-FYI & call for input on having two commencement ceremonies -Tioga building renovation options & input (UW Tacoma told to wait on renovation by UWS)-Students voting on proposed healthcare locations/plan – help to spread awareness so that students vote-Training and Development Manager, new position – presented by Richard Wilkinson |

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| **Groups**  | **Report** | **Other**  | **Ongoing 2017-2018** |
| **ACADEMIC POLICY & CURRICULUM COMMITTEE (APCC)***Standing Committee* | [APCC 2016-2017 Report](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/2016-17_APCC_Report.pdf) | -Added WAC as Ad Hoc Subcommittee, EC approved on 3.10.17 & charged with recruiting representative membership -Diversity Designation Review-PNOI Instructions | 2017-2018 charge to be determined by Faculty Assembly Leadership as they review report during summer 2017 & in discussion during EC’s first meeting Fall 2017 |
| **APPOINTMENT, PROMOTION & TENURE COMMITTEE***Standing Committee*  | [APT 2016-2017 Report](http://www.tacoma.uw.edu/node/43500#report)  | -[Appendix A of UWT Handbook (P&T) Revisions](http://www.tacoma.uw.edu/sites/default/files/sections/FacultyAssembly/APT_Council_Handbook_Revisions_for_EC_05-30-16%20_original_FEB%208_2012.pdf) -EC voted to approve on 12.9.16-Forwarded to full faculty Assembly for vote on 4.21.17; passed on 6.6.17 | 2017-2018 charge to be determined by Faculty Assembly Leadership as they review report during summer 2017 & in discussion during EC’s first meeting Fall 2017 |
| **FACULTY AFFAIRS COMMITTEE (FAC)***Standing Committee*  | [FAC 2016-2017 Report](http://www.tacoma.uw.edu/node/43112#reports) | -[Children/Infants in Class policy](http://www.tacoma.uw.edu/node/22518#Actions) passed by EC on 2.17.17-Working on Non-Competitive Hire Policy-Researched and advocated for Campus Climate survey | 2017-2018 charge to be determined by Faculty Assembly Leadership as they review report during summer 2017 & in discussion during EC’s first meeting Fall 2017 |
| Lecturer Affairs Committee (LAC)*Ad Hoc, subcommittee of FAC* | [LAC 2016-2017 Report](http://www.tacoma.uw.edu/node/42911#info) | Survey of Part-time Lecturers | 2017-2018 charge to be determined by Faculty Assembly Leadership as they review report during summer 2017 & in discussion during EC’s first meeting Fall 2017 |
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| **SAASFA** *UWT Campus Leadership* | Staff Association co-chairs, ASUWT officers, Faculty Assembly chair, vice chair, & admin., met w/ the Chancellor quarterly to update, discuss, & collaborate on issues that affect all parties | Topics included: Supporting the UW Tacoma food Pantry; the new Time Schedule Matrix; parking concerns; Faculty & Staff Variety Show; the importance of acknowledging student accomplishments in putting on events & asking students permission before publicizing information about their student organization efforts | Ongoing collaboration  |

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| **Service Responsibilities of Faculty Assembly Leadership** |
| *Faculty Assembly leadership participated on the following campus-wide & UW-wide committees & councils:* |
| UW Tacoma | Chancellors Cabinet | chair & vice chair |
| Executive Budget Committee | chair |
| Campus Budget Committee | chair & vice chair |
| EVCAA’s Learning & Retention Council | chair & vice chair |
| Monthly Meetings w/ Chancellor & EVCAA | chair & vice chair |
| SAASFA Quarterly Meetings | chair, vice chair, & FA administrative coordinator |
| FA Leadership meetings | chair, vice chair, & FA administrative coordinator |
| Executive Council | chair, vice chair, & FA administrative coordinator, standing committee chairs |
| Academic Policy & Curriculum Committee | APCC chair & FA administrative coordinator |
| Faculty Affairs Committee | FAC chair & FA administrative coordinator |
| Appointment, Promotion & Tenure Committee | APT chair, & as needed, FA administrative coordinator |
|  | New Faculty Orientation | Chair, vice chair, and FA admin |
| UW-wide: | Faculty Senate & Senate Executive Committee | chair |
| Faculty Council on Tri-Campus Policy | vice chair |
| Quarterly Elected Faculty Council Meetings | Chair  |
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*This report is designed to show the range of shared governance, cross-campus, & university-wide collaboration, as well as, maintain continuity & connectivity for the faculty, staff, students, & administration who have given much time & effort in their service to the University of Washington, Tacoma.*



Mark Pendras, Faculty Assembly Chair 2016-2017



Lauren Montgomery, Faculty Assembly Vice Chair, 2016-2017



Ruth Ward, Administrative Coordinator to the Faculty Assembly