

Executive Council of UW Tacoma Faculty Assembly
2018-19 Final Report

Submitted by Ka Yee Yeung, Chair FA, 2018-19

During the Faculty Assembly retreat on September 24, 2018, we delineated three main objectives of our work for this year:

1. Continue our work on the inaugural UWT Academic Plan.
2. Introduce our campus and faculty to the new Provost.
3. Contribute to and represent the interests of faculty members by enhancing communications and transparency.

This report will document how we addressed these objectives in this academic year.

1) Academic Plan

A faculty driven academic plan to guide the future development of our campus was initiated last year. Working closely with the Executive Vice Chancellor of Academic Affairs (EVCAA) and the Chair of the Council of Deans/Directors, the Executive Council (EC) discussed the academic planning process and faculty feedback extensively in this academic year. We also presented an update on the Academic Plan during the Chancellor's Town Hall on January 24, 2019 (<https://youtu.be/oSRIVokqmDU>). The Executive Council approved the Academic Planning Policy and Process document on January 28, 2019. This document establishes the scope, decision authority, process and schedule of future academic plans at UWT. In addition, the Academic Policy and Curriculum Committee (APCC) reviewed new program proposals (the first two pages of Planning Notice of Intent, PNOIs) using the evaluation criteria approved by Executive Council on April 23, 2018. The Executive Council voted to accept and disseminate these reviews on January 28, 2019.

The first draft of the Academic Plan documenting the stages and outcome of the planning process was presented by EVCAA Purdy during the May 6, 2019 Executive Council meeting. The draft plan was shared and faculty feedback was solicited between May 7th to May 25, 2019. A revised plan that addressed feedback was discussed and approved by the Executive Council on June 3, 2019.

In the next academic year, new program proposals (PNOIs and subsequently full proposals) will go through the program approval process as documented in the Academic Planning Policy and Process document.

2) Working with UW leadership

Provost Mark Richards visited UW Tacoma on January 9, 2019. During this visit, he met campus leaders, elected faculty leaders, students and staff. As a follow-up to this initial visit, we invited Dr. Mike Townsend, Secretary of the Faculty, to discuss Faculty Code issues related to shared governance in the UW tri-campus system during the Faculty Assembly Winter quarter meeting on February 22, 2019. We also invited Provost Richards to the Spring quarter Faculty Assembly meeting, but unfortunately, his schedule did not allow him to attend the

meeting. These meetings inspired conversations and discussions regarding faculty engagement in tri-campus relationships in the Spring quarter.

3. Communication and Transparency

We continued the practice started by the Past Chair of Faculty Assembly to promote communications and transparency through:

- Unit reports by EC unit representatives
- Reports from chairs of standing committees
- Posted key points from each EC meeting

In addition, we continued our practice of inviting campus leaders and staff members from different administrative units to Executive Councils and Faculty Assembly quarterly meetings to share information and to solicit faculty feedback. Our guests at Executive Council meetings were as follows:

- Tye Minckler, Vice Chancellor for Finance & Administration presented the UWT Budget Primer and answered campus budget questions.
- Patrick Pow, Vice Chancellor for Information Technology, presented and discussed the Instructional Continuity Guide as a follow-up to campus closure due to inclement weather in the Winter quarter.
- Justin Wadland, Associate Director of UWT Library, presented and discussed the UW Open Access Policy.
- Turan Kayaoglu, Associate Vice Chancellor for Research, discussed the indirect cost recovery policy and the creation of a new Research Advisory Committee.
- Ed Mirecki, Dean of Student Engagement, gave the student annual conduct report.
- James Sinding, Auxiliary Services Manager, gave updates regarding increased parking rates and parking accessibility at UWT.
- Kathleen Farrell, Associate Vice Chancellor of Student Services and Administration, and faculty member Erin Casey gave an overview of data derived from the Tri-Campus Sexual Harassment Climate Survey.

Our guests at Faculty Assembly quarterly meetings included the following:

- Autumn meeting:
 - UWT Chancellor, Mark Pagano
 - Jill Purdy, EVCAA
 - Bonnie Becker, Associate Vice Chancellor of Student Success
 - Casey Byrne, Academic Human Resources
 - Lisa Isozaki, Office of Research
 - Mentha Hynes-Wilson, Vice Chancellor, Student & Enrollment Services
 - James McShay, Assistant Chancellor for Equity & Inclusion
 - Christine Stevens and Nedra Mailo, Food and Housing Insecurities
- Winter meeting:
 - Mike Townsend, Secretary of Faculty, UW Seattle
- Spring meeting:

- UWT Bias Incident Report Committee members (discussion led by Casey Byrne)
- Update on the Tri-Campus Climate Survey (discussion led by Marian Harris)
- Race and Equity Steering Committee (discussion led by James McShay)

Appendix 1 summarizes all the agenda items and outcomes of the Executive Council in the academic year 2018-19. Appendix 2 summarizes the activities of the standing and ad hoc committees. Appendix 3 summarizes the service obligations of Faculty Assembly leadership.

Appendix 1: Executive Council Activities 2018-2019

Issue/Topic	Response	Further Action
Academic Plan	<ul style="list-style-type: none"> - The first draft of the Academic Plan was presented and discussed on 5.6.19 by EVCAA Jill Purdy. - Faculty response was solicited between 5.7.19 and 5.25.19. - A revised Academic Plan was presented and discussed on 6.3.19. 	- The Academic Plan was voted on and approved at the 6.3.19 EC meeting. See also - FAQs and Lessons Learned document.
Academic Planning Policy & Process	-The Academic Planning Policy & Process was discussed on 11.30.18, 12.10.18 and 1.11.19.	- The Academic Planning Policy & Process was voted on and approved at the 1.28.19 EC meeting.
Campus Budget and Role of EC in Budget Overview	<ul style="list-style-type: none"> - The campus budget was discussed at the following EC meetings: 10.12.18; 11.30.18; 1.11.19; 3.8.19; 4.12.19 -The Vice Chancellor for Finance & Administration, Tye Minckler, presented and discussed the UWT Budget Primer at the 1.11.19 EC meeting. 	
Unit Reports	<ul style="list-style-type: none"> -Unit reports were requested by FA Vice Chair, Marian Harris -Logistics for unit reports were discussed at the 10.29.18; 11.16.18; and 11.30.18 EC meetings with presentations given on 1.11.19; 1.28.19; 3.8.19; and 4.12.19 -Reports were given by EC representatives from each corresponding unit 	
Teaching Evaluation Policy	-After being approved at FAC, the Teaching Evaluation Policy was presented and discussed at the 1.28.19 EC meeting by FAC Chair, D.C. Grant.	-The Teaching Evaluation Policy was voted on and approved at the 1.28.19 EC meeting
Indirect Cost Recovery Policy	-The Indirect Cost Recovery Policy was presented and discussed at the 1.28.19 EC meeting by Associate Vice Chancellor for Research, Turan Kayaoglu.	

Research Advisory Committee	<p>- Associate Vice Chancellor for Research, Turan Kayaoglu, discussed the creation of a new Research Advisory Committee (RAC) at EC on 10.29.18.</p> <p>-Further discussion of the RAC took place at the following EC meetings: 3.8.19; 4.12.19; 5.6.19; and 6.3.19</p>	<p>-Creation of the Research Advisory Committee was voted on and passed by EC on 3.8.19.</p> <p>-The rubric and timeline for the election of Research Advisory Committee members was voted on and passed by EC on 4.12.19.</p> <p>-Five faculty members were elected to the Research Advisory Committee at EC on 6.3.19.</p>
Instructional Continuity Guide	<p>- The Instructional Continuity Guide was presented at the 3.8.19 EC meeting by Vice Chancellor for Information Technology, Patrick Pow.</p>	<p>- The Instructional Continuity Guide is available to view here and is also located on the Suggested Syllabi Service Statements within the Faculty Assembly website.</p>
UW Open Access Policy	<p>-The UW Open Access Policy was presented by Justin Wadland, Associate Director, UW Tacoma Library at the 11.16.18 EC meeting</p>	<p>-The library will assess the best way to educate faculty on the UW Open Access Policy (passed Spring 2018 by UW Senate)</p>
Steering Committee on Tri-Campus Relationships	<p>- Faculty engagement in tri-campus relationships was discussed during the 3.8.19 EC meeting after Secretary of the Faculty, Mike Townsend, gave a presentation regarding shared governance of the three campuses at the Winter Faculty Assembly meeting.</p> <p>-These discussions continued throughout EC meetings during Spring quarter (4.12.19; 4.22.19; 5.6.19; and 6.3.19) and resulted in the creation of a Steering Committee on Tri-Campus relationships.</p>	<p>- The Steering Committee on Tri-Campus Relationships was voted on and approved by EC on 6.3.19. See also - FAQs document.</p>
Standing Committee Reports	<p>-Chairs from the three standing committees presented quarterly reports (occurring during the 12.10.19; 4.12.19; and 6.3.19 EC meeting dates).</p>	
Sexual Harassment Data (from Tri-Campus Sexual Harassment Climate Survey)	<p>-Kathleen Farrell, former Associate Vice Chancellor of Student Services & Administration, and faculty member Erin Casey visited EC on 9.24.18 to give an overview of data derived from the Tri-Campus Sexual Harassment Climate Survey</p>	<p>Training was offered late fall quarter</p>
Unlocking UW Tacoma Scholarly Work	<p>-Associate Director of the UW Tacoma Library, Justin Wadland, gave a presentation at the 4.22.19 EC about a new program called “Unlocking UW Tacoma Scholarly Work”. Faculty were invited to sign-up for the program.</p>	

Updated Guidelines from APT	-APT Chair, Eugene Sivadas, presented updated process guidelines for the P&T process at the 5.6.19 EC meeting	-The Updated Guidelines from APT were voted on and approved by EC on 5.6.19.
Student Conduct Report	-Dean of Student Engagement, Ed Mirecki, visited EC on 4.12.19 to give the annual student conduct report	
Transportation and Parking Changes	-James Sinding, Auxiliary Services Manager, visited EC on 4.12.19 to give updates regarding increased parking rates and parking accessibility over the next 10 years	
Lecturer Affairs Committee in 2019-2020	- Lecturer Affairs Committee (LAC) co-chair, LeAnne Laux-Bachand, visited EC on 6.3.19 to give an overview of the work LAC had accomplished during the 2018-2019 academic year	-Lecturer Affairs will return as an ad hoc committee with the same charge in 2019-2020
Office of Research Presentation	- Associate Vice Chancellor for Research, Turan Kayaoglu, visited EC on 10.29.18 to give a presentation about UW Tacoma's Office of Research	
Peer Institutions and Selection Methodology	- Assistant Chancellor for Strategy & Assessment, Joe Lawless, visited EC on 4.22.19 to discussion UW Tacoma's Peer Institutions and the methodology used for selection	

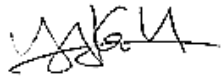
Appendix 2: Standing/Ad hoc Committee Activities 2018-2019

Groups	Charge 2018-2019	Report	Ongoing 2019-2020
ACADEMIC POLICY & CURRICULUM COMMITTEE (APCC) <i>Standing Committee</i>	-Writing Advisory Committee - oversee creation of W designation Policy by Writing Advisory Council -Evaluate the PNOIs submitted using the rubric provided according to the academic plan -Orientation for new and existing members regarding their role and review of material submitted -Conduct UW Curriculum Management (Kuali) drop-in sessions for faculty and staff -S & R (service and research) designation	APCC 2018-2019 Report	2019-2020 charge to be determined by Faculty Assembly Leadership as they review report during summer 2019 & in discussion during EC's first meeting Fall 2019
APPOINTMENT, PROMOTION & TENURE COMMITTEE (APT) <i>Standing Committee</i>	-Review all mandatory and non-mandatory cases. -Continue the P&T workshops both online (Zoom) and in-person sessions. -Encourage and monitor development of lecturer promotion criterion by schools and programs if they have not developed one yet. -Review any "Appointment" cases-note APT only reviews cases where a faculty member is brought in at a rank higher than what they held at another institution or where a competitive search results in an internal candidate hire at a higher rank than what they held previously. -Monitor issues related to equity and diversity as and if they are applicable to APT processes. -Encourage units to review and update APT documents to reflect the value of community engagement in teaching, scholarship and service and otherwise review it if document has not been updated in years. -Improve APT processes as appropriate in the spirit of continuous improvement. -Update APT website as a single stop resource for promotion and tenure information	APT 2018-2019 Report	2019-2020 charge to be determined by Faculty Assembly Leadership as they review report during summer 2019 & in discussion during EC's first meeting Fall 2019
FACULTY AFFAIRS COMMITTEE (FAC) <i>Standing Committee</i>	-Develop charge for Lecturer Affairs committee -Finish the policy on Non-Competitive Faculty Appointments -Race & Equity Issues in collaboration with CEI, Academic Affairs and Lecturer Affairs. -Childcare in consultation with ASUWT and staff association -Parking in consultation with ASUWT and staff association -Teaching Evals - Campus Fellows report - follow-up with the recommendations, consider campus wide policy guidelines -2016 changes to Faculty Code -Sound Transit - improve bus service to campus	FAC 2018-2019 Report	2019-2020 charge to be determined by Faculty Assembly Leadership as they review report during summer 2019 & in discussion during EC's first meeting Fall 2019
LECTURER AFFAIRS COMMITTEE <i>Ad hoc committee</i>	-Worked with FAC on other policy and process issues. -Provided feedback to UW FCFA membership on proposed title change for instructional faculty -Developed proposal for by-laws revision regarding Lecturer Affairs -Initiated discussions with EVCAA and Administrators regarding: <ul style="list-style-type: none"> • Parking options for part-time lecturers • Private spaces for office hours and video-recording for part-time lecturers • Investment in searches and moving expenses across ranks 		EC voted to continue this ad-hoc committee next year, with co-chairs Jeremy Davis and LeAnne Laux-Bachand

Appendix 3: Service Responsibilities of Faculty Assembly Leadership 2018-2019

Service Responsibilities of Faculty Assembly Leadership		
<i>Faculty Assembly leadership participated on the following committees :</i>		
UW Tacoma	Chancellor's Cabinet	Chair & Vice Chair
	Executive Budget Committee (EBC)	chair
	Chancellor's Budget Advisory Committee (CBAC)	Chair & Vice Chair
	Monthly Meetings w/ Chancellor & EVCAA	Chair & Vice Chair
	FA Leadership meetings	Chair, Vice Chair, & FA Administrative Coordinator
	Executive Council meetings	Chair, Vice Chair, & FA Administrative Coordinator, Standing Committee Chairs
	Academic Policy & Curriculum Committee (APCC)	APCC Chair & FA Administrative Coordinator
	Faculty Affairs Committee (FAC)	FAC Chair & FA Administrative Coordinator
	Appointment, Promotion & Tenure Committee (APT)	APT Chair, & as needed, FA Administrative Coordinator
	New Faculty Orientation (NFO)	Chair, Vice Chair, and FA Administrative Coordinator
	Academic Plan Steering Committee	Chair, Vice Chair with EVCAA, Chair of the Council of Deans and Directors (with past chair as needed)
	UWT Leadership Retreat	Chair & Vice Chair
	USC Race & Equity Training (weekly in Winter 2019)	Chair & Vice Chair
Chancellor's Listening Sessions	Facilitated by Chair or Vice Chair	
UW-wide:	Faculty Senate meetings	Chair
	Senate Executive Committee (SEC)	Chair
	Faculty Council on Tri-Campus Policy (FCTCP)	Vice Chair
	Elected Faculty Council (EFC)	Chair

This report is designed to show the range of shared governance, cross-campus, and university-wide collaboration, as well as, maintain continuity and connectivity for the faculty, staff, students, and administration who have given much time and effort in their service to the University of Washington, Tacoma.



Ka Yee Yeung, Faculty Assembly Chair,
2018-2019



Marian Harris, Faculty Assembly Vice Chair
2018-2019



Autumn Diaz, Administrative Coordinator
to the Faculty Assembly, 2019