

Minutes from the meetings of the Executive Council of the UWB GFO in 2018-19

2018 Autumn Quarter meetings:

October 9, 2018

October 23, 2018

November 6, 2018

November 20, 2018

December 4, 2018

2019 Winter Quarter meetings:

January 15, 2019

January 29, 2019

February 26, 2019

March 12, 2019

2019 Spring Quarter meetings:

April 9, 2019

April 23, 2019

May 7, 2019

May 21, 2019

June 4, 2019

Executive Council Meeting

October 9, 2018, 8:45 a.m., UW1 370

Present: David Socha (Chair), SeungKeun Choi, Deanna Kennedy, Jason Naranjo, Keith Nitta, Alice Pederson, Gowri Shankar, Chris Wade and Linda Watts

Socha welcomed the new and continuing EC representatives to a new academic year. Members provided short personal introductions.

David Socha, Vice Chair of the GFO, 1st year on the EC.

Chris Wade, 2nd year on the EC, representative for the School of Nursing and Health Studies.

Jason Naranjo, 2nd year on the EC, representative for the School of Educational Studies.

Keith Nitta, 1st year on the EC, representative for the School of IAS.

Alice Peterson, 1st year on the EC, representative for the First Year and Pre-Major Program.

SeungKeun Choi, 1st year on EC, representative for STEM.

Barb Van Sant, program coordinator for GFO.

Linda Watts, Chair emeritus of the GFO.

Deanna Kennedy, 2nd year on the EC, representative for the School of Business.

Gowri Shankar, Chair of GFO.

Adoption of Agenda

The agenda was adopted.

Overview of EC and GFO Councils

Gowri Shankar, Chair of GFO provided an overview of shared governance at UW. Shankar met with Mike Townsend, Secretary of the Faculty for a discussion of faculty governance at the UW. Some aspects of shared governance discussed:

- UW Faculty Code gives the faculty responsibility to share governance of the university with the administration.
- There are four institutions of faculty governance:
 - Faculty Senate (UWB has six senators)
 - Secretary of the Faculty (oversees the Faculty Code)
 - University faculty councils (campus governance bodies)
 - Schools, colleges and campuses
- Officers of the faculty:
 - UW President
 - Secretary of the Faculty

- Senate chair
- Senate vice chair
- Senate committees:
 - Senate Executive Committee (sets the agenda for the Senate)
 - Faculty legislative representative
 - Advisory Committee on Faculty Code and Regulations
 - Senate Committee on Planning and Budget

Shankar stressed the importance and privilege of faculty leading the institution. He gave an overview of UWB shared governance:

- General Faculty Organization
 - Executive Council (advisory body to the Chancellor and Vice Chancellor of Academic Affairs)
 - Campus Council of Promotion and Tenure
 - Campus Council of Academic Standards and Curriculum
 - Campus Council of Planning and Budget
 - Campus Council of Assessment and Learning
- Elected Faculty Councils (UWB Schools and FYPP)
- School Bylaws

EC Priorities for 2018-19

David Socha opened discussion with the EC on setting priorities for this academic year. The Council reviewed priorities the EC set last year with a focus on prioritizing these and other issues. A brief update on the EC/GFO Guidelines for reviewing Form 1503 proposals was shared by Linda Watts. The document will be piloted as a tool for the Council to utilize to promote EC transparency in the process and share with Schools before the comment phase in EC deliberation. It will provide a clear indication on budgetary matters and help proposers understand potential implications.

EC discussion points

Shared governance at Schools

- Are there models from other institutions that we can consult on faculty roles in shared governance? This may add clarity to the discussion for the best future of our campus and benefit us to look beyond this institution.
- School bylaws will add transparency to academic processes within Schools.
- How should the EC interact with Elected Faculty Councils in Schools? What is the right structure for communication between Faculty Councils and EC?
- The Chancellor's Strategic Planning Team and Broader Planning Team are operational. Is there adequate faculty voice on these committees? The Strategic Planning Team has one faculty member, Pierre Mourad, besides the Chair of the Team, Dean Buendia. The Broader Planning Team has more faculty representation, Jennifer Atkinson and three EC members, Deanna Kennedy, Chris Wade and Linda Watts.
- What are other mechanisms for EC engagement? How can the EC have influence in campus processes?

- Every School has a representative on EC, who are the designated points of contact within Schools for faculty planning and issues?
- Since the EC has subsumed the role of faculty affairs, what communication structure should EC establish with Faculty Councils?
- What is the purpose of the GFO, only governance or culturally also? What mechanisms can the GFO create for collaborations and community building?
- The UWB administration is putting an emphasis on community building, trying to develop a vibrant community on campus. The EC should be involved in this effort.

Moving Faculty Affairs from the Campus Council on Promotion, Tenure and Faculty Affairs to the EC. What are the faculty issues that EC should focus on?

- Salary and equity issues are critical areas for faculty involvement.
- Advising on technology on campus, faculty involvement is necessary on the Technology Advisory Committee and search for a Chief Information Officer, Deanne is on the search committee.
- The EC can partner with Faculty Councils to look at priorities.
- Should we develop a public communications plan?
- How do EC representatives advise Schools?
- One line of communication, nball is being eliminated. How do we now communicate with the campus community?
- Community engagement, support for the Carnegie designation for this campus.
- Communication piece: Faculty knowledge of what GFO & EC does, talk about, benefits of, hazards of poor governance, etc.?

Address Lecturer issues

- What is the EC relationship to part-time faculty? We have lecturers on the EC, how do we listen to faculty?
- We could open communication to understand what people value and want.
- The policy on lecturers voting on promotion and tenure is an ongoing discussion.
- The EC can do an analysis and study of UWB and peer institutions by the end of the academic year.
- Lecturer equity is not just salary, there are also retention issues.
- The California university system is creating an Associate of Teaching tenure track position for Lecturers.

Class scheduling improvements

- The EC will wait for the task force reports.
- Request to the Chancellor has been made.

RCM budgeting and resources

- The GFO and Campus Council on Planning and Budget should have an active role in the budget planning process.

- How is the State Legislature tied to our Strategic Plan? How is what we are able to do supported by capital growth?
- The EC and CCPB representatives should be educated on the budget so that we can undertake the role of shared governance at UWB.
- We need to be proactive, not reactive in budgetary and resource decisions. Clarify the role of the GFO in this process.
- What are our deliverables for this academic year?
- Faculty perception of proliferation of administrative resources. What is the faculty voice here? More understandable budgets of schools and campus-wide?
- Resources are funneled to administrative positions, can we address this inequity?
- Institutional growth, what will we need to cut to fund something else?
- The EC could communicate to faculty how funds are spent, the cost of deliver per FTE in fields of study.
- Faculty should have stewardship of resources and be key in determining differentiated cost.
- What is the relationship of RCM and the Strategic Plan?
- Budgeting models will influence the plan.
- What is sustainable? The Strategic Plan cannot be disarticulated from the budget.
- The Master Plan includes facilities, capacity and scale.

Compression and Inversion Issues

- Discussions with the Chancellor and Deans are in process.
- The CCPB will revisit this issue.
- The UW Provost is addressing this issue on the Seattle campus, UWB will need to address it at this campus.
- Long-term faculty are impacted disproportionately.
- This is a faculty affairs issue.

Shankar announced that the Vice Chancellor of Academic Affairs search is underway, he encouraged the EC to participate in this important search.

Reports from Program Representatives

A. Business – Deanna Kennedy

The School has approved their bylaws. Faculty searches for Lecturer in management and another search for a faculty member in accounting will be begun.

B. FYPP – Alice Pederson

C. Educational Studies – Jason Naranjo

There are a number of retirements in ES coming this year. The School is beginning searches for 3 tenure track positions. The Masters in Education and the Secondary Teachers Certificate Program is undergoing substantive changes, admissions will be paused until 2020 in these programs.

D. Interdisciplinary Arts & Sciences – Keith Nitta

The Faculty Council in IAS held a meeting and set priorities for this academic year. Faculty searches will be happening, for faculty in Arts, Rhetoric and Composition and 1 other search.

E. Nursing and Health Studies – Chris Wade

NHS is undergoing a strategic planning process for the School. 3 faculty searches will be begun, full-time tenure track faculty in Nursing and full-time lecturer in Health Studies.

F. STEM – SeungKeun Choi

Stem will host an event to acknowledge (ABET) accreditation. The Accreditation Board for Engineering and Technology grants accreditation for Mechanical Engineering, Electrical Engineering and Computer Engineering. The School is hiring 2 tenure track faculty in Electrical Engineering (replacements), 1 part-time tenure track faculty member in Physical Science and 1, possibly 2 faculty in CSS.

Good of the Order

Minutes submitted by Barbara Van Sant

Meeting adjourned at 10:45am

The next EC meeting will be October 23, 2018

Executive Council Meeting

October 23, 2018, 8:45 a.m., UW1 370

Present: David Socha (Chair), SeungKeun Choi, Deanna Kennedy, Jason Naranjo, Keith Nitta, Alice Pederson, Gowri Shankar and Linda Watts

Absent: Chris Wade

Adoption of Agenda, Approval of EC Minutes

The agenda was adopted. EC minutes of October 9, 2018 were approved.

Report of GFO Officers

GFO Chair – Gowri Shankar

The Senate Executive Committee has identified six priorities for this academic year.

1. Develop an improved system governing faculty dispute resolution.
2. Improved working conditions for lecturing faculty.
3. Affordable housing for new faculty.
4. Further clarifying and strengthening the role of Elected Faculty Councils.
5. Improvement of UW faculty diversity profile.
6. Faculty input and monitoring of the new financial software design and implementation.

UWB

The compression and inversion proposal that resulted from the salary study launched by the Campus Council on Planning and Budget is making progress. It is a multiple stage plan and will return to EC for final review before submittal to the Senate Committee on Planning and Budget.

Campus Council on Planning and Budget Chair – Linda Watts

The CCPB held their first meeting. The Council will continue engagement with the campus strategic planning process and other budgetary issues.

Reports from Program Representatives

A. Business – Deanna Kennedy

The School is working on a strategic plan.

B. FYPP – Alice Pederson

FYPP is working on student retention issues. The Discovery Core has a high retention success, but 200-level courses show a low retention record. Retention rates drop the second year and FYPP is looking at ways to change that. More representation from Schools in Discovery Core teaching may help create bridges, pathways into majors.

EC discussion points

- What are some of the barriers to persistence? Tuition can be an issue; cost of living and cost of housing in this area are also problematic.
- The Mapping Project focused on institutional barriers. The Mapping Project was a joint effort by Academic Affairs, the Student Success Center and academic advisors to help identify institutional roadblocks for students while pursuing courses of study.
- We do not conduct exit interviews at the undergraduate level, so we are not gathering any information in these areas.
- Discovery Core III could build connections.
- We should have a group charged with student retention.
- The Chancellor has set up a retention committee.
- Maybe we can look at retention more systematically, make students aware of services, programs, options.

C. Educational Studies – Jason Naranjo

Last Spring the School contracted with a strategic planning consultant for help in developing a 5-year plan. There are a number of retirements in ES coming this year. The School is beginning searches for 3 tenure track positions.

D. Interdisciplinary Arts & Sciences – Keith Nitta

The School is providing budgetary education for the faculty. There are 4 mandatory promotion reviews and 5 non-mandatory promotion reviews this year.

E. Nursing and Health Studies – Chris Wade – no report

F. STEM – SeungKeun Choi

The Accreditation Board for Engineering and Technology toured campus on Sunday and held individual meetings with faculty of Mechanical Engineering, Electrical Engineering and Computer Engineering. The Board asked about retention of UWB students for the Computer Engineering program, many students are transfer students. The School is hiring 2 faculty in CSS. Interfolio discussions are being held. Is there a better system for the promotion and tenure evaluation process? The system will be renewed on a short-term basis and other options may be sought.

Shankar updated the EC on the VCAA search; he is working with the search committee on the job description for the position. Interviews will be held at the airport the first week of February, with on campus interviews following.

Shankar also reported that Enrollment Management has reported that UWB is below enrollment targets in all Schools except STEM.

The UW is implementing a new financial software platform over a 5-year timeframe. Elected Faculty Councils across the campuses will be advisory to the Deans on the financial transformation. A UW representative will visit UWB in the future to present information on the system.

How to create a more engaged, effective, and resilient faculty community?

Socha opened dialog with the EC about how the GFO could create a more engaged, dynamic faculty. What role can faculty governance play to shift things for faculty in a good direction? How can we encourage more collaboration among the faculty and build a campus community? The EC offered some suggestions based on experiences at former institutions.

EC discussion points

- Faculty that have attended a conference could devote an evening to the Alumni Center for a meal shared with alumni.
- A fund could be established to subsidize a percentage of meals for faculty of different backgrounds to collaborate and socialize.
- Space issues at UWB make it difficult to gather and connect. A re-organization of office spaces into shared areas could be helpful.
- We could set up a free coffee time, with different Schools hosting. This would encourage faculty to interact with the faculty across the campus.
- Childcare on campus could help faculty to attend extra-curricular events and be beneficial to students and faculty on many levels.
- Some organizations have been open to parents bringing babies to work.

- Healthcare is also an important issue for this campus. Could we expand our health, wellness options on campus? We have partnered with Cascadia College and the United Way to offer basic level resources for students.

Tim Wilson (Dean of Student Affairs) and Emily Christian (Associate Dean of Student Affairs) on some Student Affairs Initiatives

Tim Wilson, Dean of Student Affairs spoke to the EC about new initiatives and some of the goals of Student Affairs.

- Fostering intentional contact with students, faculty and staff (regular meetings with the Chancellor, the Vice Chancellors and Deans)
- Advisory committee with faculty and staff
- Student Affairs partnering with academic centers, the TLC, QSC and career services.
- Annual report of Student Affairs successes and challenges.
- Student Affairs staff and student leadership development
- Process review, look at issues, explore and implement best practices.
- Organizational chart for Student Affairs
- Support for students, engagement opportunities.
- Assessment practices
- Retention

Wilson informed the EC that a new Health and Wellness Resource Center (HAWRC) and United Way Benefits Hub has opened on campus, a partnership with UWB, Cascadia College and the United Way.

The HAWRC and United Way Benefits Hub are pilot programs for UWB and their ongoing funding is dependent on student use.

Emily Christian, Associate Dean of Student Affairs spoke to the EC about student funding for the HAWRC: <https://www.uwb.edu/arc/hawrc>. UWB Services and Activities Fees provides financial support along with other funding from Cascadia and United Way. These fees are renewed every year.

EC discussion points

- Healthcare issues on the UWB campus should be addressed. UW services are not available to UWB students. Healthcare services are needed on this campus.
- Can the SAF funding be guaranteed for three years?
- Healthcare could impact retention at UWB. What support do students need in this area?
- Disability issues are also critical. Students may not be getting the support they need. Students sometimes do not find access and accommodation. Faculty need to be better informed about disability rights and responsibilities.
- Assessment practices:
 - What do students learn in class?
 - What do students employed at UWB learn that they can apply to the future?
 - How do students integrate learning?

- How do we demonstrate outcomes that students are producing?
- Comprehensive exit surveys
- Longitudinal follow-up
- NSSE, Educational Assessment at UW, we can leverage this data.
- Career services, communicate with faculty
- Continual process improvement, apply data to practice.
- Goal – same assessment practices across campus.

Socha thanked Wilson and Christian for meeting with the EC to discuss Student Affairs and the new Health and Wellness Resource Center.

EC Projects for the Year

The EC continued discussion on priorities and projects for the year.

EC discussion points

- Communication on campus is an important priority. Clarity of a communication process is needed.
- What campus issues are circulated and approved, how do we handle information flow on this campus?
- Annual reports from Deans would increase communication.
- Increasing data accessibility.
- Unit level and School level communication with faculty.
- Communication on the budget, how is the budget used within Schools and at the campus level.
- The chairs of the Elected Councils could set standards for communication.
- A campus-wide newsletter, Schools could contribute and provide links for additional information.

Good of the Order

Minutes submitted by Barbara Van Sant

Meeting adjourned at 10:35am

The next EC meeting will be November 6, 2018

Executive Council Meeting

November 6, 2018, 8:45 a.m., UW1 361

Present: David Socha (Chair), SeungKeun Choi, Deanna Kennedy, Jason Naranjo, Keith Nitta, Alice Pederson, Gowri Shankar, Chris Wade and Linda Watts

Adoption of Agenda, Approval of EC Minutes

The agenda was adopted. EC minutes of October 23, 2018 were approved.

Report of GFO Officers

GFO Vice Chair – David Socha

Socha sent the 1503 guidelines drafted by the EC for the review of curricular proposals to the Deans of the UWB Schools to be shared with their faculty.

Socha has been involved in ongoing discussions on Interfolio, looking at some of the challenges that faculty have been facing working with this online platform. Alternatives to Interfolio have been discussed; Google Team Drives and Sharepoint have been discussed as options.

UWB is mandated by the UW Provost to use a system that gives access to the Provost for tracking deadlines and adherence to the processes required by the UW Faculty Code on all promotion and tenure files. Paper files are also required for the Provost review. The CCPT has met with VCAA Krug for a discussion on Interfolio. Shankar asked the EC representatives for feedback on Interfolio from there Schools.

IAS

- Sharepoint is preferred over Interfolio.

FYPP

- Faculty have used Google Drive, Sharepoint and Interfolio, there is no value added with Interfolio.

NHS

- Sharepoint is preferred as a better system for the organization of files over Interfolio.

STEM

- Faculty have experienced problems with Interfolio, such as logging in and search problems.

ES

- What is driving the use of the tool (Interfolio)? For archiving and sharing files, Google provides unlimited storage space. With Interfolio, large media files can be problematic. There is also a problem with training for staff in the use of Interfolio, support is not strong.

Interfolio seems to work well for annual reviews, but for P&T files, it is not optimal.

Nitta announced that IAS will sponsor the first “fancy coffee” session on Tuesday, November 20, from 8:30 – 9:30 am in the IAS office space. The EC will meet there for coffee and begin the meeting at 8:45 am. It is hoped that other UWB Schools will host future sessions.

Reports from Program Representatives

A. Business – Deanna Kennedy

Kennedy is meeting with the Technology Advisory Board as the representative for EC. The Board discussed accessibility for electronic documents on UWB webpages and global data protection regulation for students that reside in Europe. Students from Europe can request the removal of data from UW educational records.

B. FYPP – Alice Pederson

Faculty searches in IAS are underway for Composition faculty. FYPP is building out a cross-campus writing across the curriculum program and will be hiring for a writing program associate in April.

C. Educational Studies – Jason Naranjo

The School has searches underway and is working on strategic planning.

D. Interdisciplinary Arts & Sciences – Keith Nitta

Faculty searches are ongoing, 10 promotion and tenure cases are up for review. The IAS Graduate School accreditation review will begin.

E. Nursing and Health Studies – Chris Wade

The School has posted 2 faculty positions. Strategic planning process is underway. The Faculty Advisory Committee for the Dean is now a policy committee.

F. STEM – SeungKeun Choi

The Accreditation Board for Engineering and Technology has completed its accreditation review, exit interviews have been conducted. The accreditation went well. The School has held discussions on building UW4 and the impact of budget cuts. There has been discussions about UWB and Cascadia College sharing the new building. Space constraints are impacting faculty hiring. The Electrical Engineering program is currently housed in Beardsley office space.

Strategic Planning Exercise – Jonathan Cluts

Jonathan Cluts, Director of Strategic Initiatives is collecting feedback from constituents across the campus for UW Bothell's next 4 - 6 year strategic plan. He posed the question to the EC, in 20 years where do we want to be as a campus and what do we need to do to get there? The EC reviewed the Campus Collaboration Principles and the Next Steps in the planning process. Cluts stressed the Chancellor's commitment to our core values and our mission statement: UWB provides access to excellence. This statement is informed by attention to, at least, diversity, community and sustainability. Cluts opened discussion with the Strategic Planning Survey.

What are the 3-5 key issues and trends facing our students during the next few years?

- Cost, student debt-load.
- Increased choice, degree programs offered by other institutions. Competition from Washington State and online institutions.

- Technology literacy, the increased need for more expanded technology training.
- Balance for students, work-life balance in tandem with education.
- Job ready, technology skills, relevance of education to career realities.
- Set up next steps for academic and career development, continuing education or career.
- Role of higher education in providing job readiness, some students are skeptical.
- Cost of living in Washington State.
- STEM drain, more students in STEM can create an imbalance in other academic areas. Diversity issues, students can lose opportunities to take diverse courses.
- Increased interest in civics and ethics is important for the future.

What are 3-5 key issues and trends related to your work (e.g., teaching, research, service, etc.) over the next few years?

- Funding, institutional budget.
- Willingness to embrace non-traditional ways of teaching and learning, pedagogical alternatives.
- Condensed schedule, engaging what makes sense. What does research tell us works?
- Need for research-ready graduate students.
- Lecture-track issues, two faculty tracks, tenured and lecture tracks. Campus culture around these tracks, different job descriptions yet both integral to the campus. The Strategic Plan could address inclusion.
- Incorporate diversity, community engagement and equity into the culture.
- How faculty work is valued, broaden concepts of teaching, service and research.
- Community engagement scholarship, how this teaching contributes to campus visibility.
- Address why funding and/or resources are consolidated around big projects. This makes it more difficult for smaller projects to compete. Investigate alternate funding or resource streams.
- Retention of faculty that were hired over the last 5-10 years.
- Faculty composition by rank is inverted. That means there are fewer senior faculty to hire, mentor and support new faculty.

What new or expanded opportunities do you see for UWB during this period?

- An opportunity to better utilize data collected to inform decision making at the campus level, School level and unit level.
- Analyze productivity, what are we doing well, what are the areas we need to improve?
- Assessment of campus infrastructure.
- Institutional efficacy, K-12 pipeline. Focus internally and externally.
- Academic learning and jobs, more community projects, internships.
- Community building opportunities at UWB.
- Research, community engagement, become competitive.
- Real world projects, issues related to climate, jails, and health disparities.
- Student learning, faculty research, community centers of learning.

- Collaboration across Schools, team approaches. Work together on large projects, collaboration to create scale.
- Leverage community based learning, go in new directions.

UWB should aspire to _____?

- Be leaders in community engaged research, teaching and service.
- Deepen commitment to community based learning, intellectual growth in this area.
- Access to excellence, become a model for supporting our students.
- Exemplify equitable and inclusive practice

UWB would demonstrate this by _____.

- Go out into the community we serve, Carnegie could be one metric.
- Reciprocity, what can we learn from the community? How is our teaching on community engagement recognized by community partners?
- Student impact of community engagement, what useful skills are developed?
- Formalize practices; develop a communication plan, consultation model, decision-making diagram.
- At every critical step, ask if this is the right step for our mission/vision.
- Develop a process to conduct and ratify our work, shared understanding.
- For students, develop processes to help navigate the system.

Socha thanked Cluts for meeting with the EC to gather input and feedback on strategic planning.

Keith Nitta, Carnegie P&T Working Group presentation and discussion

Nitta reported on the UWB Community Engagement Council Faculty Rewards Working Group Report. Dean Buendia and Keith Nitta met with Deans and collected promotion and tenure statements from all five UWB Schools and summarized those statements with respect to community engagement. They also met with the Campus Council on Promotion, Tenure and Faculty Affairs, currently the Campus Council on Promotion and Tenure to understand campus-wide P&T practices. The working group has drafted a proposed UW Bothell Statement on Scholarship to be adopted by UWB and implemented by the Schools. The EC reviewed the statement and opened discussion on the proposal.

EC discussion points

- UWB at one point had a Faculty Handbook, which was a document that characterized how we implement the Faculty Code on this campus. UW directed UWB to dismantle the Handbook, stating that the UW Faculty Code supersedes any other document, one code for all three campuses.
- This document could serve as an affirmation statement for Schools regarding the inclusion of work on community based learning, diversity, inclusion and equity.
- The Faculty Code was amended to include diversity scholarship a few years ago.

- This proposal would be helpful to the Carnegie classification.
- We do not want to give faculty going up for review the wrong impression on how the Faculty Code speaks on the issue of community engagement.
- Schools are allowed to have statements on promotion and tenure. We cannot decide policy for Schools.
- How are other campuses handling this?
- Next steps:
 - VCAA endorsement of a campus-wide statement
 - Coordinate with other campuses
 - Diversity Council endorsement
 - Link our mission statement to Carnegie
- What is valued and rewarded in teaching, what counts for promotion and tenure?
- How could candidates for review use this statement?
- If this statement could be incorporated into School promotion and tenure guidelines, it would have a stronger commitment.
- We need to draft a campus level promotion and tenure statement.

This proposed document will come back to the EC for further discussion in the future.

Good of the Order

Minutes submitted by Barbara Van Sant

Meeting adjourned at 10:50am

The next EC meeting will be November 20, 2018

Executive Council Meeting

November 20, 2018, 9:30 a.m., UW1 361

Present: David Socha (Chair), SeungKeun Choi, Jason Naranjo, Keith Nitta, Alice Pederson, Gowri Shankar, Chris Wade and Linda Watts

Absent: Deanna Kennedy

Adoption of Agenda, Approval of EC Minutes

The agenda was adopted. EC minutes of November 6, 2018 were approved.

Report of GFO Officers

GFO Vice Chair – David Socha

Socha reviewed the agenda items with the EC and provided information on budget forums and a working session for the CCPB, presented by UWB Planning and Administration to give an overview of the UWB budget process. The forum is being offered on November 29th, the working session will be offered on December 5th. Open Q&A will be held at these presentations. Socha asked the EC representatives to gather feedback from their School faculty on budgetary issues, concerns or questions that the EC could help address. Videos are also available on the UWB Planning and Administration website on RCM budget management.

Socha announced that Brian McCartan, Chief Financial Officer for the UW will come to UWB for a presentation on the UW Finance Transformation Program, which will initiate changes to the systems that report financial information.

Bylaws from the School of Business will be reviewed at the next EC meeting. The School of Business Bylaws are posted to the EC Team Drive.

Reports from Program Representatives

G. Business – Deanna Kennedy

H. FYPP – Alice Pederson

FYPP is conducting a recruiting orientation. Orientation and transition programs are offered to students and parents, faculty are encouraged to take part in these programs, providing information on classes and the undergraduate learning experience. Pederson inquired about the FYPP Bylaws, presented to the EC last year. What is the status of the FYPP Bylaws in the approval process? The Bylaws will be reviewed by the EC at the next EC meeting.

EC discussion points

- Schools have inquired about using boilerplates to write bylaws. Shankar stated that this is fine.

GFO Chair – Gowri Shankar

Shankar updated the EC on Elected Faculty Councils. The role of these councils is to provide advice to the Deans on matters of promotion and tenure, budget, curriculum and other academic matters. The Faculty Senate would like to strengthen the role of these councils.

The Senate Executive Committee held a discussion on Title IX and the new recommendations that have been recently proposed. The UW has formed a committee to address and work on ongoing strategic oversight for monitoring this issue. A lawsuit has been filed against Dartmouth College in a sexual harassment case going back years. It is important for all faculty, staff and students to be proactive in reporting any misconduct to authorities.

I. Educational Studies – Jason Naranjo

Educational Studies reopened the faculty search for the Educational Leadership Program. They have created a decision-making rubric for hiring practices. The School continues work on strategic planning. The School is engaged in discussions on finalizing the bylaws and how to govern moving forward.

J. Interdisciplinary Arts & Sciences – Keith Nitta

The IAS Elected Faculty Council met and charged a sub-group with data collection on the School's multi-year hiring plan. The Council is also working on lecture equity issues, hiring, merit increases and other issues. The Elected Faculty Council plays an advisory role to the Dean and the faculty of the School.

K. Nursing and Health Studies – Chris Wade

The School has posted 2 faculty positions. Strategic planning process is underway.

L. STEM – SeungKeun Choi

The School will begin offering Ocean Engineering classes under the Division of Mechanical Engineering. Electrical Engineering has searches for 2 tenure track positions.

What do we want in the next Director for Institutional Research?

Socha asked the EC for feedback and input on what the faculty would like in the next Director of Institutional Research. Some areas that have been suggested include:

- K-12 pipeline
- Demographics of students coming to UWB
- Alumni data
- Collaborative efforts of faculty roles

This position reports to the Chancellor and will work setting priorities.

EC discussion points

- This position should possess analytical skills for longitudinal data, be able to create understanding of long-term outcomes.
- Ability to structure data to build relationships on retention issues.
- Data architect, build usable data.
- Inform questions around diversity.
- Work complimentary to what faculty are doing; manage data for transparency and accessibility.
- Provide access to data for faculty, staff and students. Faculty need to request data through the current system, it would be beneficial if institutional data is more available.
- Build relational databases to support research applications, certifications.
- Teaching aspect, work in a forthright way for internal clarity.
- Understand partnerships across the campus.
- We could design practical interviews, use scenarios to identify skills in working with stakeholders.
- Help define campus vision and set priorities for research.
- Provide access to institutional data for faculty and students on research.
- Clarify parameters of role, advance function, not just reactive.
- Empowered to build data structures for various purposes.

VCAA Anita Krug re legal/institutional status of a campus-wide statement on scholarship

VCAA Krug met with the EC to discuss the legal/institutional status of a campus-wide statement on scholarship. EC members provided introductions:

Jason Naranjo, representative for the School of Educational Studies.

Chris Wade, representative for the School of Nursing and Health Studies.

Alice Peterson, representative for the First Year and Pre-Major Program.

Linda Watts, Chair emeritus of the GFO.

Barb Van Sant, program coordinator for GFO.

Gowri Shankar, Chair of GFO.

David Socha, Vice Chair of the GFO.

SeungKeun Choi, 1st year on EC, representative for STEM.

Keith Nitta, representative for the School of IAS.

At the last EC meeting, Nitta reported on a proposed UW Bothell Statement on Scholarship drafted by a working group on community engagement. The statement recommends that each UWB School and division review its promotion and tenure criteria for inclusion of work on community-engagement and diversity, inclusion and equity. The EC reviewed the proposal and some concerns surfaced regarding the legal status of this campus-wide statement on scholarship. VCAA Krug opened discussion and helped in addressing some of the concerns.

EC discussion points

- UWB at one point had a Faculty Handbook, which was a document that characterized how we implement the Faculty Code on this campus. UW directed UWB to withdraw the Handbook, stating that the UW Faculty Code supersedes any other document, one code for all three campuses.
- We need to have Code-level clarity before this statement could be adopted.
- We do not want to create an expectation that cannot be supported.
- This document could serve as an affirmation statement for Schools regarding the inclusion of work on community based learning, diversity, inclusion and equity.
- We do not want to give faculty going up for review the wrong impression on how the Faculty Code speaks on the issue of community engagement.
- The statement is broad on research and scholarship; will School policies remove obstacles to contemplate the broader range in the statement?
- Schools have statements on promotion and tenure; will this statement align with all UWB Schools?
- This proposal would be helpful to the Carnegie classification.
- Can we reach Carnegie goals without it?
- We need to draft a campus level promotion and tenure statement.
- This statement could be a part of a campus level promotion and tenure statement, but we must first adopt the campus statement on promotion and tenure and then incorporate other policies statements.
- The Campus Council on Promotion and Tenure are currently conducting substantive reviews of P&T cases, the Council could be consulted on this policy. UWB level reviews must be aligned with the Faculty Code.
- A separate standard could be problematic.

- The CCPT uses the P&T guidelines of the UWB Schools, the Faculty Code and reviews for a fair and equitable process, consistent across the units and the years. Is the criteria consistent with prior practice? Are clear and neutral expectations carried through?
- The CCPT has a dual advising role, advising the VCAA and the faculty.
- This statement exerts guidance for the VCAA.
- The EC cannot require Schools to add a policy to their P&T criteria. We cannot interfere in School governance.
- We can encourage Schools to act in support of the statement.
- Should the statement be included at the School level?
- We need to create a campus-level P&T statement before decisions can be made on any statements to direct policy on P&T criteria.

Socha thanked VCAA Krug and Dean Burgett for meeting with the EC to discuss this matter. There will be ongoing discussion on this issue.

Socha asked the EC if another coffee hour should be planned. Another coffee hour will be planned for some time Winter Quarter.

Good of the Order

Minutes submitted by Barbara Van Sant

Meeting adjourned at 10:50am

The next EC meeting will be December 4, 2018

Executive Council Meeting

December 4, 2018, 8:45 a.m., UW1 361

Present: David Socha (Chair), SeungKeun Choi, Deanna Kennedy, Jason Naranjo, Keith Nitta, Alice Pederson, Gowri Shankar, Chris Wade and Linda Watts

Adoption of Agenda, Approval of EC Minutes

The agenda was adopted. EC minutes of November 20, 2018 were approved.

Report of GFO Officers

GFO Chair – Gowri Shankar

GFO Vice Chair – David Socha

Socha opened discussion with the EC regarding the sharing of Council information. Should the Google Team Drive that he created for the EC be made accessible to anyone with a UW NetID? The EC decided that the Team Drive should remain accessible solely to the EC. The minutes of the Council are posted to a public webpage. Socha also asked the EC if the meeting agenda should be made without specific time points, unless needed for coordinating with outside visitors. The EC decided to keep time points on the agenda.

Socha introduced Brian McCartan, UW Vice President of Finance. McCartan opened a dialog with the EC on the UW Finance Transformation (UWFT) program, which will initiate changes to the systems that report financial information at the university. He presented background information on the current system and work that has been initiated to move the UW forward with the transformation to the new system. The UW has had a highly decentralized system with each academic unit developing policies and procedures for their units, leading to inefficiencies. The UWFT program has begun a readiness phase of benchmarking, data gathering and consultation with governance leadership across all three campuses. Broad stakeholder input is being sought to inform decisions on developing the program management, identifying the organizational structure and shaping the transformation. The goal is to standardize finance procedures and processes, systems and data across the university. Core elements of the new system:

- commonality
- simplification
- rationalize transactions, gain efficiency
- consolidate computing infrastructure
- lessons learned from implementation of Workday
- benefits

Collaboration efforts on many levels are ongoing, the UWFT program team has met with the Chancellors, School Deans and faculty governance groups across the campuses. McCartan stated that the transition period will have a timeline of 2-3 years. Financial reports will still operate during this timeline. The new system will improve how the UW tracks, spends, collects, manages and reports financial information.

EC discussion points

- We need to determine what works now, what doesn't work and will the new functionality work?
- There has been movement from decentralization in grant management.
- This new system will be a shared services approach.
- What are the reporting needs at UWB for the managing unit?
- What will be a fair distribution of costs?
- What has been the process for gathering input?
 - Chancellors
 - Vice Chancellors
 - Deans, Vice Deans
 - Faculty focus groups
 - Principle Investigators, Researchers
 - Chairs of divisions
- What was the level of support for Workday? Support did not seem adequate.
- We need to have strong support for this transition and continued professional development.
- Continuing education around components, organizational training, readiness and outreach.

- VCAP Johnston has supported institutional budget planning at UWB, Shari Willis, Organizational Development Specialist and Segen Jobe, Senior Director in Planning and Administration are involved in our transformation efforts.
- What is the role of the EC in this process? The EC can work with Faculty Senate leadership, the Senate Executive Committee and faculty groups on this campus to keep updated on the process and stay engaged.
- There is always implications to campuses that are not taken into account at the tri-campus level. Will there be additional costs to UWB/UWT in cost structure?
- UWB must be at the table in these discussions, representation is crucial.
- Administrators need to be apprised of the 3 year task force on the financial transformation and implementation.
- CCPB could focus on the transformation, should a sub-committee be formed for engagement at decision points?
- Has the General Staff Organization (GSO) been consulted. The GSO is not a governance organization.
- The new financial system could be beneficial with data structure on this campus and assist with analytical decision making.

Socha thanked McCartan and Willis for meeting with the EC to discuss the UWFT program.

Discuss and vote on UWB School of Business by-laws

Socha opened discussion on the UWB School of Business and the FYPP bylaws.

EC discussion points

- What is the role of the EC is the review/approval process of School and FYPP bylaws?
- The EC can review for ambiguities or any violations of the Faculty Code.
- The EC could create a flowchart to help inform our process in these reviews.
- The bylaws will go from the EC to the UW Code Cops and to the Chancellor for final approval.
- Shankar informed the EC that the School of Business bylaws have been reviewed by the UW Code Cops. The bylaws outline how the School is organized and give the faculty the right to advise the Dean.
- There is some ambiguity in the Business bylaws on appointments to committees.
- Some UWB School bylaws are more defined than others, there will be a range of governance structures.
- Elected Faculty Councils appoint faculty to committees, these councils are independent of the Dean.
- In IAS standing committees are subject to oversight by the Elected Faculty Council.

EC motion

Naranjo moved to pass the motion:

“The EC endorses the School of Business bylaws.”

Socha called the question, there was no further discussion. The motion carried, 7 yes, 2 recused.

Discuss and vote on FYPP “by-laws”. How are AOC members selected? How do these align with the other UWB school by-laws?

The EC began discussion on the FYPP bylaws. There are two issues on these bylaws:

1. Action on the bylaws
2. Collaboration between the AOC and the EC.

EC discussion points

- How are the AOC appointed? At this time, the GFO runs the election for the membership of the AOC once the Associate Vice Chancellor for Undergraduate Learning submits nominees.
- Do School faculty vote on AOC membership?
- Should the election process be run by the Schools, not the GFO?
- How does the AOC interact with lecturers in FYPP?
- Should lecturers be integrated into a voting role?
- There should be consultation with lecturers in voting matters, those faculty teaching in the program.
- The determination of the role of lecturers in the voting process is an important enough point to delay the EC vote on the FYPP bylaws.
- There is no direct means of communication with part-time faculty defined in the bylaws document.
- What is the protocol for communication, dissent or consultation with part-time faculty in FYPP?
- Revisions:
 - Under ARTICLE V. Compatibility, the UWB Faculty Assembly should be revised to UWB General Faculty Organization.
 - Define ATP
- Further discussion is needed before the EC can vote on these bylaws.

Pederson will take the EC comments and feedback to Cinnamon Hillyard, Interim Associate Vice Chancellor for Undergraduate Learning. The EC will review the FYPP bylaws at a later time.

Promoting an Inclusive Definition of Scholarship – Keith Nitta

Nitta opened discussion with the EC on a proposed statement on Promoting an Inclusive Definition of Scholarship at UWB. The revised statement recommends that each unit at UWB complete a review of its P&T criteria for inclusion of work on community engagement, diversity and equity.

EC motion

Shankar moved to pass the motion:

“The EC supports this campus-wide definition and recommendations to Schools”.

The motion was seconded, further discussion followed.

EC discussion points

- This statement serves as a preliminary step to drafting a campus-wide statement, this recommendation is at the School-level.
- The EC endorsement of these recommendations will need to be forwarded to the VCAA, for implementation at the School level.
- EC representatives are encouraged to promote this definition and recommendations to elected faculty councils as well as deans in their home units

Hearing no further discussion, Socha called for a vote, by show of hands, the motion carried unanimously.

EC project – David Socha

Socha presented a proposal to the EC on a project that will move forward the strategic plan and align with a shared vision of this campus and who we are at UWB. He proposes that the EC take on a concrete and strategic initiative for this academic year that results in:

- A publishable publication (e.g., journal article).
- A report to the campus/chancellor.
- Perhaps one or more conference presentations.

EC discussion points

- The EC should revisit the list of priorities that the Council set at the end of the academic year for ideas.
- We have always presented ourselves as a cross-disciplinary campus, we need to support this identity. This is unique to what we are doing here.
- It would help our shared vision to have a publication that defines and shares this vision in a public forum.
- EC issues:
 - Student retention and attrition
 - Equity
 - Faculty compensation
 - Best practices, frame as a case what we are doing to move these issues forward.
 - Community engagement, activity across Schools.
 - Part-time lecturers, equity issues
 - Lecture Task Force report
 - Institutional changes, stronger voice of part-time faculty?
 - Operationalize equity for faculty, current policies, what's working.
 - Student/teacher relationship, do we need to change the narrative?
- Campus mission, should we revisit? The current statement was ratified solely by the faculty, should it be more inclusive (staff, etc)?
- Community engagement, capture the debate of a national conversation.
- Carnegie classification, build on the impact on faculty teaching and research.

- How does faculty governance inform and address issues on this campus?

Naranjo: We should choose a topic from the list of priorities that we established earlier in the fall.

- Equity, Lecturers, GFO changes (e.g., part-time lecturer voice)? Keith & Jason to co-drive.
- Community engagement in a way that does not “step on” existing CE working groups

Good of the Order

Kennedy announced that she will be on sabbatical next quarter, the School of Business will work on finding an alternate representative for that quarter. She asked the EC if any member would like to serve on the Technology Advisory Committee next quarter. Socha volunteered to serve.

Socha informed the EC that the UW Faculty Council on Tri-campus Policy (FCTCP) inquired about a representative from UWB for the Office of Research. He will contact Carolyn Brennan to meet with the EC next quarter for a discussion on this item.

Reports from Program Representatives

A. Business – Deanna Kennedy

- Hiring 3 people. 2 accounting faculty: 1 assistant professor, 1 lecturer, 1 professor management organization.

B. FYPP – Alice Pederson

C. Educational Studies – Jason Naranjo

D. Interdisciplinary Arts & Sciences – Keith Nitta

E. Nursing and Health Studies – Chris Wade

- The SNHS search committee has applications for the tenure track and lecturer position, and will begin working on it in December.
- The policy committee is working on the SNHS bylaws.
- We are continuing to work on the SNHS Strategic Plan, and currently are working on finalizing our values section.

F. STEM – SeungKeun Choi

- Faculty is reviewing the first version of the STEM School Bylaws which was approved by the STEM Faculty Council on 10/30/2018. The comment period for faculty will be month until Friday, Dec. 14, 2018.
- The search committee for the EE tenure track faculty position(s) received 106 applications and will conduct phone interview (early January 2019) and host campus visit (late January 2019).

- STEM school hosts the 2nd annual STEM Day on February 9th (Saturday). This is an event for prospective transfer students and community college advisors/faculty to learn more about the transfer process and experience what it's like to be a STEM student at UW Bothell. This events include mock classes, faculty panel discussion, luncheons, lab tours.

Minutes submitted by Barbara Van Sant
Meeting adjourned at 10:50am

This is the last meeting of Autumn Quarter 2018

Executive Council Meeting

January 15, 2019, 8:45 a.m., UW1 361

Present: David Socha (Chair), SeungKeun Choi, Jason Naranjo, Keith Nitta, Alice Pederson, Gowri Shankar, Chris Wade and Linda Watts

Guests: Annette Anderson, Carolyn Brennan, Cinnamon Hillyard and Julie Shayne

Adoption of Agenda, Approval of EC Minutes

The agenda was adopted. EC minutes December 4, 2018 were approved.

Socha opened the meeting with a welcome and a wish for a happy new year.

FYPP bylaws. Cinnamon Hillyard and Julie Shayne

Socha opened discussion on the FYPP bylaws and clarification on the relationship of the FYPP Academic Oversight Council (AOC) with GFO. Cinnamon Hillyard, Interim Associate Vice Chancellor for Undergraduate Learning provided a brief background of the AOC. The AOC was created as a council of the GFO as a mechanism for representation on EC and to have a role in faculty governance. The GFO oversees the Discovery Core and language curriculum in the First Year & Pre-Major Program. A change in the GFO bylaws last year authorized UWB Schools to elect AOC representatives; previously GFO ran the election for AOC representatives.

EC discussion points

- How are part-time faculty represented in FYPP? Part-time faculty are non-voting members of FYPP.
- FYPP is currently working to increase the ratio of full-time faculty in the program.
- The EC could gather feedback from part-time faculty teaching in FYPP concerning representation issues.
- Because FYPP is not a School, all policies pertaining to part-time faculty come through the Schools. Faculty teaching in FYPP are members of UWB Schools with teaching assignments in FYPP.
- How can part-time faculty communicate across the Schools to have their voices heard in the governance process?

EC motion

Shankar moved to pass the motion:

“The EC endorses the First Year & Pre-Major Program bylaws.”

Socha called the question, there was no further discussion. The motion carried unanimously (8-0).

Socha announced that Hillyard will host the next coffee get together for the EC and UWB faculty and staff. A tentative date of February 12th was named.

Discussion of assistant professors voting on lecturer appointments. Should assistant professors vote on reappointment for lecturers? - Julie Shayne

Professor Julie Shayne opened discussion with the EC on the issue of assistant professors voting on lecturer appointments. Assistant professors cannot vote on the promotion of lecturers in UWB Schools, but they are still permitted to vote on re-appointment and merit cases for lecturers.

EC discussion points

- If assistant professors are not permitted to vote on the promotion of lecturers why should they be allowed to vote on re-appointments and merit, is this an equitable system? Was this an oversight within the Faculty Code?
- Schools can make decisions on this process and grant or exempt the right of faculty to vote, in compliance with the Faculty Code.
- What body would amend this on the UWB campus?
- Are the Deans responsible for changing this procedure within their Schools?
- At UWB, Schools can make decisions on the voting structure of their committees.
- Changes to the composition of the voting faculty would need to be made through the Faculty Council on Tri-campus Policy (FCTCP), the Faculty Senate and finally a vote of the faculty across all three campuses.
- The Faculty Council on Faculty Affairs introduced the initial changes for the promotion and tenure voting.
- Junior faculty do not vote on senior faculty, principle and senior lecturers can be considered senior faculty to the assistant faculty.
- The EC can stand with the lecture faculty; EC representatives can discuss this issue with their Schools.
- The EC could draft a statement in support of this position; representatives could bring it to their Schools.
- An EC recommendation would need to be submitted to the Faculty Council on Faculty Affairs.

Shayne will provide a document for the EC representatives to take to their Schools calling for a review of the internal consistency of voting lines.

Discussion (1) how to represent UWB on the Faculty Council of Research (FCR), (2) how to get faculty input on research support at UWB, and (3) whether to have a local faculty research council – Carolyn Brennan

Carolyn Brennan, Assistant Vice Chancellor, Research spoke to the EC about the Faculty Council of Research (FCR) at UWB and asked how she could partner with the EC more directly to further organize and support faculty research on this campus. Brennan serves on the FCR and would like faculty feedback on how she can best represent faculty on this Council and how to gain input from the faculty on research support at UWB.

EC discussion points

- How many faculty go through the Office of Research Support in a year? Brennan stated that about 90 proposals go out a year but more support is provided through mentorships, faculty seed grants and support integrating research and teaching.
- Undergraduate research across campus is supported through research scholarships, research fairs, symposiums, and numerous student research opportunities.
- There are other research committees at the UWB and the UW level:
 - FCTCP Council of Research
 - Senate Councils on research
- Should UWB faculty be involved in these research councils/committees?
- Should we begin a faculty research council at UWB?
- We could raise the visibility of UWB at the UW with involvement on these committees.
- Our faculty can be infused with the vitality of a 3 campus university.
- Who at UWB is doing this work and could represent us on these UW committees?
- We should first determine what these UW committees are working on; would UWB faculty benefit from serving on these committees?
- An Undergraduate Steering Committee is now working in the Office of Research to address ways to support faculty.
- The GFO Instructional and Research Support Committee was discontinued, so we need to look at new ways to contribute to this dialog.
- It is an opportune time to think about faculty involvement in research support with the transition of a new VCAA at UWB.
- We need to connect faculty leadership with research support efforts.

Brennan will continue to consult with faculty and will report annually to the EC. Socha thanked her for meeting with EC.

Change to the Notice of Proposal (NOP) process and form - Annette Anderson

Annette Anderson, UWB Curriculum Development Director presented the New Program or Substantive Program Changes document to the EC for review. The Notice of Proposal (NOP) is a new pre-proposal step in the undergraduate curriculum approval

process. It was introduced by the FCTCP and approved by the Faculty Senate. A new paper form in this process will become effective in January 2019. Anderson explained that an additional step in the process would route the NOP through the UW Curriculum Office (UWCO) before the EC sees the proposal. At this step, the NOP will be electronically posted for a 15-day review by the voting faculty of all UW campuses, the Provost, the Deans, Directors and Chairs, the Chair of each academic program review committee and the Chair of FCTCP. The proposal will then go back to the originating academic unit; if there have been no comments on the proposal, the unit moves the proposal forward at the campus level. If significant comments are received, they will be reviewed through a process that is still to be determined. This procedure is in draft stage and more feedback from faculty is needed.

EC discussion points

- This procedure adds time to the current process; another concern: why is UWCO injected into the process at the initial stage, before the EC?
- How does this impact the daily work of Schools?
- A change in the workflow is needed; the EC should see proposals before they are forwarded to the UWCO.
- The NOP is a subset of the NOI; these can be created at one time and sent forward. The EC would review the NOP and NOI before they are forwarded to UWCO.

Anderson will update the EC on this process as it is developed.

Report of GFO Officers

GFO Chair – Gowri Shankar

UW

Shankar and Socha met with the UW Provost.

GFO Vice Chair – David Socha

A working group on Interfolio has reviewed the platform and decided it will continue through this year. Faculty can upload PDFs into Interfolio and use other mechanisms to share external review documentation (Google Drive, One Share, Sharepoint). There are concerns and challenges with Interfolio, server capacity is one limitation, but workflow does work well for tracking purposes. Dossiers will be accessible on multiple platforms through this year. Prior to renewing the contract with Interfolio, UW Schools should take an inventory of their needs. Socha will keep the EC updated on Interfolio throughout this academic year.

EC project – David Socha

The EC project will be discussed at a future date.

Good of the Order

Reports from Program Representatives

- A. Business – Deanna Kennedy**
- B. FYPP – Alice Pederson**
- C. Educational Studies – Jason Naranjo**
- D. Interdisciplinary Arts & Sciences – Keith Nitta**
- E. Nursing and Health Studies – Chris Wade**
- F. STEM – SeungKeun Choi**

Minutes submitted by Barbara Van Sant

Meeting adjourned at 10:50am

The next EC meeting will be January 29, 2019

Executive Council Meeting

January 29, 2019, 8:45 a.m., UW1 361

Present: David Socha (Chair), Jason Naranjo, Keith Nitta, Alice Pederson (phone), Gowri Shankar, Chris Wade and Linda Watts

Absent: SeungKeun Choi

Adoption of Agenda, Approval of EC Minutes

The agenda was adopted. EC minutes January 15, 2019 were approved.

Report of GFO Officers

GFO Vice Chair – David Socha

Socha and Shankar met with VCAA Krug and Provost Richards.

Socha announced that Cinnamon Hillyard, Interim Associate Vice Chancellor for Undergraduate Learning will host a coffee hour on February 12th in the Student Success Center from 8:30 – 9:30 am, before the EC meeting for the EC, faculty and staff.

GFO Chair – Gowri Shankar

Shankar met with VCAA Krug. The proposal on salary compression has been sent to the Senate Committee on Planning and Budget, it will then go to the Provost and the UWB Deans.

Shankar has drafted a document requesting the Deans provide an annual report to School faculty. The EC will review the document at this meeting and provide input.

Shankar and Socha met with Chancellor Yeigh in December to discuss institutional strategic planning.

Shankar reported on the status of our enrollment, we are down about 90 FTE for Winter Quarter, this is about 2% below last year's enrollment numbers. We have until Spring Quarter for final enrollment numbers to determine if there is a deficient, which will result in paying money back to UW Seattle.

Campus Council on Planning and Budget – Linda Watts

The CCPB is working on two major issues, the RCM implementation and institutional strategic planning. Ongoing information gathering from groups and individuals on institutional planning is underway, Watts will present information on Faculty 2050, a UW shared governance planning document to the Strategic Planning Group.

Reports from Program Representatives

A. Business – no report

B. FYPP – Alice Pederson

FYPP is working on job descriptions and hiring for a director of Composition and a director of the Discovery Core. Job roles, overlap between the positions and compensation are some of the issues that the program is finalizing.

C. Educational Studies – Jason Naranjo – no report

D. Interdisciplinary Arts & Sciences – Keith Nitta – no report

E. Nursing and Health Studies – Chris Wade

The School of Nursing and Health Studies completed their accreditation with a positive outcome. The next accreditation review will be in 10 years.

F. STEM – SeungKeun Choi – no report

Nitta reported on the Carnegie Classification. Efforts are moving forward, a report will be produced in April of this year. The Community Engagement Council has been gathering input from UW Bothell units and community partners. UWB Schools have been asked to review their promotion and tenure criteria for consistency across the campus with the UW Bothell Statement on Scholarship.

Change to the Notice of Proposal (NOP) process and form – David Socha

Socha discussed the Notice of Proposal (NOP) with the EC. This new step in the undergraduate curriculum approval process was presented to the EC at the last meeting by Annette Anderson. Anderson has drafted a new proposed step in the process, this new proposal will route the NOP through the Campus Council on Academic Standards and Curriculum (CCASC) rather than the EC in the review process. All 1503s would be reviewed by the CCASC, both program changes and new programs.

EC discussion points

- This procedure would enact a process where the EC does not review proposals and has no input into the decision-making process.
- The EC reviews for curricular conflicts with other units as well as budgetary implications to the campus.
- The EC has a broader view on program development.
- The CCASC reviews course applications, they have not reviewed new programs.
- We need to be careful in delegating recurring duties of the EC to other bodies.
- The EC should remain in the system of these proposals.

The EC representatives will gather feedback from their School Deans.

Request for annual reports from the Schools – Gowri Shankar

Shankar presented a proposed document for EC review and action, a Request for an Annual Report to School Faculty. The report would provide faculty with information on the functioning of their Schools regarding School budgets and allocations, faculty staffing, recruitment plans and priorities, admission rates, enrollments and graduation data, and other essential areas. The report would outline opportunities, accomplishments and challenges faced by the School both short and long term. Financial reporting would give faculty information on sources of revenue and allocations and help inform strategic planning and projections for the current and future years.

EC discussion points

- Would this annual report be made public? It would serve the campus best if the annual report was used as an internal document, it should not be used as an external document.
- How much added time and effort will be needed to complete this report?
- We have data on admission, enrollment and graduation rates, this will allow faculty to see this information at their School level.
- The report will be beneficial to faculty as a communication element.
- This information could also be used proactively to estimate teaching loads and hiring practices.
- The report will increase transparency and engage faculty in setting priorities and strategic planning, it will give retrospective and prospective information to faculty. It is a good accountability practice.
- The compilation of information on faculty awards, publications and accomplishments could be provided to the VCAA.
- Opening dialog with faculty is in the interest of shared governance.

EC motion

Nitta moved to pass the motion:

“In the interest of shared governance and with the intent of increasing faculty engagement in the functioning of their Schools, the Executive Council of the UWB

General Faculty Organization requests the Deans of the UWB Schools to provide (in coordination with their Elected Faculty Councils) an Annual Report for their School and present it to all the faculty of their School.”

The motion was seconded, further discussion followed.

EC discussion points

- Will FYPP be requested to provide an Annual Report without faculty of their own? FYPP could provide a report to the EC.
- FYPP has an important story to contribute, it would make sense to include FYPP.
- How would the report be disseminated to the FYPP faculty?
- Information from FYPP on admissions and enrollments is valuable to all UWB Schools.
- This information could also surface knowledge on the distribution of labor within FYPP.
- FYPP should be included in the request.

Pederson moved to amend the motion:

“In the interest of shared governance and with the intent of increasing faculty engagement in the functioning of their Schools, the Executive Council of the UWB General Faculty Organization requests the Deans of the UWB Schools and the Associate Vice Chancellor for Undergraduate Learning to provide (in coordination with their Elected Faculty Councils) an Annual Report for their School and the First Year & Pre-major Program (FYPP) and present it to all the faculty of their School and to the FYPP faculty.”

The motion was seconded as amended, further discussion followed.

EC discussion points

- Should the reports be disseminated across the campus and if so, should the EC or GFO have a role in disseminating the reports campus-wide?
- Why annual reporting, should we request reports semi-annually?
- The reports will help inform policy on curricular decisions, staffing and workload issues. When is the best time for reporting? Winter Quarter would be best for planning purposes.
- Data use fits into a broader framework for management, archiving and planning.

The motion was called as amended. Hearing no further objection, Socha called the question, by show of hands the amended motion passed unanimously (7-0).

The EC could present the recommendation to the VCAA, a joint request for shared governance to the Deans.

Budget contingencies – David Socha

Socha updated the EC on the status of budget contingencies at UWB. We are currently experiencing an enrollment shortfall. We have until Spring Quarter for final enrollment

numbers to determine if there is a deficit, which will result in paying money back to UW Seattle. The enrollment pause is impacting tuition revenues and State funding will not be increasing, so strategic planning efforts are critical. VCAP Johnston produces quarterly reports and the Institutional Planning and Budget website has access to budgetary information on budget development and allocations. Financial forums are also offered for faculty and staff. Proforma budget models may provide faculty with the status of the budget and trajectories, relevant information for informed decision-making at the campus level and to the work of the units.

EC discussion points

- What is the cost to deliver an FTE? What is the acceptable range?
- We need key data points for decision-making.
- It would also be helpful to track School level data.

The EC representatives will get feedback from their Schools.

EC project – David Socha

A discussion on the EC project was held. Nitta and Naranjo have begun to gather information on lecture equity issues on this campus. They spoke with Professor Dan Jacoby, who chaired the UWB Lecture Task Force and reviewed the recommendations of the task force as well as information from the AAUP report on lecturers. The UW has implemented a policy increasing the number of full-time lecturers, while decreasing part-time lecturer positions across all three campuses. Some concerns regarding lecturers at UWB:

- Equity issues:
 - Salary
 - Workload
- Reappointments and Merit Reviews (faculty voting rights)
- Assistant professors are not permitted to vote on the promotion of lecturer, but they are allowed to vote on re-appointments and merit, is this an equitable system?
- Recognition of lecturer's role at UWB
- Morale issues
- Competitive market, reality of living in this area.

What is possible to resolve some of these issues? How do we show faculty we want to support them?

We need to clarify EC business in regards to this project and research venture. If not all the EC membership can participate in the project, how does that impact EC business? How do we manage this work?

Good of the Order

Minutes submitted by Barbara Van Sant
Meeting adjourned at 10:50am
The next EC meeting will be February 12, 2019

Executive Council Meeting

February 26, 2019, 8:45 a.m., UW1 361

Present: David Socha (Chair), SeungKeun Choi, Jason Naranjo, Keith Nitta, Alice Pederson, Gowri Shankar, Chris Wade and Linda Watts

Adoption of Agenda, Approval of EC Minutes

The agenda was adopted. EC minutes January 29, 2019 were approved.

Socha opened the meeting with a welcome to Christy Long, Chief Information Officer for UWB and Maria Lamarca Anderson, Director of Communications for UWB. EC introductions were made:

Chris Wade, representative for the School of Nursing and Health Studies.

SeungKeun Choi, representative for STEM.

Alice Peterson, representative for the First Year and Pre-Major Program.

Keith Nitta, representative for the School of IAS.

Barb Van Sant, program coordinator for GFO.

Gowri Shankar, Chair of GFO.

David Socha, Vice Chair of the GFO

Reports from Program Representatives

A. Business

Business has completed 1 faculty search, with 2 searches in progress. Faculty utilized some creative methods during the snow, using Zoom, Panopto and other methods. The Elected Faculty Council has been formed in the School and will meet today.

B. FYPP – Alice Pederson

FYPP has posted job descriptions for a Director of Composition and a Director of the Discovery Core. Candidates for the Director of the Discovery Core (DC) will need to have experience teaching in the DC, FYPP is seeking composition faculty for the Director of Composition position.

C. Educational Studies – Jason Naranjo – no report

D. Interdisciplinary Arts & Sciences – Keith Nitta

IAS has hired 4 faculty.

E. Nursing and Health Studies – Chris Wade

NHS is conducting searches that were delayed due to the snowy weather. Strategic planning and School Bylaws work is moving forward.

F. STEM – SeungKeun Choi

CSS has 2 faculty searches and Electrical Engineering has a search. The School now has an Elected Faculty Council.

Information Technologies – Christy Long (Chief Information Officer)

Christy Long, UW Bothell's Chief Information Officer introduced herself to the EC and spoke briefly about her background. She has been at UWB since January 2, coming from Pennsylvania State University. Long has experience in IT operations and infrastructure and has supported faculty research in the Cloud. She sees many areas of opportunity at UWB and is looking forward to exploring ways to support faculty across the campus. She has begun a listening tour, meeting people and asking what role they see IT playing in making them successful how we can shape a vision for technology on our campus. She would like faculty to think about what support from IT looks like, what is currently working and what can be done to improve technology here. She is open to meet with the EC and faculty individually. She thanked the EC and will meet again with the Council on April 9 for further discussion. EC representatives will gather feedback from their Schools.

Communications – Maria Lamarca Anderson (Director of Communications)

Maria Lamarca Anderson, Director of Communications at UWB introduced herself and spoke briefly about her background. She has been at UWB for about 10 months, her experience in communications; higher education and community engagement align with the mission and vision of this campus. She is currently developing internal and external communication plans for the campus and working with Deans and unit leads on the internal process. Anderson would like input and feedback from the faculty to contribute and share their research and stories so that faculty accomplishments can be highlighted both for internal and external communication.

EC discussion points

- Communications at UWB are not as active as they could be. When the listserve nball was retired, nothing was substituted that serves the same communication purpose. How is information communicated on campus these days?
- The pilot program, News to Know from campus leadership does not seem to have the broad communication function that nball did which leaves a gap in communication tools for the campus.
- Internal communications systems:
 - In the Know listserve is available for informal communication, but a user would need to opt in to that listserve.
 - The UW Calendar is a resource to list events
 - The Mailroom campus newsletter is another way to share information. Each unit has a lead for submitting information to the newsletter.
- External communication systems, media relations

- UWB webpage is updated every four weeks with new faculty stories on research and accomplishments.
- Faculty could submit some “snow stories”, how they utilized different technologies to make teaching happen at UWB.
- The GFO needs ways to increase communication with the faculty and stimulate faculty engagement in shared governance.

Anderson will work with the EC to improve communication and is open to any input from the EC.

Notice of Proposal (NOP) process proposal – David Socha

Socha discussed the Notice of Proposal (NOP) process with the EC. The new process will require all 1503 submissions go through the campus approval process with a NOP form, substantive and non-substantive changes as well as new proposals. For the new program proposals (1503s), the NOP will accompany the PNOI that is currently submitted to EC. After EC review of new and substantive program changes, the 1503s will be sent to the CCASC for review.

EC discussion points

- What department is in charge of these documents and in charge of this process?
- Where can the NOP form be found?
- This process should be the responsibility of Academic Affairs at UWB. The VCAA has a role in formalizing and archiving curricular activity.

EC project – David Socha

A discussion on the EC project was held. Nitta and Naranjo have begun to gather information on lecture equity issues on this campus. The Council discussed whether they should move forward on the project and if so, how to address the issue of salary inequities at UWB.

EC discussion points

- Is this issue attached to an argument? The EC would need to see data before making an argument.
- Is there support for this project and a rationale for doing it?
- Data on faculty salaries across the Schools would drive the issue.
- This would be a concrete way to address the issue.
- Would we need a mandate from the EC to move forward?
- A salary compression and inversion study was done by the CCPB and a report with recommendations was produced and submitted to the Chancellor.
- These recommendations were sent to the UW Provost but it was decided that sufficient funding was not available for UWB to address these inequities.
- Compression and inversion have been identified as a campus priority, but follow through action has not happened at this point.
- Salary inequities have been documented at this campus in the past but there are no definitive actions taken to rectify these discrepancies.

- How would we make this a stronger argument? What political power is needed to move this issue forward?
- The Elected Faculty Councils could draft a resolution to address this problem.
- Not all Schools may support these recommendations.
- What role can the EC play in getting this brought forward?
- Is this a role for the EC, is this project EC business or should a subcommittee be working on this?
- Will this become a divisive issue with no course for resolution?
- How can we hold the institution accountable?
- We will need to think systematically across the campus, not on a School by School basis.
- If we maintain the system as it exists, then what? We need to be aware that this could cause conflict and be comfortable with that.
- We need some clarification in the EC process. Is this an opt in project and should a sub-committee of EC work on this project if not all EC members are involved?
- The EC could endorse a recommendation resulting from the project.
- The EC could look at the data and if an analysis of the data shows benefit to move forward, a sub-committee could be formed.
- As EC representatives, how would we confer with our constituents?
- The best way to approach a decision on this project is to add it as an EC agenda item: explore salary equity issues on this campus.

Good of the Order

Shankar updated the EC on the VCAA search process. Five candidates have been chosen as finalists, they will give public presentations on campus. Candidates are being announced 48 hours in advance of their presentations. Shankar encourages the EC to share information on the structure of the GFO, the role of the EC and the UW Faculty Code with candidates and ask about their commitment to shared governance

Minutes submitted by Barbara Van Sant

Meeting adjourned at 10:45 am

The next EC meeting will be March 12, 2019

Executive Council Meeting

March 12, 2019, 9:30 a.m., UW1 370

Present: David Socha (Chair), SeungKeun Choi, Jason Naranjo, Keith Nitta, Alice Pederson, Gowri Shankar, Chris Wade and Linda Watts

Guests: Kara Adams, Deanne Kennedy and Carolyn Brennan

Adoption of Agenda, Approval of EC Minutes

The agenda was adopted. EC minutes February 26, 2019 were approved.

Reports from Program Representatives

- A. Business – no report**
- B. FYPP – Alice Pederson – no report**
- C. Educational Studies – Jason Naranjo – no report**
- D. Interdisciplinary Arts & Sciences – Keith Nitta – no report**
- E. Nursing and Health Studies – Chris Wade**
NHS is working on the School Bylaws, Wade asked the EC representatives if their Schools integrated part-time lecturers into their Bylaws.

EC discussion points

- IAS has followed the UW Senate model.
- There is currently no mechanism in the Senate model for part-time lecturers to serve on the Senate.

F. STEM – SeungKeun Choi – no report

Socha welcomed Professor Kara Adams and Professor Deanne Kennedy to the EC and thanked them for meeting with the Council to discuss the status of the Carnegie classification at UWB.

Carnegie Classification document feedback - Kara Adams and Deanne Kennedy

Professor Adams gave a brief overview of the Carnegie Classification Documentation Framework, which is intended to gather information about our institution's community engagement commitments and activities. UW Bothell is currently gathering feedback and input from Schools and external partners and we will submit the application for Carnegie classification in April. Adams asked the EC for feedback on scholarship, curriculum and faculty rewards. The EC reviewed and supported an inclusive definition of Scholarship at UWB, with a recommendation that each unit at UWB complete a review of its P&T criteria for inclusion of work on community engagement, diversity and equity. Adams informed the EC that the Campus Council on Assessment and Learning will be considering a recommendation for an undergraduate learning goal relating to community engagement. The EC reviewed the Carnegie Working Group Recommendations document.

EC discussion points

- What is the impact of community engagement on faculty and students, we need to take steps toward measurable assessment in this area.

- Do the current learning goals capture enough community engagement work or do we need to signal community engagement separately and adopt another learning goal?
- The Carnegie Foundation will ask for documentation regarding community engagement:
 - Is the campus involved in community engagement and how is this work assessed?
 - Are UWB Schools involved in community engagement and how is this work assessed?
 - Are departments involved in community engagement and how is this work assessed?
- Can community-engagement learning goals be mapped onto UWB campus-wide undergraduate learning goals?
- Where are the intersections within departments and Schools of learning goals and community engagement?
- How do we organize data for information sharing around community engagement?
- How do we prioritize community engagement with resources?
- The undergraduate campus learning goals need to be systematically assessed.
- The working group is working to determine gaps in moving community engagement forward on campus.
- Should we prioritize community engagement in our strategic planning efforts?
- Does the curriculum support community engagement practices?
- In staging change on campus, we need to identify priorities, both long-term and short-term. Visualize factors of staging. What is the implementation process, what do we want to see in 3 – 5 years and beyond?
- There are tri-campus realities to consider. UWB is considering an independent Faculty Code. UWB will be applying for the classification independently, UWS and UWT are also applying for the classification.
- We will receive notification of our acceptance or non-acceptance in December.
- This is a 10-year certification, there is a 55 – 60% acceptance rate. We have a five-year window to re-apply.

Adams and Kennedy thanked the EC for meeting with them, Kennedy asked the EC to send her any feedback or input on this process.

UWB Research presentation / annual report - Carolyn Brennan

Carolyn Brennan, Assistant Vice Chancellor for Research opened discussion with the EC on the coordinated work of the Office of Research at UWB. She spoke to the Council about the role of research at the institution and how the Office of Research supports these efforts on this campus. She presented a video to the Council to highlight faculty research and illustrate the faculty/student connection in research activities that drive student and faculty success. Brennan pointed out that there has been an increase of proposals at this campus and stated that the Office of Sponsored Programs is a great resource to help faculty in developing programs and grant proposals.

EC discussion points

- The increase in community engagement and the impact of teaching and research at UWB will contribute to our mission.
- Some Centers at UWB receive grants without indirect costs. These Centers are self-sustaining.
- How do we integrate the work of the Centers into Schools?
- A review of UWB Centers is needed.
- What does this institution do to support the Arts?
- There should be consistency in support of research across the campus.

Socha thanked Brennan for the presentation and report.

Minutes submitted by Barbara Van Sant

Meeting adjourned at 10:45 am

The next EC meeting will be April 9, 2019

Executive Council Meeting

April 9, 2019, 8:45 a.m., UW1 370

Present: David Socha (Chair), SeungKeun Choi, Deanne Kennedy, Jason Naranjo, Gowri Shankar, Chris Wade (phone) and Linda Watts

Absent: Keith Nitta and Alice Pederson

Guests: Alaron Lewis, Chair of the CCASC; Christy Long, Chief Information Officer and Amy Stutesman, Administrator Bothell Campus Library & IT

Adoption of Agenda, Approval of EC Minutes

The agenda was adopted. EC minutes March 12, 2019 were approved as amended.

Reports from Program Representatives

- A. Business – no report**
- B. FYPP – Alice Pederson – no report**
- C. Educational Studies – Jason Naranjo – no report**
- D. Interdisciplinary Arts & Sciences – Keith Nitta – no report**
- E. Nursing and Health Studies – Chris Wade – no report**
- F. STEM – SeungKeun Choi – no report**

Socha opened the meeting with two announcements and an update on the UWB promotion and tenure process.

There is a Google Drive folder [leadership cohorts](#) of UWB faculty and staff who have participated in leadership cohorts here. This may be a good resource for finding those willing to serve in leadership roles in faculty governance.

The UWB Art display committee is looking for faculty members.

Socha updated the Council on the UWB promotion and tenure process. Three promotion workshops were held for faculty last quarter. Candidates needing to showcase artwork and other project work for external and internal reviewers can now use a digital platform that does not permit tracking but can be delivered as a static copy to Academic HR. UWS is working on a process to systematize and streamline Interfolio using categories to assemble materials. Although the naming conventions work for internal review, for external reviewers, the categories remain ungrouped and present as one long list. There will be 32 cases coming forward next year to P&T review, 9 mandatory and 23 non-mandatory. One of the major impacts of faculty promotions will be budgetary. How will UWB fund a 10 – 15% compensation for these faculty?

EC discussion points

- We may need to consider new value streams to generate revenue.
- How can we support teaching at this campus without adequate funding?
- How do we plan strategically for long-term sustainability?
 - Increase class size
 - Hire fewer part-time faculty
 - Student graders to assist faculty
- Central level planning will need to address these funding issues

The Committee on Student and Faculty Wall Displays is working on setting a policy to find more space for art work and utilizing classrooms for this purpose.

Conversation with CCASC, Alaron Lewis

Professor Lewis, Chair of the Campus Council on Academic Standards and Curriculum (CCASC) gave a brief overview of the 1503 Undergraduate Program Proposal process. The new process requires all 1503 submissions go through the campus approval process with a Notice of Proposal (NOP) form, substantive and non-substantive changes as well as new proposals. In the current process, once proposals are approved by the CCASC they are sent to the VCAA for approval and forwarding on to the UWS Curriculum Office. The CCASC would like to review the role of the VCAA in the curriculum approval process. The levels of approvals for courses:

- Online submission – Quali system (new courses and course changes)
- Department/Division

- School Curriculum Committee
- Dean
- CCASC
- VCAA
- UWS Curriculum Committee

The CCASC is proposing the removal of the VCAA node in the process. If the EC would like to offer feedback or input on this proposed change, please contact Lewis. The 1503 process will eventually be moved onto the Kuali online system which will update approved changes in the UW course catalog. New proposals are reviewed by the EC for curricular as well as budgetary implications across the campus. The CCASC reviews all 1503s involving changes to existing programs. The CCASC would like the EC to include the CCASC in the review of new programs since they play an advisory role to the EC. All 1503s will be designated as substantive or non-substantive programmatic changes, substantive changes will require a NOP, non-substantive changes will not. These designations and the review process are still being worked through. Lewis will work with Schools to give guidance on what the CCASC is looking for in the course review process (general education requirements, completeness of the form, etc).

Information Technologies – Christy Long (Chief Information Officer)

Christy Long, UW Bothell's Chief Information Officer and Amy Stutesman, Administrator Bothell Campus Library & IT opened discussion with the EC on Information Technologies at UWB and strategic planning underway in IT. Long has been working with faculty, deans and staff to determine what role they see IT playing in making them successful how we can shape a vision for technology on our campus. She would like to continue the dialog begun with the EC and had some questions for the Council

1. What is working well at UWB?

EC discussion points

- Overall, technology is working to support faculty, although there are glitches with computers that require faculty to contact IT.
 - One area of concern is classroom equipment that does not function or does not function appropriately, video screens that do not drop down or the inability to adjust screen brightness, whiteboard space, other issues. If faculty report these issues, a work ticket designates that faculty member as the contact person for the problem even though they are only reporting an issue. The faculty do not wish to become a contact for the problem and future communication from IT on a specific problem is not needed.
 - Learning technologies work well for staff, students and faculty.
2. What is not working well?

EC discussion points

- Data use to inform decision making, it seems to be left up to the Schools.
- We need a more systematic approach to data gathering on student learning and long-term exit data to support student services.
- IT could partner with Institutional Research to structure databases and support data needs across the campus.
- Data sources, how do we access?
- IT plays a role in data governance and data integrity.
- We need to build a better relationship with UWS, we need a larger enterprise system and coordinated activities.
- Create a nimble system for innovation and change, address emergent issues.
- We also need to develop better data systems for admission tracking. The Slate system is being utilized for admission data gathering.
- We need to data stewards and data integrity stewards.
- Development of innovative technology (phone connectivity).

Long stated that IT seems to be meeting foundational requirements, but work is needed in some areas:

- Equipment replacement and repair.
- Ticket reporting issues.
- Online learning, access to excellence. Landscape of online learning, tool to engage population.
- Delivery of online programs, retain local control.
- Address bottleneck programs, how to best serve students?
- Resources to support faculty work.
- Data sharing, data can be deleted from the system if faculty leave the UW.
- Discover the best way to share data in research groups, set up team drives. Move from individual to team drives.
- Create a suggestion box that does not generate a work ticket.

Long asked the EC what is the best way to continue to engage faculty on these issues. Although there are budgetary constraints, IT is working to improve technology across the campus and she asked the EC members to send her any feedback or suggestions and she will meet with the EC on an ongoing basis. The EC recommendation was an Autumn and Spring Quarter meeting for updates. Long thanked the EC for the opportunity to meet with them.

Socha thanked Long and Stutesman for their update. He inquired about another coffee hour, Shankar will check with the School of Business about hosting the event on May 7th.

Minutes submitted by Barbara Van Sant
Meeting adjourned at 10:45 am
The next EC meeting will be April 23, 2019

Executive Council Meeting

April 23, 2019, 8:45 a.m., UW1 370

Present: David Socha (Chair), SeungKeun Choi, Deanne Kennedy, Jason Naranjo, Keith Nitta, Gowri Shankar, Chris Wade and Linda Watts

Guests: David Goldstein, Chair of the CCAL and Kara Adams

Adoption of Agenda, Approval of EC Minutes

The agenda was adopted. EC minutes April 9, 2019 were approved.

Reports from Program Representatives

A. Business – Deanne Kennedy

Business is currently hiring a lecturer in Accounting.

B. FYPP – Julie Shayne

FYPP is in transition to fill positions for a Director of Composition and Writing and an Associate Director of the Discovery Core.

C. Educational Studies – Jason Naranjo

The School has had success in faculty hiring, although a position in Educational Leadership has not been filled. One of the hiring challenges for the School is concerning cost of living in this area. The School is at a transition point, two Associate Deans are stepping down from those positions in senior leadership and that presents an opportunity for the School to reconfigure and reflect on shared governance in ES. The School is currently working on bylaws and it is time to consider structurally whether proportional representation across ranks should be considered.

D. Interdisciplinary Arts & Sciences – Keith Nitta

The IAS Faculty Council is working on policies for the School on retention, medium term hiring and next year's hiring list.

E. Nursing and Health Studies – Chris Wade – no report

F. STEM – SeungKeun Choi

STEM is working on the School bylaws and will run a national search for Dean. Electrical Engineering is hiring 2 tenure track positions.

Socha reported that CSS has 2 tenure track searches underway.

Report of GFO Officers

GFO Chair – Gowri Shankar

UWB

The process to nominate a GFO Vice Chair is open, this is an important position, please send any nominations to Shankar. The Campus Council for Promotion and Tenure ballot will be sent today, this is the first round of nominations for membership in the Council.

Final enrollment numbers this quarter show a deficit of 130-140 students, which will result in a negative true-up, we will be paying approximately \$1.3 million back to UW Seattle. Surplus and carry over funds may help some UWB Schools.

UWB is changing metrics on student FTE, the number of students in classrooms, though for tuition purposes, student FTE is not counted the same. Student taking 7 – 18 credits, pay the same tuition, so these numbers impact faculty workload and staffing and the student FTE pool will determine the allocation of funds to academic units. Shankar and Socha are working with Planning and Advancement to get an annual report measuring FTE. This discussion has been initiated by the Chancellor.

EC discussion points

- Graduate FTE counts as more than undergraduate FTE.
- We understand student FTE in the classroom but we also need to understand tuition FTE.
- Are there alternative ways of calculating FTE, is there a need for modelling?

GFO Vice Chair – David Socha

Socha discussed a campus climate survey with the EC. Some of the faculty were recently asked for feedback on campus climate across all three campuses, the representatives from UWB were faculty of color and asked questions to measure campus climate at this campus. Some of the questions pertained to how they felt about belonging at the university and if there are alienating factors at the institution.

Conversation with CCAL, David Goldstein and Kara Adams

Professor Goldstein, Chair of the Campus Council on Assessment and Learning (CCAL) and Professor Adams gave a brief overview of the work of the CCAL over the last year. The Council has been working closely with Adams on the Carnegie designation for UWB, gathering data on co-curricular community engagement work and assessment and learning in curricular areas across the campus. The CCAL is proposing a new campus learning goal:

“Students will apply theory and skills that contribute to the public good by linking the conceptual to the practical through mutually beneficial engagement with community.”

The Carnegie process implemented an assessment of School learning goals to find alignment with community engagement learning goals and also to discover gaps in assessment across the campus. Schools were asked how they were assessing their learning goals in connection to community engagement both at the School level and the department level. This information helped identify where the gaps are in assessment across the campus and the broader infrastructure for assessment at this institution.

EC discussion points

- We need to work on assessment systematically, finding alignments and gaps across the campus.
- CCAL can work with the EC to create a process for assessment of learning goals.
- Look at methods for assessment of learning goals, exit interviews, other methods.
- Use assessment data to revise our campus learning goals, shift learning goals or methods to reach learning goals.
- UWB strategic planning is underway, this is an opportune time for implementing assessment.
- Learning goals that align with community engagement could also align with faculty rewards, hiring policies and incentives.
- How can we codify Schools support for community engagement?
- Take stock of our learning goals, how can they be more representative, more inclusive?
- The EC can look at learning goals in our program review process, have an expanded view on how learning goals align with broader curricular scope.
- The UWB undergraduate learning goals can have a “take effect” date and a “take stock” date.
- The CCAL can begin the process of reviewing the campus learning goals.
- We can align learning goals with student centric language.
- The CCAL can begin a 2-stage process:
 1. Add a community engagement learning goal to the current campus learning goals.
 2. Review and submit proposal on campus learning goals.
- The GFO can open a comment period for faculty to weigh in on the proposed community engagement learning goal.
- If UWB wants independent accreditation, assessment practices must be codified.

The CCAL will submit a proposal and rationale for a community engagement learning goal to be added to the current campus learning goals. The CCAL will work on mapping out a procedure for the review and possible revision of current learning goals; working with the Schools for assessment of learning goals.

Socha thanked Goldstein and Adams for the report on the CCAL

Socha reported that the Director of Institutional Research search has four candidates for the position, presentations will begin next week.

Shankar reported on discussions to change the Faculty Code. UWB and UWT may have separate codes from UWS relating to how the School Deans from UWB and UWT are represented on the UWS Board of Deans (BoD) Council. Presently, the Chancellors from UWB and UWT sit on the BoD, our Schools Deans are not represented on the Council whereas some UWS Deans are represented on the Council. A change to the Code to empower our Deans to sit on the Council has been long in coming. Shankar will keep the EC updated on the progress of this proposal.

Socha spoke to the EC about a new process for the promotion and tenure process. Candidates needing to showcase artwork and other project work for external and internal reviewers can now use a digital platform, WordPress for sharing work. Shankar thanked Socha for his work on this process. Some documentation must still be done on Interfolio Dossier and Interfolio RPT, but we now have options to use other platforms also.

Minutes submitted by Barbara Van Sant
Meeting adjourned at 10:27 am
The next EC meeting will be May 7, 2019

Executive Council Meeting

May 7, 2019, 8:45 a.m., UW1 361

Present: David Socha (Chair), SeungKeun Choi, Deanne Kennedy, Jason Naranjo, Keith Nitta, Gowri Shankar, Chris Wade and Linda Watts

Guests: Jane Van Galen, Chair of the CCPT, Casey Mann and Pam Lundquist, UWB Registrar

Adoption of Agenda, Approval of EC Minutes

The agenda was adopted. EC minutes April 23, 2019 were approved.

Reports from Program Representatives

- A. Business – Deanne Kennedy – no report**
- B. FYPP – no report**
- C. Educational Studies – Jason Naranjo**
The search for a faculty position in Educational Leadership is underway.
- D. Interdisciplinary Arts & Sciences – Keith Nitta**
The School has completed their 10-year accreditation.
- E. Nursing and Health Studies – Chris Wade**

School strategic planning process is continuing. The School's Master's program has been ranked 4th in the nation for public institutions.

F. STEM – SeungKeun Choi – no report

Report of GFO Officers

GFO Chair – Gowri Shankar

UWB

A 2-year process to address faculty salary compression has been concluded, the Chancellor is implementing compression adjustments which should continue into the future.

The first round of GFO elections have been completed, the final ballot will be sent out by next week.

UW

The State Legislature funded 2% raises for faculty and staff and another 1% has been offered if contingencies are met and full funding is available.

GFO Vice Chair – David Socha

Socha reported on tri-campus issues, a steering committee is being formed to address UWT's and UWB's relationship with UWS. Ka Yee Yeung, UWT's Faculty Assembly's Chair is working to form this steering committee and will collaborate with UWB. UWB's Schools are not recognized as official Schools within the Faculty Code, both UWB and UWT are calling for a better defined relationship and clarification of the School's standing within the Faculty Code.

In UWB contested elections, statement from candidates are needed.

Conversation with CCPT, Jane Van Galen

Professor Van Galen, Chair of the Campus Council on Promotion and Tenure (CCPT) presented a brief overview of the work of the CCPT over the last year. The P&T cycle went well, the Council noted that Schools could work on some procedure and compliance issues.

Provost Concerns:

- Peer teaching review every academic vs. calendar year.
- Eligible voting faculty within the unit to serve on a candidate's review committee. In some cases, only one colleague from the unit served on the committee.
- Some recommendations that VCAA Krug communicated from the UW Provost:
 - School bylaws include language on how committees are appointed when there are not enough faculty at rank to serve, bylaws language on who appoints committees (especially in divisionalized Schools)

CCPT recommendations:

- Faculty in each School develop a clear list of what must be included in the dossier and what optional materials are added to support cases.
- Each School (and committee chairs within Schools) be provided with current data on appropriate and inappropriate interpretation of Student Evaluation of Teaching including data on bias against women and faculty of color.
- GFO establish a policy on whether faculty going up for promotion can serve on CCPT in the year that their case will be reviewed by the Council (they would be recused from equivalent rank cases).
- Ongoing work to ensure that digital platforms approved for compiling P&T cases serve faculty well.
- GFO should clarify with the new VCAA the formal decision-making process for regularly approving platforms for P&T cases.
- Appoint a task force to review annual data on faculty experience with current platforms, evaluate alternatives and make recommendations.
- EC should ensure that faculty have access to documentation on which platforms are currently approved, guidelines for their use to satisfy the requirements of P&T reviews and information about getting support in the use of these platforms.
- We need to keep evaluating the platforms used in promotion and tenure, we need representatives from Schools, the GFO and also the CCPT to evaluate the usability of these platforms.

EC discussion points

- The CCPT needs clarification on faculty discussion and voting on cases, can the CCPT representative be in the room, just not vote on the case or not participate at all? What about faculty going up for the same rank?
- The Faculty Code does not give direction on the constitution of the Council.
- Should lecturers be entitled to be reviewed by their ranks?
- The Council needs clarity on how to structure the subcommittee with 'eligible voting faculty' within the unit on this campus, particularly in divisionalized units.
- Some UWB Schools do not have enough full professors to conduct candidate reviews from Associate to Full, we need a procedure to deal with this issue.

The CCPT discussed Interfolio and the challenge surrounding its use. Socha has been working with a group to develop a new process for the promotion and tenure. Candidates needing to showcase artwork and other project work for external and internal reviewers can now use an alternate digital platform for sharing work. Some documentation must still be done on Interfolio, but there are now options to use other platforms.

Socha thanked Van Galen for the report on CCPT and Van Galen thanked Socha for his work on Interfolio and alternative platforms for the faculty. She also thanked Shankar for securing an extra course release for next year's CCPT due to the heavy workload. Professor Becca Price will serve as CCPT Chair next year.

Socha welcomed Professor Mann and Pam Lundquist, UWB Registrar to the EC for a discussion on time scheduling.

Time Schedule Working Group, Casey Mann and Pam Lundquist

Professor Mann opened discussion the option of new teaching time blocks at UWB that would allow for a free time block just following in lunch hour. A survey was conducted on time schedule arrangements and Mann and Lundquist have met with room schedulers to discuss options. Some considerations:

- Earlier start of classes
- Campus community engagement
- Opportunity for meetings within time blocks for student/faculty/staff events

EC discussion points

- What about commuter students, will this impact traffic/parking/bus service on campus?
- Professional programs could be impacted.
- Parents with child care concerns may need to come to campus one more day each week.
- Time blocks could be moved later in the day for working students to utilize.
- Other offices on campus could be affected by earlier start times, IT, the library, School offices.
- Will students need to increase the number of trips to campus per week?
- Increasing capacity on campus can be achieved by more online classes.
- What if core courses are only offered at an early hour, how will this impact student's ability to complete requirements.
- Interdisciplinary and cross disciplinary program scheduling may be impacted.
- What is best for different student populations? What is equitable for our students?

Lundquist informed the EC that UW Tacoma has adopted some elements of time block scheduling, although they are not as space constrained as this campus. Online and hybrid curricular options would allow us to leverage space and underutilized time blocks. Campus online course development is one high quality alternative, which needs to be explored.

Mann stated that the implementation of this time scheduling adjustment could be 2020, The EC recommended that he consult with Jason Naranjo to get information on E-learning and also he should consult with UWB Deans on this proposal.

Technology Advisory Committee (David Socha)

Socha updated the EC on the work of the Technology Advisory Committee. The following software changes are planned:

- Sept 1, 2019 end of life for Adobe CS4 (with exception of Acrobat Pro), which includes InDesign, Illustrator, Premier, Acrobat Pro.
 - Ana Thompson is working with Seattle IT on PDF editing / OCR solutions related to accessibility.
 - Identify free alternative software alternatives for CS4 functions.
- Docusign is available across UWB.

Equipment:

- Big hole in equipment replacement budget.
 - SPSS costs UWB \$27K (60 concurrent licenses). Likely will support for at most one more year. Might move
- Winter quarter 2019 pilot update on laptop carts in UW1-010/020/030. 18 laptops / cart; 3 carts / room. 17% students used one; only 15 students used one for more than 4 hours. Looks more like an access issue. Proposal: Sunset service after autumn 2019.

EC discussion points

- We need to determine student need and find out if there is a mechanism to help provide laptops for a full quarter.

Faculty Senate

Shankar updated the EC on some issues on the Senate Executive Committee agenda. The Senate is working on a process to redefine faculty discipline procedures.

Minutes submitted by Barbara Van Sant

Meeting adjourned at 10:45 am

The next EC meeting will be May 21, 2019

Executive Council Meeting

May 21, 2019, 8:45 a.m., UW1 361

Present: David Socha (Chair), SeungKeun Choi, Emily Gismervig, Deanne Kennedy, Jason Naranjo, Keith Nitta, Gowri Shankar, Chris Wade and Linda Watts

Guests: Alaron Lewis, David Moehring, John Kim,

Adoption of Agenda, Approval of EC Minutes

The agenda was adopted. EC minutes May 7, 2019 were approved with revision.

Reports from Program Representatives – no reports

A. Business – Deanne Kennedy

B. FYPP

C. Educational Studies – Jason Naranjo

D. Interdisciplinary Arts & Sciences – Keith Nitta

E. Nursing and Health Studies – Chris Wade

F. STEM – SeungKeun Choi

Report of GFO Officers – no reports

GFO Chair – Gowri Shankar

GFO Vice Chair – David Socha

CCASC Proposal to Change Role of VCAA in Curriculum Management, Alaron Lewis

Professor Lewis, Chair of the Campus Council on Academic Standards and Curriculum (CCASC) presented a proposal to change the role of the VCAA in curriculum management. The current procedure requires that all new and changing course proposals are approved by the VCAA's office after their approval by the CCASC. The proposed change removes the VCAA node from all course changes on the online system. The justification for the change was initiated by the new online curriculum management system. The VCAA reviewed all course paperwork applications coming out of CCASC. With this new curriculum system, the VCAA can now see all curricular changes on-line. While the VCAA is interested knowing the curricular changes occurring on campus, it is no longer necessary to be an approver to be able to monitor these changes. Since the VCAA is not assessing courses, it no longer makes sense to have an approval node. The 1503 process for new programs and changes to programs would still be approved by the VCAA, the CCASC (programs changes) and the EC (new programs). The CCASC would also like the EC to consider moving all 1503s, program changes and new program proposals to the purview of the CCASC. This proposal would go forward to the new VCAA.

EC discussion points

- Has this proposal been submitted to VCAA Krug for feedback?
Lewis stated that VCAA Krug has not reviewed the proposal, although discussions with Annette Anderson, Curriculum Development Coordinator indicated that the VCAA did not wish to surrender this responsibility.
- As the Chief Academic Officer, the VCAA may want to retain authority over curricular review for non-compliance and other curricular issues that will need campus and institutional coordination.
- Tri-campus review is the coordinating body at the UW as well as FCAS, UWB curriculum is reviewed by the tri-campus curriculum committee.
- One of the roles that the CCASC serves is a campus coordinating body for UWB curriculum. The CCASC conducts a thorough review of all courses, checking for overlaps with other UW schools or departments and all curricular matters.

- UWB Schools may, at some point, want to de-centralize this process and let Schools conduct reviews.
- The VCAA may want to retain authority for the final curricular approval, this administrative oversight would determine how courses are implemented.

The EC recommends that the CCASC Proposal to Change Role of VCAA in Curriculum Management be submitted to VCAA Krug for feedback.

Socha thanked Lewis for meeting with the EC and discussing the proposal.

Space Utilization & Provisioning Group (SUPER-G) conversation, David Moehring, John Kim

David Moehring and John Kim opened discussion on the student project display initiative. Moehring and Kim both serve on the Super G group and have been working collaboratively with student focus groups to initiate a coordinated effort for more student project display space on campus. The student focus group and a student survey indicated that students would like more space to display artwork and a whole range of student centered work on campus. A pilot program will be launched to highlight student research, art and projects. Moehring and Kim would like faculty input and help to facilitate space for this initiative.

EC discussion points

- The project will reform space on campus, classrooms, hallways, meeting rooms and other spaces.
- How will this expand on what we have now on campus?
- Alcoves could be utilized for displays, other unused spaces. Alcoves are heavily utilized by students, it may be difficult to move out tables and seating.
- One source of funding could be provided through student technology fees.
- Students want the campus to feel like their home and have it show who they are.
- Will there be dedicated space?
- Who will be curating projects? Ted Hiebert has curated student projects. Has he curated projects through his classes, student clubs or what means? Clamor may be a source of student work.
- This may give students an anchored sense of place, create efforts to get established for student work.
- Are there UW regulations, a posting policy? Faculty input on the posting policy would be beneficial.
- We need to also be aware of appropriate posting, some projects could be a trigger for some students.
- Whose home is this? We need to consider all students on this campus.
- A dedicated gallery space could allow people to opt in or out of viewing.
- A dedicated gallery space would also help in protecting student projects from tampering.
- Outdoor space could also be utilized for projects.
- What about the ARC for gallery space?
- The TV screens on campus could be another source to display student work.

Socha thanked Moehring and Kim for their presentation and consultation with the EC.

Conversation with CCPB, Linda Watts, et al.

Linda Watts, Chair of the Campus Council on Planning and Budget (CCPB) presented a brief overview about the work of the CCPB over the last year. The CCPB is an advisory body to the EC. The CCPB works on long-range strategic planning, preparation of budgets, and distribution of funds as they relate to issues of concern to faculty. In their role in shared governance, the Council gathers information through briefings and consultation with UWB administrative representatives, helping to inform recommendations of the Council in advising the EC. The CCPB provides open communication with UWB Planning and Administration and the faculty on this campus. This year the Council worked to support campus level strategic planning, campus and unit level implementation of RCM and developing broadening faculty knowledge bases of budgeting on this campus. They reviewed campus master planning and legislative session budget information, non-academic processes for sustainable funding and other shared governance issues.

EC discussion points

- CCPB budget discussions gave faculty insights into the UWB legislative direction on new buildings and other issues.
- More faculty involvement in decision-making on new buildings, the residential housing profile on campus and other areas before decisions are made is essential.
- CCPB creates a clear venue where faculty can share influence and deliberate on issues.
- What is involved in the rebasing of the RCM model? Hiring decisions may be impacted in rebasing.
- The 3 year rollout of RCM as a budget model will culminate in a rebasing of the entire campus budget.
- The premise is to transition from incremental budgeting to the RCM model.
- Schools are funded by the FTE they generate.
- The RCM model will give Deans more autonomy and planning ability.

The CCPB, the EC and the Elected Faculty Councils in the Schools establish faculty informed working relationships with Deans and the UWB administration.

IAS Interdisciplinary Studies option 1503 review, Deirdre Vinyard and Rachel Foote

Professor Deirdre Vinyard opened discussion on the IAS Interdisciplinary Studies Option. The new Social Science option is part of a larger revision of the current Individualized Study major, which is becoming the Interdisciplinary Studies major. This proposed option is the outcome of a task force recommendation regarding how IAS could best support a portion of its current student population which requires a flexible degree option. The option will provide a broad, social science focused degree that will

be accessible to students with time constraints, non-traditional students who work full time.

EC discussion points

- The justification states that evening courses will be offered, how is this implemented in the curriculum? Are all courses required for the degree offered in the evening.

Vinyard explained that evening offerings are limited but some flexible daytime and late afternoon courses are offered.

- Will there be greater access offered through online courses?
- If evening courses are required, is there a reasonable timeline to completion?
- It is recommended to include evening and online courses for access to non-traditional students.
- We need to support students needs for them to be successful in differently structured learning experiences.
- We also need to ensure support systems are available to students who are not here during the day, the Writing Center and other support services.

EC motion

Nitta moved to pass the motion:

“The EC approves the IAS Interdisciplinary Studies Major: Social Science Option”.

The motion was seconded.

Socha called the question, there was no further discussion. The motion carried, unanimously (8-0).

How work with UWT / UWS on the future of shared governance at each campus?

Shankar shared information and updated the EC on the status of discussions with UWT and UWS on the future of shared governance at each campus. UWT has initiated dialog with UWS and formed a steering committee to work on proposing changes to the practice of shared governance within the tri-campus system. There are inequities between UWS and UWB/UWT in areas of faculty representation on the Senate, the Senate Committee on Planning and Budget and other UW governance councils and committees. There are also inequities in UWB's representation on the Board of Deans and Chancellors. The Deans of UWB and UWT are not represented on this body, only the Chancellors. The question that the EC and leadership on this campus needs to consider is where is representation needed for our voice to be heard? Shankar asked the EC if UWB should align with UWT in this effort or do we want to initiate a proposal from our faculty and campus independently? What is the relationship structure that we want in the tri-campus system? Ongoing discussions are needed.

Minutes submitted by Barbara Van Sant
Meeting adjourned at 10:45 am
The next EC meeting will be May 21, 2019

June 4, 2019

Agenda

8:30-9:30: GFO/GSO coffee (co-sponsored with Caitlin Moats, VC of GSO). Hosted by UW School of Business?

9:30 Call to order, Adoption of Agenda, Approval of EC Minutes

9:35 Online teaching, UWS's Integrated Social Sciences, Mel Wensel and Deborah Porter

10:05 Review of UWB STEM bylaws ([see here](#))

10:15 Review SUPER-G task force recommendation of wall / space or classroom locations

? Reports from GFO committees, schools, FYPP

10:45 Adjourn