**Faculty Assembly Executive Council (EC)**

**Meeting Minutes**

Friday, 02/07/2025, 1:00 p.m. – 3:00 p.m.
Zoom

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

1. **Opening:**
	* **Land Acknowledgement, Consent to Agenda, Meeting Minutes, Permission to Record, Approval of Meeting Minutes from 1/10/2025.**
		+ 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 January 10, 2025, were approved with minor edits to correct attendance
2. **Chair’s Report**
	* **UW Tri-Campus Leadership – President and Faculty Regent Selection**
		+ UW Board of Regents announced Robert J Jones as the next President of the University of Washington on February 3, 2025. Dr. Jones comes to UW from University of Illinois Urbana-Campaign and will begin on August 1st. The Vice Chair of Faculty Assembly met with Dr. Jones yesterday at a reception at UW Seattle. Dr. Jones plans to have a meet and greet with Faculty at UW Tacoma this Spring.
		+ Two candidates are being forwarded to the Governor to be Faculty Regents. The first is Dr. Zoe Barsness in Milgard School of Business, and second is Dr. Joe Janes from the iSchool in Seattle.
	* **Budget, Bylaws, Hiring and UWT consultative process for Faculty Assembly**
		+ The UWT Budget Advisory Committee has been reviewing budget requests. Academic Affairs alone put forward over $500,000 in requests for an overall available funding allotment of $575,000 which is also being distributed to Information Technology, Finance and Administration, Chancellor’s Office, and other mission critical units on the campus. Our Faculty Assembly request did not make it into the bundle of items that the EVCAA put forward on behalf of Academic Affairs.
			- Despite efforts to consult with FA Leadership on budget, hiring, and other important topics for Faculty, the mechanisms in place to provide guidance and consultation to administrative leaders is not sufficient. We are continuing to work on structural and procedural improvements to strengthen our shared ability to move initiatives forward from a position of mutual strength and faculty engagement.
		+ The Chair and Vice Chair attended the Council of Deans meeting on Thursday Feb 6 to hear Deans’ feedback and respond to any questions about the proposed Executive Orders, V and XX. As a ‘first reading’ for the Deans, we may need to provide more framing and analysis to encourage action and advocacy on behalf of our campus – both faculty and administrators. We will introduce the EO’s in today’s meeting, and based on EC feedback we can continue to refine a strategy for responding to the draft EO’s in collaboration with Deans, EFC Chairs, faculty at large, and our counterparts at UW Bothell.
			- Among the feedback from Deans was the assertion that FA Bylaws are more convoluted and difficult to reference than they could or should be. This relates to our ability to interpret and respond effectively to the proposed EO’s; and it is consistent with our 2024-2025 goals which include strengthening definitions and committee structure in the FA Bylaws.
			- Today’s proposed action to define and situate the Research Advisory Committee with the creation of a focused taskforce, is a first step in the process.
	* **FCTCP and Filling Seats for 2025-2026, presented by Vice Chair of FA**
		+ Updates to Executive Orders 52, 60, and 80 were in place as of last month. The Office of the President in cooperation with the Faculty Council on Tri-Campus Policy (FCTCP) are spearheading the review and clarification of Executive Orders, where there are known and identified areas of conflict with the Faculty Code. Key issues on the current EO’s, V and XX, include definitions of a Chancellor, Vice Chancellor, Dean and School at the UW Tacoma and Bothell campuses, and the relationship APT, hiring, and budget approvals.
			- UW Bothell uses the informal term “campus dean” which is not in the Faculty Code and is an example of definitional confusion with possible policy and practice implications.
		+ These EO’s will be introduced and reviewed by the Vice Chair today.
	* **Other Updates**
		+ Based on feedback from EC and EFC colleagues, thehe Faculty Assembly Winter Retreat will be rescheduled for Spring term. Respect for the time, interests, and engagement of faculty colleagues remains a high priority for the FA team, who appreciate the candid and efficient communication in establishing the likelihood of reaching quorum, ahead of time.
			- EFC Chairs were highly responsive to the proposed agenda, and indicated willingness to engage in a constructive dialogue on workload equity, data in academic planning, and improved engagement between EC and EFCs
		+ The Associate Vice Chancellor for Research and the EVCAA held a listening session for continuing to guide federally funded projects in the current transition between administrations. The Chair of Faculty Assembly recommends sharing key points of communication within units.
			- Reach out to and adhere to chain of command protocols in keeping supervisors and campus leaders aware of any communication from federal offices and granting agencies.
			- Err on the side of communicating. Our Office of Research and our UW wide sponsored programs want to be sure PI’s are supported and protected; this is important for all of our long-term interests and the reputation of the campus and the university.
			- If Faculty receive a federal notice for an attestation or a stop work order (for instance), do not ‘go it alone.’ Connect with Office of Research, and Seattle sponsored programs office to confirm guidance on next steps.
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 FAC. Please see Appendix A for the updates for APCC and FAC that were sent to the Leadership Team.
	* The Faculty Assembly Program Coordinator created a brief PowerPoint on the upcoming representation that will be needed for the Standing Committees and Ad Hoc committees. Please share the PowerPoint early and often with your EFC Chairs and within your units for your units to start thinking about upcoming representation.
	* APCC:
		+ The Program Coordinator gave a brief update of the Academic Policy & Curriculum Committee including the document that the APCC Chair provided to Executive Council. The APCC Chair recommended viewing the APCC minutes for updates. The Program Coordinator also briefly discussed incoming items such as the PNOI for the Master of Civil Engineering Systems for APCC Review, and the bachelor's in psychology with a program change.
	* APT:
		+ APT worked on 14 non-mandatory files and letters have been written and briefed the EVCAA. Next quarter, APT will work on developing a handbook for future committees and is reviewing the Bothell handbook currently. APCC will also be working on developing workshops for Faculty.
	* FAC:
		+ Faculty Affairs will be discussing the proposed Research Advisory Council taskforce and creation of the subcommittees within Faculty Affairs Committee at the next meeting on Monday.
	* Around the Table
		+ The Co-Chairs from the 2023-2024 Faculty Assembly Campus Safety Advisory Committee are wanting to schedule the Director of Emergency Preparedness and Campus Safety and the Vice Chancellor for Finance and Administration to Executive Council on an update of the Safety recommendations.
			- An appointment request was also noted, which is an appointment through Faculty Affairs onto that body as a voice.
				* Structurally, a Co-Chair recommended this should be through Faculty Affairs
		+ The Chair shared an inquiry that was brought at the January meeting from a representative. The representative brought to the attention of the Faculty Assembly Leadership team to create some takeaways for the Executive Council for each meeting. The Faculty Assembly Leadership team has welcomed this recommendation and will be adopting this after each meeting.
4. **Discussion and Vote: Faculty Assembly Ad Hoc Task Force on Instituting a Permanent Research Advisory Council**
	* The Chair gave a brief overview of the request to create an Ad Hoc Task Force on instituting a permanent Research Advisory Council. The Chair of Faculty Assembly and Chair of Faculty Affairs met with the Chair of Research Advisory 2023-2024, and incoming Chair of Research Advisory 2025-2026 regarding the next steps. A taskforce is recommended to consolidate and codify work that is already being done by the RAC; to strengthen the group’s charge, membership, and reporting structure; to bring proposed changes before the Faculty Affairs Standing Committee for review and consideration; and to propose any needed changes to FA Bylaws to establish these functions, as Class A legislation from Faculty Affairs, for consideration by EC.
		+ A motion was made to approve the Ad Hoc Taskforce Charge, Membership, Charge items, and timelines as drafted, which was moved and seconded
		+ Discussion ensued:
			- Concerns were raised regarding the additional service workload created by potentially ultimately adding the committee to Faculty Bylaws
			- A friendly amendment was requested under Charge item bullet 1 to add Faculty Workload. The final bullet is below with the addition italicized:
				* “Propose and justify and needed changes to the structure, purpose, composition, *Faculty Workload*, and name of the “research advisory committee” (RAC) of Faculty Assembly first to the Faculty Affairs Standing Committee”
				* All other bullets left unchanged

The question was called

* + - ***Votes:****15 yes, 0 no, 1 abstention*
		- The approved Ad Hoc Taskforce Charge follows as Appendix B
1. **Discussion and Vote: Faculty Assembly Resolution on Faculty Workload Equity Reporting**
	* The Chair shared the Draft Class C Resolution on Faculty Workload Equity Reporting. Based on written feedback from EC members and EFC Chairs as part of the retreat planning process, and comments at the last EC meeting, it was clear that Faculty Workload Equity Reporting is a high priority for our elected faculty leaders. As a result, following collaborative consultation with 2023-2024 Faculty Affairs and Workload Equity Taskforce Chair, FA leadership drafted a Class C Resolution to encourage ongoing and increased transparent communication between faculty, EFC Chairs, and Deans on the content and trend data contained in Faculty Equity Workload Reports, at the unit level.
		+ A motion was made to discuss the resolution and seconded
			- Discussion ensued with some recommendations
				* A friendly amendment was requested to remove the information about outstanding equity and scholarship practices implemented already.
				* A friendly amendment was requested to *add* language to the following paragraph

And in solidarity with the aspirational values of an urban-serving, public research university where faculty, staff, students, and administrative leaders *in years to come* require sufficient available data to regulate their affairs and distributional resource allocations in a spirit of dignity, shared information, mutual respect, integrity, contextual knowledge, and transparency.

* + - * + A friendly amendment was requested to remove the language of other parties getting this information except faculty.

While “Faculty Workload” refers explicitly to faculty with respect to these reports, Staff have similar service and workload challenges and are impacted by faculty workload distribution, within units. Therefore, availability of this information for implicated staff could be be important and made available as a means of creating solidarity and strengthening shared purpose.

* + - The question was called.
			* ***Votes:*** *15 yes, 0 no, 1 abstention*
		- The approved Class C Resolution follows as Appendix C.
1. **Discussion: Elected Faculty Councils, Executive Orders, and Tri-Campus Structure**
	* The Faculty Assembly Vice Chair discussed the documents that were shared with the Executive Council regarding Executive Orders V and XX, and the Tri-Campus process for review and feedback. This was a kind of “First Reading” of EO V (APT) and two versions of EO XX (defining terms for UWT and UWB). We are working with UWB elected faculty leaders in order to identify potential areas of shared, mutual interest, and learn from each other’s insights in the feedback process. The shared steps and process include:
		+ Communicating with Deans and Elected Faculty Councils regarding the Executive Orders and fielding questions about proposed changes (FA team has shared documents and feedback forms via email, attended a Council of Deans meeting this week, and will report to the Chancellor’s Cabinet next week).
		+ Feedback on documents from EFCs and their Chairs has been requested via email. In addition, EFC Chairs are invited to attend the upcoming February 24, 2025 Executive Council meeting where there will be further, focused discussion.
		+ A special meeting may be useful, and include colleagues from UWB to identify themes, shared areas of response, and possible actions for achieving any desired changes to draft EO language. FA Vice Chair and Chair have been in communication with Bothell GFO Chair and Vice Chair about this possibility, via zoom and/or in a campus venue that permits broad attendance.
			- Another recommendation was to have Margaret Shepherd attend either that EC Meeting or a special meeting to walkthrough the updates
			- Discussion ensued
		+ For the next discussion, EC members request a breakdown of changes and prompts for facilitating deliberations
			- Important change is that EOs clearly provide definition of Chancellor, Deans and Schools for Tacoma, which had not previously existed
				* Other changes made by the drafted EO’s align with current *practices:* UWT Deans report to EVCAA, etc*.* In response to the question, it was explained UWT Deans do not report to Provost. This is due to our EVCAA in charge of budgets for UW Tacoma Schools.
				* Some faculty was recommended that there should be some more direct line of communication with the provost
			- Protections of Appointment, Promotion, and Tenure; where is substantive review and decision-making happening, and is this effectively established and protected through these EO’'s Protects, articulates unique missions of UW Tacoma and UW Bothell (urban-serving and community-engaged)
				* Can we make this language distinct for these campuses and empowering vis a vis UW Seattle, without over-determining campus identities as we grow and evolve, into the future.
		+ Feedback would be appreciated even after February 19th. In addition, EFC Chairs should attend the Executive Council meeting on February 24. Feedback can be sent to the Vice Chair of Faculty Assembly.
2. **Adjournment**
* Meeting was adjourned at 2:59PM
	+ Next Executive Council Meeting: February 24, 2025, 12:30-1:20, GWP 320/Zoom

Appendix A: Standing Committee Updates

**EC – APCC Updates**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Proposal Type** | **September** | **October** | **November** | **December** | **January** | **Total** |
| Modify Program | 1 |  | 1 | 1 |  | 3 |
| New Program |  |  |  | 1 |  | 1 |
| Modify Course | 26 | 4 | 1 | 1 |  | 32 |
| New Course | 2 | 2 | 2 | 3 |  | 9 |
| Graduation Petition |  |  | 1 | 1 |  | 2 |

|  |  |  |
| --- | --- | --- |
| **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 | Entering in UWCM | EVCAA Review |
| DNPAP | Partnering with UWS | Awaiting update from SNHCL – Tri-campus Priority |
| MS Environmental Science | Proposal development | Stakeholders and Council of Deans Review |
| MS Civil Engineering | PNOI Council of Deans Review | PNOI APCC Review |
| SET – AI Graduate & Certificate | Idea Stage | PNOI Development |
| SIAS – World Language Graduate Requirement | Process Development – PNOI Review | PNOI Development |

Faculty Affairs Update

*On behalf of FAC Chair Ken Cruz*

Monday we will be discussing the proposed Research Advisory Council Task Force and the creation of subcommittees within FAC to further our other tasks for this year.

Appendix B:Ad Hoc Task Force on Instituting a Permanent Research Advisory Council

UW Tacoma Faculty Assembly

**Ad Hoc Task Force on Instituting a Permanent Research Advisory Council**

**UW Tacoma Faculty Assembly**

**Spring 2025**

*Charge*:

Review existing practices and recommend improvements to strengthen the role of UWT faculty in setting priorities, securing resources, and coordinating with campus leaders to better support the work of the Research Advisory Committee.

*Membership:*

Ken Cruz, Chair, Faculty Affairs Committee

Anne Taufen, Chair, Faculty Assembly

Heather Dillon, Chair, Research Advisory Committee

Peter Selkin, Research Advisory Committee

Randy Nichols, Research Advisory Committee

The task force is asked to:

* propose and justify any needed changes to the structure, purpose, composition, faculty workload, and name of the “Research Advisory Committee” (RAC) of Faculty Assembly, first to the Faculty Affairs Standing Committee;
* if approved, forward proposed RAC updates to Executive Council as Class A legislation for Faculty Assembly Bylaws revision;
* make any other recommended governance improvements to support this work, as may arise, through the Faculty Affairs Standing Committee.

*Timeline:*

February 2025 Inform Faculty Affairs of task force existence and charge (2/10/25);

Task force to review existing structure, purpose, activities of RAC

March 2025 Draft proposed changes for Faculty Affairs review (3/3/25):

Name and purpose of the RAC

Number of seats, composition, terms of membership

Reporting structure and expected outcomes

April 2025 Discussion, vote on Faculty Affairs (4/21/25); first review at EC (4/28/25); final review of draft legislation with UW Code Advisors

May 2025 Class A legislation to EC for final discussion, vote (5/9/25)

June 2025 EC to forward any approved legislation for full faculty vote

Appendix C: Class C Resolution regarding the University of Washington Tacoma Faculty Workload Equity Reporting Process

**Class C Resolution regarding the University of Washington Tacoma Faculty Workload Equity Reporting Process**

WHEREAS, the Faculty Assembly charged the Faculty Affairs Standing Committee with a thorough, place-based, evidence-driven approach to devising a transparent and inclusive reporting process for unit-level workload equity assessment;

WHEREAS, the 2024 Faculty Affairs leadership developed, guided, collaborated, and completed unit-level reports, and provided these reports to unit leaders based on their own self-reported data;

WHEREAS, opportunities have been provided to unit-level leaders to review, revise, improve, update, reflect on, and utilize the information and analysis that was produced, from within the unit;

and

WHEREAS, the available and transparent utility of unit-level workload distribution and compensation data (teaching load, service load, research support, forms of acknowledgement and compensation) are statistically known to improve workplace culture, decision-making, effectiveness, efficiency, and management outcomes;

BE IT RESOLVED, that the units of the University of Washington Tacoma shall make available to their faculty the full content of the information contained in the 2024 Faculty Workload Reports, provided to unit Deans, Elected Faculty Council (EFC) Chairs, and the Executive Vice Chancellor for Academic Affairs by the Chair of the Faculty Affairs Standing Committee, in 2024,

And in solidarity with the aspirational values of an urban-serving, public research university where faculty, staff, students, and administrative leaders in years to come require sufficient available data to regulate their affairs and distributional resource allocations in a spirit of dignity, shared information, mutual respect, integrity, contextual knowledge, and transparency.

as supported and indicated by the UW Faculty Code regarding the responsibilities of Deans and the Provost (and their representatives), to the faculty;

For consideration by:

Faculty Assembly Executive Committee

February 7, 2025

Approved by the Executive Council on February 7, 2025