

**Minutes**

**Faculty Affairs Committee Meeting**

January 13th, 2020 / 12:30pm-1:20 p.m. SCI 104

***Members Present:*** *Chair: Jim Thatcher, Wei Cheng, Fei Leng, Nicole Blair, Rob MacGregor*. ***Members Remoting through Zoom:*** *Rich Furman, Sharon Laing (Arrived after Minutes Approval)* ***Members Excused:***  *None.* ***Guests:*** *Dr. Marian Harris (Chair: Faculty Assembly), Casey Byrne (Academic Human Resources), LeAnne Laux-Bachand (Co-Chair: Lecturer Affairs Ad Hoc Committee), Jeremy Davis (Co-Chair: Lecturer Affairs Ad Hoc Committee)* ***Administrative Support***: *Andrew Seibert*

1. **Recording Permission/Consent**
   * Recording permissions granted by the Committee
2. **Approval of Minutes from 11/18/19**
   * Motion to approve the Minutes with edits by Chair Jim Thatcher. Moved by Sharon Laing, seconded by Rich Furman
     1. Edits:
        + Before meeting
          1. Added Rich Furman in Attendance
          2. Reworded under Section 2 discussing parking
          3. Reworded parenthesis statement on Section 3
          4. Hyperlinks are displayed in minutes to help direct what was discussed at the meeting.
        + During Meeting
          1. The committee did not see any errors in the minutes.
        + Motion to approve the minutes with edits was made by Chair Jim Thatcher. So moved by Nicole Blair, seconded by Rob MacGregor
          1. ***Vote,*** *5 yes, 0 no, 0 abstentions*
3. **Response to** [**Faculty Handbook**](https://drive.google.com/open?id=1ZhaCWh7Zx6Xcjio_05BqxaRMb9-xTmyx)**- Casey Byrne and Marian Harris**
   * Questions to Dr. Marian Harris and Casey Byrne
     1. How did this handbook get developed?
        + This Handbook was developed by Faculty Focus groups that were in conjunction with the Climate Survey. The findings cannot be shared because that is confidential information.
        + Based on these findings Dr. James McShay and Dr. Marian Harris made recommendations to the Chancellor and EVCAA. One of the recommendations was the Faculty Handbook on Best Practices in Faculty Searches. Faculty hiring was scattered and rights were violated.
        + Casey Byrne looked into what UW Tacoma used previously to this Faculty Handbook. She contacted Faculty Advancement who is led by Dr. Chadwick Allen, Vice Provost and Professor in English Literature. This handbook is not a list of policies, but best practices when it comes to Faculty searches. Examples such as How to Reduce Bias in Searches and Looking into Assessment Rubrics. Current EVCAA and previous Milgard Professor Dr. Jill Purdy was part of the Tri-Campus teams. Faculty Advancement did a workshop draft for the [Office of Minority Affairs and Diversity](https://www.washington.edu/omad/) and Faculty groups that were affiliated with the Office of Minority Affairs and Diversity in Seattle.
          1. There is no track record because it was a Faculty Advancement and Tri-Campus initiative.
          2. The Handbook that was utilized in 2015 was then updated and tailored to UW Tacoma Best Practices. There were some switches in wording that would match the campus climate. [i200](https://www.washingtonpolicy.org/publications/detail/a-citizens-guide-to-initiative-200-the-washington-state-civil-rights-initiative) languages were removed.

Instead of using UW Human Resources, other Leadership such as EVCAA, Academic Human Resources, and Program Deans are used.

* + 1. Casey Byrne and Marian Harris welcome any feedback
    2. How will this Handbook evolve?
       - Faculty Advancement houses this Handbook at this time. If there are any requests of changes, there is no formal way of making changes.

1. **Lecturer Affairs Committee: Co-Chairs LeAnne Laux-Bachand and Jeremy Davis (See Revision I in highlights of the** [**Forum Document**](https://drive.google.com/open?id=1o0zGN_ZhSAun9I2_TtHmqVT5h5ZumdR9)**)**
   * Lecturer Affairs Discussion
     1. The Co-Chairs of the Ad-Hoc Committee were invited by Faculty Assembly Chair Dr. Marian Harris to disband this committee and in replacement of the disbanding, a permanent Executive Council Lecturer Representative would be the representation. Both Co-Chairs brought this to the Ad-Hoc Committee and the current Ad-Hoc Committee came up to best represent Lecturers on campus and would be most likely to pass in this body and the Executive Council. Last year Lecturer Affairs brought a Standing Sub-Committee to Faculty Affairs last year, but Executive Council Leadership did not move forward. This document is a revisit to the invitation.
        + The Co-Chairs are not asking to become a standing committee, but asking to represent Lecturers as a whole body. The proposal is that the body transition to a forum. This will be represented in all schools, which addresses the Faculty Assembly Chair’s concerns over equity across each school. The Chair of this forum body would then represent all Lecturers as a Permanent Executive Council Member.
   * Questions from the Committee
     1. Would this new Forum be looking into the Faculty Assembly to get Administrative Support?
        + Co-Chair LeAnne Laux-Bachand had mentioned that only Standing Committees get the administrative support, therefore they would not look into that being a possibility.
     2. How long is the Chair serving
        + The chair will be a 1 year term, but will need to be on the committee for a minimum of 2 years. The group selects the Chair.
     3. Concern: Separation of Tenure-Track Faculty and Non-Tenure Track Faculty.
        + If the forum gets moved through, what will the Faculty Affairs purview look like for Faculty
        + Separation could lead to other forums, such as Assistant Professor Forum or other various forums that report to the Executive Council. It can also give too much power
          1. Co-Chairs LeAnne and Jeremy did discuss this, and had said the thing that makes lecturers different is that Lecturers don't meet in groups, and some part-time faculty don’t meet members of their school or unit. The Forum provides a service opportunity where service opportunities may be scarce
        + Co-Chair Jeremy Davis had said that the Chair of this forum can come to both Faculty Affairs and the Executive Council.
        + It is important to have Lecturer Representation because it is known that at this time they cannot be Chair of a committee in SIAS. There is concern if this doesn't move forward, it will not give lecturers to advance in Leadership Positions such as the EVCAA.
2. **Report from Faculty Affairs Committee Chair (If time permits)**
   * There were no big things to report from the Chair at this meeting.
   * Parking:
     1. Retention in parking: There is data that suggests that students are leaving due to parking
        + It was suggested to have students input, such as the Student Government
        + Parking expansion on 19th ([Podcast](https://www.buzzsprout.com/265902/2310731-finding-a-spot-parking-at-uw-tacoma) describes parking expansion)
   * The School of Education is looking into Instructor Evaluations, updating promotion and tenure guidelines, and looking at the Evaluation model in Lecturers.
   * Faculty workload
     1. Chair Jim Thatcher shared the standard workloads for Lecturers and Tenure-Track Faculty across all 3 campuses
     2. The Provost in 2000 made extra money available to lower the workload, which extended in Bothell, but not Tacoma.
     3. Faculty Workload will be tabled and continued in the next meeting.
        + Action Item: An Action plan will be made by the next meeting
3. **Adjournment**
   * Meeting was adjourned at 1:26PM
     1. Next meeting Monday, February 10th, 2020
        + SCI 104 12:30-1:20