**Faculty Assembly Executive Council (EC)**

**Meeting Minutes**

Monday, 11/25/2024, 12:30 p.m. – 1:20 p.m.  
GWP 320/ Zoom

***Present:*** *EVCAA Andy Harris, Chair Anne Taufen, Vice Chair Andrea Hill, APCC Chair Julie Masura, APT Chair Bryan Goda, FAC Chair Ken Cruz, Kurt Hatch, Monika Sobolewska, Jim West, Zhiquan (Andy) Shu, Barb Toews, Robin Evans-Agnew, Greg Noronha, Gary Viers, Jessi Quizar (Delegate for Bara Safarova), Mary Hanneman, Emily Thuma, Jenny Xiao, Alex Miller, Margaret Griesse, Ander Erickson, Sushil Oswal, Erika Bailey.* ***Excused****: Past Chair Huatong Sun.* ***Guests:*** *Scott Rayermann (SIAS), Dustin Atchley (Director for Academic Affairs Planning & Budgeting).* ***Program Coordinator:*** *Andrew Seibert*

1. **Opening:**
   * **Land Acknowledgement, Consent to Agenda, Meeting Minutes, Permission to Record, Approval of Meeting Minutes from 11/15/2024.**
     + The Chair read the Land Acknowledgement. The agenda was consented as written by the Executive Council. Permissions to record for minutes purposes only were granted with no objections. The Executive Council minutes for November 15th were unanimously approved with minor amended edits.
2. **Chair’s Report**
   * **Faculty Council on Tri-Campus Policy and UW Budget Process**
     + The UW Budget Process is getting started and the FA Leadership Team will meet before the end of the quarter to discuss goals for engagement in the campuswide budget committee. The Chair of Faculty Assembly currently sits as the Faculty Assembly Representative.
       - The Faculty Assembly Leadership Team is reviewing the necessity for a Faculty Assembly Budget Planning Committee.
     + The Faculty Council on Tri-Campus Policy (FCTCP) is tasked with looking at conflicts between the Faculty Code and Executive Orders. This is important to UW Tacoma, in. particular the role of Schools and Deans from a policy perspective.
       - Could impact APT processes and UW Tacoma representation in the Faculty Senate (for instance). Chair expresses gratitude to UW Bothell colleague and Chair of FCTCP.
       - FA Vice Chair represents UW Tacoma, as well as EVCAA as ex-officio and other UWT faculty representatives.
   * **Other updates**
     + The Faculty Assembly is still seeking nominations for the UW Faculty DEI Council. This is an important seat for our campus with modest projected workload and the opportunity to strengthen connections with UW faculty. Please consider someone in your units for nomination.
     + The December 6th Executive Council meeting will have updates from the Chancellor, and other conversations with campus leadership. The Vice Chancellor of Finance & Administration and Director for Emergency Preparedness and Campus Safety will give updates to the Executive Council on the status of safety planning. In this meeting there will also be an opportunity to review 2 working plans for the Winter Retreat on January 24th. These working plans include the following items of interest.
       - Implementation of the workload equity report recommendations.
       - Engagement with Elected Faculty Council Chairs to build practical guidance
       - Curriculum proposal best practices related to Academic Planning data.
       - Tri campus policy updates and ongoing labor practices
       - FA and EFC governance practices: FA Handbook review, primer and brush up on Robert’s Rules of Order.
3. **Executive Vice Chancellor for Academic Affairs Update to Executive Council**
   * The EVCAA provided the following updates to the Executive Council:
     + Critical Staff positions are approved or about to be approved for launch.
       - The Director of Research will relaunch imminently.
       - The Director of Advising, which was formally known as the Assistant Director for Undergraduate Academic Advising is currently in HR review. This position will have the scope to meet the advising needs that staff have shared with the EVCAA. These include:
         * Support campus wide advising.
         * Recruitment and training.
         * Creating outcomes for advisors and best practices.
         * Support a growing role in transfer articulation.
       - The Library Associate Dean search is underway and reviewing applicants. Campus interviews should be in early winter.
     + The undergraduate research workshop and related student/faculty research teams were launched last August and have been working throughout the year. Feedback received so far has been highly positive. 20 faculty participated over the summer. Opportunities for continued funding are being sought out.
     + Jose Rios and Libi Sundermann were selected to represent UW Tacoma for the Teaching@UW initiative, which advises a leadership board Darcy Janzen serves on. This is steered by executive sponsors EVCAA Harris from UW Tacoma, Phil Reed in UW Seattle, and Sharon Jones from UW Bothell. The provost just charged the group days ago and more details to be later.
     + Faculty hiring plans are due to UW Seattle much earlier this year as the provost aligns hiring plans with the review of the campus budgets and will be due earlier at UW Tacoma due to this. Units will submit proposals to Academic Affairs in late December. EVCAA is working with the Office of Academic Personnel to see if there is an opportunity for a second round to review the options again, which may require an amendment to the plans. EVCAA is looking to maximize the positions that can be searched in the following year.
     + EVCAA and Faculty Council on Tri-Campus Policy await draft executive orders to clarify tri-campus organizational structures. These will clarify questions on whether the UW Tacoma campus is part of a system, and if so what delegations of authority happen at different levels. EVCAA hopes to hear by December 6, 2024, and Faculty Assembly to hear shortly after to bring to Executive Council.
     + A proposed model for local unit level adjustments was shared, as a follow up to an action item from the November 15 EC meeting. Please see Appendix A.
       - Discussion ensued on the locally funded unit adjustment proposal.
         * Highlights:

The proposal is due to the Provost on December 16 - after the December 6th EC meeting.

The adjustment is continuous and not a onetime fund.

The unit adjustment process is typically devised at the local unit level. Since the funds are campuswide and generated by campus leadership, to promote equity and accountability the proposed model is also campuswide, in consultation with EC.

Feedback can be shared with the FA Leadership Team and the EVCAA until the December 6th Executive Council meeting.

1. **Standing Committee Chair Reports**
   * Monday meetings will rely on submitted written reports. Please see Appendix B for the Standing Committee Chair written reports.
   * Around the Table
     + Strategic Plan development is ongoing, and faculty engagement is encouraged. at the 12/3 session designed for faculty, 10:30 AM on Tuesday 12/3 in Milgard Hall (MLG) 110.
     + The scheduling challenges raised at the last meeting will be explored with Standing Committee Chairs as well as campus administrators. Recognition of the importance of being able to reserve space, as well as identifying regular and already-scheduled meetings across the campus, as significant for faculty wellbeing and use of time.
2. **Emerging Faculty Governance Topics**
   * Non-Tenure Track Faculty Forum Leadership – update
     + The Chair of Faculty Assembly shared an update on non-tenure track faculty contracts. Please see Appendix C for the slides.
     + Current contract negotiations in SIAS
       - Current policy provides discretion for local units to propose hiring plans based on curricular needs. Newly established practice has sought greater job security and longer contracts for Teaching faculty.
       - Concerns were noted about the precedent of moving to shorter contracts, and the potential impacts for precarious faculty in all units.
       - Recognition that while individuals are experiencing this, there is a risk that it becomes normalized, and erodes gains made by colleagues on the Teaching Track
       - Potential Next Steps include hosting a stand-alone forum to solicit feedback and raise awareness (with potential co-sponsors to build support for subsequent actions); strengthening the role and mandate of the Non Tenure Track Faculty Forum, through our FA Bylaws and the current charge of the Faculty Affairs Standing Committee; seeking feedback from faculty across units, including Deans and EFC Chairs
       - Executive Council Representative shared the concern with some faculty receiving a different appointment term than usual due to low enrollments. Concerns with this approach include excessive monetization of students; lack of appreciation for variability in required course content and resulting degree of difficulty; favoritism and discrimination within units; longitudinal nature of enrollment fluctuations. There is a concern that this could set precedent for the UW Tacoma campus. Discussion ensued on this concern.
         * Next steps: Support for moving ahead with next steps as suggested and set forth by the Chair.
3. **Adjournment**

* The meeting was adjourned at 1:25 p.m.
  + Next Executive Council Meeting: December 6, 2024, GWP 320/Zoom

# **Appendix A: Locally funded unit adjustment**

FY 2025 Locally Funded Unit Adjustment Methodology

We intend to propose a $125,000 unit adjustment, or roughly $100,000 in salary plus $25,000 in associated benefit costs, within the campus budget planning process. We seek the consultation of the University of Washington Tacoma Faculty Assembly Executive Council on this proposal.

The model we are utilizing to determine faculty compression levels for this adjustment is inspired by the model used by the SIAS Compression Taskforce in 2024, and has had significant alterations and changes to allow us to scale to the campus level.

The model starts by determining an average base salary for each school’s Assistant Professors and Assistant Teaching Professors, based on the average salaries for the most recent hires within each School.

It then estimates the theoretical non-compressed salary for each faculty member by accounting for a 1.25% percent increase for every year of service, and a 10% increase for promotion to Associate and Full Professor. This theoretical salary is then compared against the faculty member’s true salary to determine the degree of current salary compression. The 1.25% is the highest percentage of presumed annual increase that fits the total amount into the other funding parameters in this model.

To fit the adjustment within the $100,000 salary limit and ensure that the funds go as far as possible, there are two limits on the eligibility and distribution of the funding.

* First, adjustment eligibility is limited to faculty who are below the median UWT faculty salary. While there may exist compression at all salary levels, we want to focus on addressing salary equity for our full-time faculty below the median.
* Second, adjustments will only be submitted for faculty who are showing at least 2% compression within the model, and all adjustments will be capped at 2%. While this will not fully address the compression of our most compressed faculty, it will allow us to make an incremental improvement for the greatest number of faculty.

Additionally, we will account for faculty who have been deemed non-meritorious, and will account for this impact on their salary for their compression calculation.

Our initial calculation is that this will affect roughly 60 faculty, or about 23% of all full-time faculty on our campus.

# **Appendix B: Standing Committee Written Reports**

## EC – APCC Updates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Proposal Type** | **September** | **October** | **November** | **Total** |
| Modify Program | 1 |  | 1 | 2 |
| New Program |  |  |  |  |
| Modify Course | 26 | 4 | 1 | 31 |
| New Course | 2 | 2 | 2 | 6 |
| Graduation Petition |  |  | 1 | 1 |

|  |  |  |
| --- | --- | --- |
| **Proposal** | **Presently** | **Next Step** |
| MS Mechanical Engineering | Proposal development | Stakeholders & Council of Deans Review |
| BS Statistics and Data Science | Proposal development | Stakeholders and Council of Deans Review |
| BA Interdisciplinary Visual and Performing Arts | APCC Review | EVCAA Review |
| DNPAP | Partnering with UWS | Awaiting update from SNHCL |
| MS Environmental Science | Proposal development | Stakeholders and Council of Deans Review |
| MS Civil Engineering | Budget development | Council of Deans Review |

**20241120 EC Meeting**

* See table updates above.
* Working on process for World Language graduation requirement for SIAS.
* University Committee of General Education - Looking for faculty to serve on the Social Science board (NO UWT representatives). Vacancies also on Diversity, Reasoning, and Writing Boards at the tri-campus level.
* Need to do work on writing, distance learning, and committee charges.
* APCC is hosting 4 workshops in winter on curriculum review – Sail Through Curriculum Review. For more information: <https://bit.ly/SailThroughCR>
* Details from the agendas & minutes can be found here: https://www.tacoma.uw.edu/facultyassembly/academic-policy-and-curriculum-committee

**2024113 EC Meeting**

* 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:

1. MSME – Proposal Development. Next will be stakeholders & Council of Deans review.
2. BSSDS – Proposal Development. Next will be stakeholders & Council of Deans review.
3. BAIVPA – Stakeholders & Council of Deans Review Complete. Next will be APCC review.
4. DNPAP – Partnering with UWS. Awaiting updated from SNHCL
5. MSES – Proposal Development. Next will be stakeholders & Council of Deans review.
6. MSCE – PNOI Stakeholders Review Complete. Next will be the development of the budget with Dustin Atchley from EVCAA Office.

Upcoming major program additions/changes:

1. Graduate Program in AI
2. Additional of Cohort to Graduate Ed Program (probably no need for curricular review)
3. School of Social Work & Criminal Justice Updating
4. SIAS is looking to add world language requirement for graduation.

* Presented committee with charge letter. Need to work with leadership to develop and action plan to meet the policy creation requests.
* Details from the agendas & minutes can be found here: https://www.tacoma.uw.edu/facultyassembly/academic-policy-and-curriculum-committee

## APT Committee Update Nov 25, 2024

- 10 Mandatory Files were reviewed by the committee  
 - The 10 files were discussed over 2 meetings and letter were finalized  
 - The Committee with meet with Andy on Dec 13, 2024 to discuss  
 - 14 Non-Mandatory Files are being reviewed

## Faculty Affairs Committee (FAC) Updates 11/25/24

Ad Hoc Committees Review

1. Campus Safety Committee
   1. FAC will likely be proposing there is no longer a need for the campus safety committee. This committee completed its one-year charge and produced a report.
   2. However, before making this recommendation, FAC would like to ensure there is sufficient faculty representation and voice on the campus-level Campus Community Safety Advisory Committee
   3. FAC will follow up with the Campus Community Safety Advisory Committee in the Winter quarter
2. Budget and Planning Committee
   1. FAC will also likely be proposing that the Budget and Planning Committee be discontinued due to what appeared to be a disconnect between the charge of the committee and its ability to affect budget policy.
   2. Before discontinuing this committee, FAC would like to ensure there is sufficient faculty representation and voice on the campus-level Budget Advisory Committee
   3. FAC will be following up with the Budget Advisory Committee in the Winter quarter

**Appendix C: PowerPoint Slides: Non-Tenure Track Faculty Discussion**

