January 22, 2003, 1:15 pm, Room 211B

Present: Mary Abrums, Andrea Anderson, Josh Anderson, Frank Cioch, Patricia Kelley, Sandeep Krishnamurthy, Carole Kubota, Barbara Van Sant and Linda Watts

Guests: Becky Reed and Ufuk Ince

Vote on minutes of 1/8/2003

Linda Watts moved to approve the January 8, 2003 minutes, Mary Abrums seconded the motion and the minutes were unanimously approved.

Becky Reed will talk about the schedule for the TLC for the Winter and Spring quarters.

Becky Reed distributed this proposed calendar of UWB Teaching and Learning Center events to EC members-

Winter 2003 Events:
Workshop - January 30, The Dilemma of Plagiarism: Strategies for Prevention and Detection
Brown Bag - February 4, Leading discussions in large classes
Workshop - February 28, SGID training, including lunchtime TLC open house/reception for Don Wulff, open to all faculty. Don Wulff, Director, Center for Instructional Development and Research has recently received a lifetime achievement award from the Professional Organizational Developers in Higher Education will be presenting the SGID workshop.
Brown Bag - March 5, Using small groups effectively
Workshop - March 12, Effective and Fair Grading

Spring 2003
Workshop - April 10 (tentative), Service learning workshop focused on where service learning can work; designing projects; working with placement sites and the UW Carlson Center.
Workshop - April 18, Writing Pedagogy Forum - Theory and Practice in Quantitative Reasoning instruction (participants: UWB, Community Colleges and 4 year colleges).
Brown Bag - April 21, Providing effective feedback to students
Workshop - May 7, Designing effective writing assignments
Workshop - May 16, Teaching and Course Portfolios (Carmen Werder, Western Washington University, to lead).

Information about these events will be posted on the GFO webpage.

Becky and Sandeep will talk about plans for GFO-TLC collaboration in the Spring Quarter.

Many times in the past faculty members have brought up the challenges of evaluating the quality of teaching. To create a sharper focus on this issue, the TLC will collaborate with the GFO. The first April GFO meeting will be designated for a conversation on this topic.

Discussion of the voting rights issue.
Carole discussed a new instructional title—full time principle lecturer, as a promotion from senior lecturer and the proposal to extend voting rights to this title. Carole will ask Gen McCoy to come to an EC meeting and confer on the scope of concern involving the voting rights issue.

Frank Cioch will discuss GPA cutoffs for faculty honors (currently at 3.75). Ufuk Ince (Honors and Ceremonies Chair) will attend.

Ufuk, Chair of the Honors and Ceremonies Committee and Frank Cioch opened a discussion regarding the GPA cutoffs for faculty honors. The GPA cutoff is currently at 3.75 across the programs and has created a perception of disparity across programs. Only a few students qualify in some programs. Ufuk reported that the data suggests there may be an imbalance, and using Faculty Honors to award the top 10% of each program may be a solution. Mary Abrums brought up the fact that this is an important honor for Nursing students since they frequently do not qualify for Latin Honors.

The EC has tasked the Honors and Ceremonies Committee to examine the Faculty Honors issue and report on their findings. Since the Nursing Program does not have a representative in the Honors and Ceremonies Committee, Mary Baroni will be asked to send a representative to the Committee.

Another issue that surfaced was how current students would be affected. If students have clarity of expectations of honors requirements and the ability to predict the threshold, based on data through the current term, will adjusting that in their senior year cause problems? Ufuk also informed the EC that the Honors and Ceremonies committee was working on the President's Medal and their report will be passed on to the EC at a later date.

Discussion of Sandeep’s proposal for Faculty Council vote structure. Sandeep distributed a proposal outlining the voting structure for choosing representatives for Faculty Council (this is attached). It is proposed that every eligible faculty member would vote for the open positions for every program. At this time, all associate and full professors will cast 5 votes, 1 per program. This structure may change as the campus evolves and programs are added. The procedure will be review after five years. Sandeep will re-write the proposal to reflect the changes that were agreed upon by the EC and a draft of the proposal will be sent to Interim Vice Chancellor, Jane Decker.

Should we have our own Human Subjects Review Committee? Discussion of Carole’s proposal.

Carole submitted a draft memo to the EC for consideration regarding the Human Subjects Review Committee. The memo to Interim Vice Chancellor, Jane Decker requests the Chancellor reconstitute the Internal Review Board for Human Subjects. This issue was revisited from last Spring and Carole has now summarized the information for feedback from the EC and will research the legal implications of assigning a staff person to be trained in compliance and exemptions for advising faculty. Helen McGough will be visiting the Nursing Program Wednesday, Feb 19, Carole will see if she can attend the EC meeting that day and talk with the EC about this issue.

Minutes submitted by Barbara Van Sant

Proposal for Voting Reps to the Faculty Council
This is a proposal to maintain programmatic representation on the Faculty Council while having the faculty body continue to vote for the representatives.

1. Elections for FC reps will be conducted in Spring of each year.
2. FC reps serve staggered terms of two years each. Therefore, each year only a subset of FC positions are open for election.
3. At the time of writing this, representatives from Business, Nursing and IAS serve terms starting in odd years [e.g. 2003-2005] and CSS and Education representatives serve terms starting in even years [e.g. 2004-2006].
4. The ballot in the FC election will list all eligible faculty, i.e., Associates and Fulls who are not administrators [e.g. Associate Directors, Directors] in the programs whose FC representatives are concluding terms.
5. When a program representative completes a term on FC, a new program representative will be selected by faculty ballot. Each voter will participate in the election of new FC program representatives by choosing from among the appropriate program’s eligible faculty.
6. Each voter will vote for one person in each program. In odd years, each voter will cast three votes- one for a Business rep, one for a Nursing rep and one for an IAS rep. In even years, each voter will cast two votes- one for a CSS rep and one for an Education rep.
7. A completed ballot with even one single vote will be considered valid and counted.
8. For each open seat on FC, the program faculty member who gets the most votes is elected to the FC.
9. If that person cannot serve for some reason, the person in that program who gets the next highest number of votes will be chosen.
10. A member selected to complete a program representative’s term would only serve out the original term of the original member and then the position would be open for re-election.
11. These procedures should be reviewed after 5 years or in the event that campus growth/change results in an even number of programs.