**Faculty Assembly Executive Council (EC)**

**Meeting Minutes**

Friday, 11/15/2024, 1:00 p.m. – 3:00 p.m.  
Zoom

***Present:*** *EVCAA Andy Harris, Chair Anne Taufen, Vice Chair Andrea Hill, APT Chair Bryan Goda, FAC Chair Ken Cruz, Kurt Hatch, Monika Sobolewska, Jim West, Zhiquan (Andy) Shu, Barb Toews, Robin Evans-Agnew, Bara Safarova, Greg Noronha, Gary Viers, Jenny Xiao, Alex Miller, Margaret Griesse, Ander Erickson, Erika Bailey.* ***Excused****: APCC Chair Julie Masura, Past Chair Huatong Sun, Sushil Oswal, Emily Thuma.* ***Guest:*** *Mentha Hynes-Wilson (Vice Chancellor for Student Affairs), Marisa Petrich (Instructional Design Librarian, UW Tacoma Library), Megan Watson (Head of Collections and Scholarship, UW Tacoma Library), Layne Gonzales (Course Reserve Technician, UW Tacoma Library), Amanda Pirog (Business and User Experience Librarian, UW Tacoma Library)* ***Program Coordinator:*** *Andrew Seibert*

1. **Opening:**
   * **Land Acknowledgement, Consent to Agenda, Meeting Minutes, Permission to Record, Approval of Meeting Minutes from 10/28/2024.**
     + The Chair read the Land Acknowledgement. The agenda was consented as amended by the Executive Council. Permissions to record for minutes purposes only were granted with no objections. The Executive Council minutes for October 28th were unanimously approved with no edits.
2. **Chair’s Report**
   * **UW Senate, Senate Executive Committee, and DEI Council**
     + Senate and Senate Executive Committee Updates
       - The President’s search is ongoing and there are no updates at this time.
       - Discussions are underway around public records requests, and the time and resources used when records are requested. The President and Office of Public Records made note that to assume that all emails are subject to Public Records.
       - New Legislation before Faculty Senate includes a proposed change to Faculty Code updating definition of Teaching Excellence from the Faculty Council on Teaching and Learning. This places to replace Chapter 24.32, section c. If passed on December 5, this will come to a full faculty vote.
       - The President and Provost have proposed a new taskforce on industry relations, along with a call for provost’s academy across six areas. Applications for the latter are due November 22nd.
     + Tri-Campus DEI Council
       - Julia Ceraolo reviewed the request to the Executive Council for a Tacoma Representative to serve on the UW Faculty DEI Council. The DEI Councils will work closely with the Diversity Officer on advancing the [Diversity Blueprint](https://www.washington.edu/diversity/diversity-blueprint/) ([PDF Format](https://uw-s3-cdn.s3.us-west-2.amazonaws.com/wp-content/uploads/sites/48/2022/06/07105804/UW-Diversity-Blueprint-2022%E2%80%932026_WEB_a11y.pdf)). The Faculty Assembly Leadership team encourages anyone interested in serving on this important Tri-campus committee to apply. The Program Coordinator will send out a call for nomination at the end of this meeting.
         * Faculty can find more information on the following website:

<https://www.washington.edu/diversity/cdo/>

* + **Faculty Council on Tri-Campus Policy and Budget Planning Initiatives**
    - UWT local news about budget
      * State revenues for UW budget allocation in the upcoming biennium are expected to be lower than projected.
      * The Budget Kickoff has started, and the Chair will update the Executive Council regarding the process being undertaken by Chancellor’s Budget Advisory Committee.
  + **UW Regents; Open Public Meetings Act and Executive Council**
    - The Board of Regents meetings were held on the Tacoma Campus.
    - EC will henceforth be following the Open Public Meetings Act (OPMA). Faculty Assembly Leadership met with Office of Public Records and while unofficially FA has been following OPMA, going forward this will be formally followed due to being a decision-making body

1. **Standing Committee Chair’s Reports**
   * Background: The Chair introduced the Standing Committee Chair’s Reports as an ongoing action item to keep Executive Council informed of the important work of the Standing Committee. The Chair also introduced a section labeled as “Around the table,” which brings concerns from representatives and possibly addresses them through the Standing Committees and gives Executive Council Representatives the opportunity to ask questions around any updates. The Around the table Action item will also be part of the ongoing action items as a set in the Standing Committee Chair’s Reports.
   * Standing Committee Updates
     + Academic Policy & Curriculum Committee (Read by Vice Chair of Faculty Assembly, written update submitted to Faculty Assembly Leadership Team)
       - Since September, APCC has reviewed 2 program change proposals, 6 new courses, 27 course changes, and 1 graduation petition.
       - We continue to drive the Academic Plan in partnership with Tammy Jez from the EVCAA Office. Updates for new programs on campus include:
         * MS Mechanical Engineering

Proposal Development. Next will be stakeholders & Council of Deans review.

* + - * + BS Statistical & Data Sciences

Proposal Development. Next will be stakeholders & Council of Deans review.

* + - * + BA Interdisciplinary Visual & Performing Arts

Stakeholders & Council of Deans Review Complete. Next will be APCC review.

* + - * + Doctor Nursing Practice in Advanced Practice

Partnering with UWS. Awaiting updated from SNHCL

* + - * + MS Environmental Science

Proposal Development. Next will be stakeholders & Council of Deans review.

* + - * + MS Civil Engineering

PNOI Stakeholders Review Complete. Next will be development of budget with Dustin Atchley from EVCAA Office.

* + - * + Upcoming major program additions/changes:

Graduate Program in AI

Additional of Cohort to Graduate Ed Program (probably no need for curricular review)

School of Social Work & Criminal Justice Updating

SIAS looking to add world language requirement for graduation.

* + - * Charge reviewed and accepted, with plans to continue working with FA Leadership to develop and implement policy initiatives
      * Details from the agendas & minutes can be found here: <https://www.tacoma.uw.edu/faculty-assembly/academic-policy-and-curriculum-committee>
    - Appointment, Promotion, and Tenure Committee
      * 10 Mandatory files will be reviewed
        + 14 non-mandatory files are also planned to be reviewed
      * APT met with the EVCAA around guidelines and plans to review 5 cases at one time starting November 18 and ending on November 20.
      * APT Plans to write an APT handbook and looked at an example from UW Bothell’s.
    - Faculty Affairs Committee
      * Faculty Affairs is currently at an informational gathering stage for gathering information around the Ad Hoc committees.
      * Faculty Affairs Chair has reached out to Chairs of Ad Hoc committees and gathering information on whether committees need to continue to be seated and bylaw changes
      * Faculty Affairs meets Monday, November 18, 2024, to discuss the impact of enhanced monitoring and AI concerns.
  + Around the Table
    - A concern was brought to the Executive Council around the concern of Faculty scheduling spaces on campus through the 25live and concerns of making reservations of space that is more than a “simple meeting.”
      * Discussion ensued on this concern and the following was highlighted:
        + An example was given of a registered student organization (RSO) scheduling and that if an unofficial affinity group of Faculty is formed the challenge of scheduling a space
        + Several Faculty agreed of this being a concern.
        + Outside of UW Tacoma, there is no space available for Faculty to Collaborate

It was noted that the Faculty Resource Center, located in Walsh Gardner (WG) 208 can be used for collaboration.

It was also noted around space that while student spaces are planned, it was unsure if Faculty spaces were planned. The representative mentioning this also advocated Faculty to attend the interactive master plan discussions and connect with Joe Lawless regarding this.

* + - * + It was noted that Faculty Affairs might have a large charge already to take on additional work. The Chair of Faculty Assembly will follow up to determine capacity and faculty interest, before moving forward.
    - A concern was raised about Office Space and also a concern about the Office of Research Director not being filled.
      * Discussion ensued and EVCAA added the following
        + EVCAA and Associate Vice Chancellor for Research are looking at ways to increase the applicant pool of the Director position, such as an increase in salary cap. EVCAA and AVC Research are working with Staff HR on this.

1. **Library Update: Student Centered Information, Course Reserves and Textbooks**
   * UWT Library personnel shared a presentation around Textbook Affordability and how the Library Course Reserve may be an option to Faculty for their textbooks they assign to Students. Presenters were Marisa Petrich, Megan Watson, Layne Gonzales, and Amanda Pirog.
     + Faculty may find the presentation which is available to UW employees through [this hyperlink](https://docs.google.com/presentation/d/1oM5NL5ZdXKM2gX4RxpQogvYy7WYWtzmZHRnyXhQCwPE/edit?usp=sharing).
   * Discussion ensued after the presentation.
     + A concern was raised by an Executive Council Representative regarding sharing materials on canvas and breaking regulations from publicists.
     + Some materials may not have changed over time, and a representative recommended that Faculty investigate ways of saving students money by reviewing older additions of textbooks to verify if the information is the same.
2. **Student Affairs Update**
   * The Vice Chancellor for Student Affairs provided a brief update to the Faculty Assembly Executive Council.
     + The Chair asked a question of what Faculty can do for the Office of Student Affairs and the following recommendations were recommended:
       - Promote the Office of [Student Affairs Website](https://www.tacoma.uw.edu/student-affairs)
         * Programs such as Lightning Talks, hosted by Surtida Shelton
       - Navigate Difficult Dialogue
       - Practice on Emergency Preparedness
       - The Hello Walk
         * Challenging Students to say hello to everyone when individuals walk across the campus.
       - Attend Convocation and Commencement
       - Grace
     + Discussion ensued
       - Some units have concerns of class attendance after the first day. It was noted that attendance is a priority
       - A concern was raised on the responsiveness of the Office of Student Conduct
       - Recommended for Student Affairs to promote differences between welcoming city and a sanctuary city.
       - Center for Equity and Inclusion is planning support for students in uncertain times.
3. **Discussion: Emergent Issues Faculty Governance and EC Planning/Responsibility**
   * The Chair of Faculty Assembly went over how the Budget Advisory Committee for Faculty Assembly can assist in the bigger picture.
     + There is an opportunity for a unit level adjustment that was also discussed by the Executive Vice Chancellor for Student Affairs. Information was disclosed about the potential proposal, and it is in the beginning stages of Executive Council feedback. The amount allotted is $125,000 unit adjustment, which includes $100,000 in funds, and $25,000 in benefits. The purpose of this is for salary compression purposes. This will be shared in writing in full at the November 25 meeting where the EVCAA is scheduled to provide an update
       - **Adjournment**

* The meeting was adjourned at 3:00 p.m.
  + Next Executive Council Meeting: November 25, 2024, GWP 320/Zoom