October 8, 2002, 11:30 am, Room 211B

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

Guest: Jack Meszaros

**Jack Meszaros to provide summary of the Tri-Campus Council**

Jack is chair of the Tri-Campus Council and reports to the Senate Executive Committee and the Council of Chairs. The Tri-Campus Council is currently working on legislation about how a campus is defined in the Faculty Code as opposed to a school or college. It is important to get terms specified, in the code, the UW has 3 campuses, schools and colleges are listed separately. There are issues regarding how we coordinate our curriculum at UWB. UWS believes that UWB should submit their curriculum to the Academic Standards Council in Seattle. It is not a code issue, but rather a coordinating rules issue; UWB and UWT want to designate the EC or Curriculum Committee as sub-committee on Academic Programs. That would create a parallel structure with UWS and we can share information about new programs, with any disagreements being heard by the Tri-Campus Council. Nursing Program currently sends its curriculum through the UWS Academic Standards Council, since there is joint accreditation with the Nursing Program in Seattle. All graduate programs go through the Graduate Council for approval. Faculty must be involved with curriculum decisions, which will strengthen coordination of programs. Different program missions will drive the programs regarding approvals.

Priorities of the Senate Executive Committee are faculty salaries, retention and joint governance. UWB can support the Senate by getting Regents to our campus and communicate a message of what role faculty has in joint governance. UWB is committed to getting a faculty regent to represent the concerns of the faculty. Collective bargaining is on the Tri-Campus Council’s agenda and Carole notified the EC that the Executive Council has asked for a mandate to set up a collective bargaining task force. The EC is requesting input on the collective bargaining issue.

Action Item: arrange for the Faculty Senate to meet with the EC at UWB.

Sandeep thanked Jack for attending the meeting and sharing information on the Tri-Campus Council.

**Vote on Minutes of last EC Meeting for last year.**

Motion to approve minutes of June 12, 2002 was made, minutes were approved unanimously.

**Vote on Minutes of first EC Meeting of this year.**

Motion to approve minutes of September 24, 2002 was made, minutes were approved with corrections: the last date of EC Meeting schedule was changed from Dec. 11 to Dec 10, Faculty Organization and Structure/Strategic Planning and Policy was changed to: Faculty Organization and Structure/Strategic Planning and Budget, also a statement was added that an organizational chart was requested by the EC.

**Firming up of dates for GFO Meetings for Autumn**
**Conversation about Discussion Paper 1-EC vs. GFOM.**  
Do we agree with its contents?  
How can we best get faculty feedback before the first GFOM?

The topic of the Discussion Paper 1 is explicating the roles of the EC and GFO. The dramatic growth of UWB since 1990 is shown in the number of FTEs added, from 76.0 to 1061.4 for undergraduate programs (1990-2001) and from 7.8 to 215.0 for graduate/certificate programs (1992-2001). The EC is examining whether GFO meetings are effectively meeting faculty needs. Carole distributed an old organizational chart, which diagrams the GFO, EC and all the committees detailed in the GFO bylaws. The chart needs to be updated, there is no longer a Bothell-Tacoma Joint Faculty Council and some of the language is out-dated, Vice Chancellor and Chancellor need to replace Dean, the Tri-Campus Faculty Conference is now the Faculty Council on Tri-Campus Policy. There is no committee oversight on the Faculty Council on Promotion and Tenure, the oversight role is assumed by the Chair and Vice Chair of the GFO. All faculty vote for the Faculty Council members.

Action Item: Sandeep is to work on the Discussion Paper and return with with new version.

**Introduction of the GFO Knowledge Management Initiative**

Sandeep introduced an initiative to the EC for a project that will create a web-based knowledge center for the GFO [SEE APPENDIX 1 for copy] and gather, organize and manage any and all pertinent information for access by faculty. This project was well received. The idea was to use a CSS student who would work on this as part of an internship. However, the consensus was that this is not the way to approach this and we must do a good job with this. The issue of continuity when one person develops a web site was brought up. Due to the complexities in this area, the implementation process left to be studied and researched.

**Other**

Sandeep distributed Jane Van Galen's reports entitled Issues for Consideration by Faculty Council for next year and Recommendations for Revision of Election Procedures for Faculty Council to the EC for future discussion.

**GFO Committee Status- Reps from all departments, Chairs**

Business and Nursing have submitted their committee members, other departments to follow. Carole Kubota is putting the committees together.

Minutes submitted by Barbara Van Sant

**APPENDIX**

The GFO Knowledge Management Initiative  
Sponsors:  
Carole Kubota, Chair  
Sandeep Krishnamurthy, Vice-Chair  
Version 1.0, October 3, 2002
Preamble
This is a very sensitive project that demands a student with a high level of maturity and with good judgment. This is also a project that has the full support of the chair and vice-chair of the GFO.

Project Summary
Faculty, staff and administrators create organizational knowledge. For the GFO to be effective, the knowledge that resides within the organization needs to be available to the right person at the right time. Members of a faculty committee must have access to historic conversations. Major projects initiated by thought leaders must be made accessible to administrators and future faculty members. Currently, there is a shared consensus that this is not happening leading to ineffective operation. We are proposing that a CSS student will work on this project for 400 hours during the Fall and Winter quarters of this academic year to improve the current state of knowledge management.

Different Types of Knowledge

Procedural
Conceptual
Strategic
Historic vs. Current

Knowledge Documentation Processes

How is knowledge being documented? (Hard copy, Electronic copy)
Who has the responsibility for documenting different knowledge elements?

Knowledge Mapping

Where do different types of knowledge reside?

Knowledge Transfer

How is knowledge transferred when there is a change in the staff?
Do we need different processes for different types of knowledge?

Creation of a Web-Based Knowledge Center

Access
   Authentication Process Ensures Proper Access
   Public and Private Spaces
Procedural Knowledge
   GFO Organizational Chart
   Charge of Each Committee
   Committee Meeting Minutes?
   Committee Annual Reports?
   Revised GFO Handbook
Conceptual Knowledge
Activities Involved in the Project

The student will:

- Conduct background research in knowledge management.
- EC to meet with the student to prepare her/him for the project.
- Interview faculty, staff and administrators about how knowledge is created and shared.
- Use this information to streamline paper-based processes by preparing a report.
- Create a Web-based knowledge center to help us manage knowledge effectively.
- Solicit faculty feedback on the structure of the knowledge center.