**Faculty Assembly Executive Council (EC)**

**Meeting Minutes**

Friday, 01/10/2025, 1:00 p.m. – 3:00 p.m.  
Zoom

***Present:*** *EVCAA Andy Harris, Chair Anne Taufen, Vice Chair Andrea Hill, FAC Chair Ken Cruz, Monika Sobolewska, Barb Toews, Robin Evans-Agnew, Gary Viers, Jenny Xiao, Sushil Oswal, Margaret Griesse, Emily Thuma, Kurt Hatch, Zhiquan (Andy) Shu, Anaid Yerena (Delagate for Bara Safarova), Greg Noronha, Alex Miller Johanna Jacobsen Kiciman.* ***Excused****: Past Chair Huatong Sun, APCC Chair Julie Masura, APT Chair Bryan Goda, Ander Erickson, Jim West.* ***Guests:*** *None* ***Program Coordinator:*** *Andrew Seibert*

1. **Opening:**
   * **Land Acknowledgement, Consent to Agenda, Meeting Minutes, Permission to Record, Approval of Meeting Minutes from 11/25/2024 and 12/06/2024.**
     + 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 25th and December 6th were unanimously approved with no edits.
2. **Chair’s Report**
   * **UW Policy and Tri-Campus Update**
     + There are opportunities for faculty voice on upcoming legislation coming through Senate and in making nominations for faculty positions.
       - Proposed changes to the Faculty Code on definitions of learning and instruction will be shared for a vote soon, part of a multi-year process by the Faculty Council on Teaching and Learning (FCTL). Outdated language will be replaced with five elements of teaching excellence. Discussion at the last Senate Executive Committee (SEC) meeting proposed the term “learner” instead of “student,” to better capture clinical trainees at UW Medicine, however the code advisors and members of SEC would like to retain consistency and policy implications of the definition of the word “student.” A call for nomination for a faculty member to serve as a Faculty Regent has been requested and nominations are due January 16th, 2025, at 5:00 p.m. This position is an important position for faculty representation at the highest level of decision-making authority for the university. The Chair encourages considering or nominating a UW Tacoma faculty member who may be interested in serving in this important role.
       - There is a proposed rescission of three executive orders, which could be the first time since the 1950s. Executive Orders 52, 60, and 80, which relate to UW Policy on university training and development, and programs on HIV and on the COVID-19 pandemic. The last two relate to areas of public health that have seen substantive changes in the last few years, and the first is currently superseded by an administrative policy statement on the tuition exemption program. Faculty have until January 21st to submit comments on this proposed rescission, and which has been signed by the UW president. The Chair requested more information regarding the context of these changes to the Secretary of the Faculty and the SEC, as there has not been substantial discussion on the content or process of rescinding EO’s, and it is an important precedent. This is the purview of Faculty Council on Tri-Campus Policy (FCTCP), and interested faculty should please review and comment on the proposed changes.
   * **Budget Update**
     + The Faculty Assembly Leadership team submitted a request to the Director for Academic Affairs Planning and Budget and the EVCAA for the upcoming budget. Currently, the budget is mostly made up of the course release funds and staff salary support for the Faculty Assembly body. Request includes
       - Additional staff to support the Program Coordinator, especially as related to campus-wide, and statewide initiatives, such as the master plan or tri-campus policy proposals.
       - Two Student interns as a paid training opportunity for undergraduates and shared task management within Faculty Assembly.
       - Increased summer salary support for whomever is the Chair and Vice Chair of Faculty Assembly to strengthen transition between academic years.
     + The Chair will be meeting with the Chair of the Senate Planning and Budget committee, Chancellor Lange, and EVCAA Harris on January 13, 2025, to discuss the unit level salary adjustment model that was proposed by our campus.
     + The Campus Budget Advisory Committee began meeting which is co-chaired by Sylvia James (Vice Chancellor for Finance and Administration) and EVCAA Andy Harris. This committee will be meeting one more time during January and will be discussing areas of growth for the campus, such as data on academic planning and program proposals.
   * **UWT Strategic Plan and 2025 campus community growth**
     + The Campus Master Plan process is available for feedback. If you were not able to attend one of the prior sessions, that plan is available for feedback through February 2025.
3. **Standing Committee Chairs’ Reports**
   * Standing Committee updates of each committee were given. The Program Coordinator to Faculty Assembly provided a very brief update regarding APCC and APT.
   * APCC:
     + APCC is sponsoring four workshops along with several units across the campus to “sail through the curriculum review” process. The first of four events will be on January 16, 2025. Light Refreshments will be provided on behalf of the Faculty Assembly. The other events will be on January 30th, February 13th, and February 27th.
     + APCC will be reviewing the Master’s in Civil Engineering planning notice of intent (PNOI) in the February 2025 meeting
   * APT:
     + APT met with Dr. Andrew Harris, Executive Vice Chancellor for Academic Affairs and finalized letters for 10 mandatory files. Non-mandatory files will be discussed on January 13th and January 15th
   * FAC:
     + Faculty Affairs is currently working on their Charge on concerns regarding AI. Faculty Affairs will be working on a short survey to send to the faculty at-large on this concern.
       - The Committee has scheduled meetings with personnel that are more knowledgeable on AI. On January 6th, Dr. Monika Sengul-Jones from UW Bothell spoke to the Committee. January 13th, Faculty Affairs has planned during one of their regular meetings to have Dr. Richard Lewis meet the committee. The committee will reconvene on the work of this thereafter.
         * A question was raised whether there may be a campus-wide AI policy. The Chair of Faculty Affairs stated that it would be more than that, as the expansion of AI. They plan to explore how AI could be helpful for faculty as the transition to this era.
         * EVCAA adds that the Tri-Campus AI Taskforce sent out a survey around AI concerns and had input from UW Tacoma. The Office of Digital Learning will be running workshops during the Winter Quarter on some topics around AI.

The Vice Chair notes that there is also an opportunity for Faculty to attend a meeting with Faculty Senate Leadership around AI concerns. The Round Table discussion is on January 21, 2025, at 3:00 p.m.

* + Around the Table
    - The Vice Chair had received inquiries from Faculty regarding having an International Faculty committee or group as a part of Faculty Assembly. This was initially discussed at the Non-Tenure Track Faculty Forum of a possible Standing Committee or Ad Hoc committee for Faculty Assembly. Faculty who mentioned this liked having permanent representation at Faculty Assembly. Discussion ensued.
      * The Chair of Faculty Affairs recommended having this as a subcommittee as a voice through Faculty Affairs or as a Standing Committee.
      * Faculty representatives expressed support for this becoming a part of Faculty Assembly
      * The Chair of Faculty Assembly will commit to following up with the Chair of Faculty Affairs on this and will bring back to EC to bring back to your units.

1. **Discussion: Shared Outcomes, Faculty Workload Equity Reporting**
   * The Chair discussed the 2024 report that was made regarding the Faculty Workload Equity. Past Chair of Faculty Affairs Committee will be presenting an overview of the reports that came in, at the Winter Retreat scheduled for January 24. The Chair shared substantive highlights of correspondence with the report’s author and lead, regarding how it could be useful to UWT faculty. Seattle colleagues are also looking into implementing a version of this tool for workload equity reporting, and FA wants to value and utilize the important work of Faculty Affairs. Therefore, it is of most importance to establish use of the policy.
     + The Chair of Faculty Assembly shared the topics that would be discussed such as:
       - Transparency- Presenting visible information that all faculty can see about existing work activities for each faculty.
       - Clarity – Presenting clearly identified and well-understood benchmarks to faculty at all ranks.
       - Norms – Establishing a commitment to ensure fair workloads and systems to reinforce norms.
       - Credit – Recognizing and rewarding faculty for their effort.
       - Accountability – Establishing mechanisms to ensure that all faculty fulfill their responsibilities.
       - Context – Acknowledging the different strengths, interests and demands that faculty bring and to be flexible in workload assignments.
     + Discussion ensued.
       - It was recommended by a representative to have more regular focus on workload so there is a plan for additional work or awareness of workload concerns as they change.
       - Schools may not yet be comfortable with sharing these reports among faculty, but this can be made clear as an expectation and outcome for future iterations of the reporting process.
       - It was recommended that albeit schools may not see each other's data, that schools should be able to see each other's processes in measuring and assigning service
         * There will be an ask for EFCs to bring processes to discuss for the workload equity on the retreat on January 24th
2. **Discussion: Shared Outcomes, Academic Plan Survey Results**
   * The Chair shared a draft Executive Report of the Academic Planning Survey data.
     + The Data plan is to focus on 5 key points
       - Prioritization of clarifying degree pathways across the units
       - Using enrichment activities and programs to support student learning outcomes
       - Establishing Clear Role Expectations for all Academic positions (Faculty, Staff, and Students)
       - Supporting First-step interdisciplinary collaboration
       - Implementing Assessment practices using relevant data
     + Discussion ensued
       - EVCAA mentioned that this is usually the work of an assessment committee, and that there has been a committee in the past.
       - A recommendation was brought to have Faculty come up with solutions of changes
     + The Chair proposes to leave this as the second item and will be discussed in full at the January 24th retreat
3. **Discussion: Recruitment plan for Winter Retreat**
   * Faculty Assembly Leadership plans to get in contact with the EFC Chairs to recruit them to attend the retreat.
   * The Chair of Faculty Assembly would like to request representatives to get in touch with their units and EFCs to ask what they need and what they are working on. The Vice Chair emphasized the need for the retreat to result in useful tools for members of EFCs.
   * Concern was raised that sufficient attendance and willingness to engage may be lacking due to prior scheduling conflicts, as well as differing objectives for a shared faculty gathering. The Chair agreed to solicit additional feedback on the proposed agenda, request and gauge attendance commitments, and communicate any adjustments to EC and EFC representatives.
4. **Adjournment**

* Meeting was adjourned at 2:30PM
  + Faculty Assembly Winter Quarter Meeting: January 24, 2025, 1:00-3:00PM
    - William Phillip Hall, Milgard Assembly Room
  + Next Executive Council Meeting: February 7, 2025, GWP 320/Zoom