Executive Council Meeting
April 3, 2008, 10:00 am, UW2 307

Present: Constantin Behler, Steve Collins, Bill Erdly, Dan Jaffe, Nancy Place, Suzanne Sikma and Mike Stiber

Absent: Gowri Shankar

Guests: Bruce Burgett, Ann Cox and VCAA Jeffords

Adoption of Agenda

The agenda was adopted as amended.

Reports of Officers

A. Chair - Mike
   Mike reviewed the proposed changes to the GFO Bylaws with the EC. The revisions will clarify voting provisions, in-person voting, mail-in ballots or electronic ballots. Another revision codifies the authority of the GFO Chair to act on certain matters during the summer, mostly pertaining to curriculum approval. The Campus Council on Academic Standards and Curriculum does not meet during the summer, therefore the GFO Chair shall have the authority to perform campus level review of proposals for new courses and course changes. A third revision will modify the scheduling of GFO forums throughout the academic year. The current Bylaws call for scheduling all GFO forums before the beginning of academic year in September. The EC agreed that GFO forums should be held minimally once a year, scheduled one month in advance as issues arise. The Bylaws may be amended provided notice of intent is given at least 3 weeks prior to the meeting or election at which action will be taken.

B. Vice-Chair - Dan
   Dan distributed the Draft - UW Bothell Campus, Academic Year 2006-07 Instructional Assignments and Enrollments, Revised document. This draft relates to the 20:1 student to faculty member FTE ratio calculated by the UW and takes into account FT tenured faculty, FT lecturers and PT faculty. Some questions remain using this metric, are we getting the right information? UWB is not hitting the 20:1 target, as we are at 85% enrollment. Full enrollment is the top priority for the campus 2008-11.

EC discussion

- Headcount should be considered in this metric, also part-time students are not counted.
- We need to figure out how to deliver a balanced portfolio, some programs are more expensive per student. We need to initiate majors that have high demand and have lower costs per fte.
- Efficiency is the burden - we don't have classes that are larger than 35 students, this presents an architectural problem with counting FTE.
- We could hire more grad students to teach.
- We need to develop more high demand majors.
- The development of majors is a critical element in this discussion.
Dan updated the EC on the STEM planning process. The STEM report should be available before the GFO forum on Monday, April 21. Mike Stiber, serves on the STEM Task Force and explained that language on the report dealing with building core competencies and partnering with regional community colleges is being finalized.

Dan stated that academic planning at UWB is a top priority for the EC and he would like to increase communication with VCAA Jeffords, both to bring resolution to issues and to keep the momentum moving forward in our planning efforts.

Dan distributed an announcement from Gray Kochhar-Lindgren on Jean Henscheid's visit to UW Bothell on April 17 and 18 to discuss our CUSP program: "First Year Experience: Where We Are and Where We're Going?" Gray has scheduled meetings with Jean for the EC and the GFO Campus Council on Academic Standards and Curriculum.

**Action item:** Barb will email the EC and the CCASC the dates/times of the scheduled meeting and confirm member’s availability with Gray.

Dan reviewed the remaining EC business for this academic year:

- Elections for GFO officers and members of the Campus Council on Promotion, Tenure and Faculty Affairs will be held in May.
- FOCUS elections will also be held in May.
- EC members rotating off the Council are: Nancy Place, Steve Collins, Constantin Behler and Bill Erdly.

**Approval of EC minutes of February 14, 2008, February 28, 2008 and March 13, 2008**

EC minutes of February 14, 2008 were unanimously approved with amendments. Bill called the motion, Nancy seconded, the minutes were approved.

EC minutes of February 28, 2008 were unanimously approved with amendments. Bill called the motion, Nancy seconded, the minutes were approved.

EC minutes of March 13, 2008 were unanimously approved. Suzanne called the motion, Steve seconded, the minutes were approved.

**Reports from programs**

A. **Business - no report**  
B. **CSS - no report**  
C. **Education - no report**  
D. **IAS - no report**  
E. **Nursing - no report**

**Reports of Committees**
A. Campus Council on Academic Standards and Curriculum - no report.
B. Campus Council on Promotion, Tenure and Faculty Affairs - no report.
C. Instructional and Research Support Committee - no report.

Old business

A. Proposed changes to CUSP Charter - no report.
B. Social Sciences Resolution

The VCAA office provided a draft Social Science Resolution. The EC did not write nor collaborate in writing this resolution. The EC motion passed on March 13, 2008 requested VCAA Jeffords to draft a charge letter for the creation of a Social Sciences Task Force, this resolution does not address that request.

VCAA Jeffords joined the EC and discussed the academic planning efforts underway. Multiple priorities have been identified. She explained that a resolution would be the basis for a charge letter, which is why she drafted the resolution first.

EC discussion

- Social Science degree development is high on the list of recommended programs.
- How do we prioritize programs that have been identified out of the planning process?
- There is currently a group of faculty working in Social Sciences, how would they fit into this planning process or the task force?
- We cannot forget the work that has already been done by faculty.
- We need as much consensus as possible, the task force could benefit from the work already done.
- The task force needs broad, campus-wide consultation.
- It would serve us to develop a common template for all task forces coming out of the planning process.
- Student issues need to be considered in the planning process.
- Budget issues need to be included in the process.
- Will a Social Sciences program be housed in IAS?
- Strategic planning should be done in the programs.
- Faculty must have control over the structure of curriculum (sequences of courses to build scaffolding we can build on).

Action item: Steve and Constantin will rewrite the EC Resolution on Appointment of a Faculty/Staff/Administrative Task Force on Social Sciences Degree Implementation in Support of The 21st Century Campus Initiative - UWB Academic Priorities Plan 2008-2020.

C. STEM Task Force Report - report is not available for review. The EC discussion will be postponed until the report can be reviewed.

New Business
A. **Proposed option in Individualized Study (IAS)**

   Bruce opened discussion on the Individualized Study Option and the Interdisciplinary Arts Option with information on the IAS program’s notice of intent to change options to majors, these being the first in a series of proposals. Individualized Studies will allow students to work with IAS faculty and across the campus to chart an individualized course of study.

B. **Proposed option in Interdisciplinary Arts (IAS)**

   The Interdisciplinary Arts Option is proposed for Autumn 2008. This option will draw diverse arts media and practices together.

**EC discussion**

- Academic rigor - not strong in the proposal for an Art degree.
- Demand - can we assume that this option holds as much demand as art, drama and music degrees? Is there enough demand to market this option?
- Budget - 1.5 faculty lines are needed. Given the campus priorities at this time, will that be supported? Will this re-orient our priorities?
- Organization and management - there is no management structure on campus to support this option. An art major should be run by artists.
- There are faculty in these disciplines at UWB and they have the organizational tools to make it successful.
- Looking at the challenges with marketing programs at UWB, who will take the lead in launching this?

   The EC will review the proposals and continue discussion at the next EC meeting.

**EC meeting adjourned at 12:30 pm**

**The next meeting will be April 22, 2008**

**Minutes submitted by Barbara Van Sant**