**Executive Council Meeting**

January 13, 2009, 10:00 am, UW2 327

**Present:** Chuck Jackels, EC Chair, Dan Jaffe, Pam Joseph, Bruce Kochis, Pete Nye, Suzanne Sikma and Kelvin Sung

**Guests:** Arnie Berger, Bruce Burgett, Colin Danby and Ron Krabill

**Adoption of Agenda**

The agenda was adopted.

**Approval of EC Minutes of November 18, 2008**

EC minutes of December 16, 2008 were approved unanimously.

**Reports of GFO Officers**

A. *CUSP Review Co-chairs have been identified: Jerelyn Resnick and David Goldstein. The review is expected to proceed directly.*

B. **Chair - Dan Jaffe**

Dan reported on the GFO meeting held January 8, 2009. Marilyn Cox gave a brief update on the UWB budget followed by faculty discussion. Dan is working with Kelly Snyder to coordinate some trips to Olympia with faculty and students to talk with legislators with the goal of strengthening UWB's public relations and image. Two trips to Olympia are planned in February and March to talk with legislators about UWB's growth and how we are meeting regional needs academically through our new science and technology programs.

Dan serves on the UW Senate Committee for Planning and Budget (SCPB), this committee has discussed guiding principles for responding to the budget cuts, with protecting students, the quality of teaching, research and service as highest priorities. The State Legislature will receive another budget forecast in March, but the budget outcome will not be finalized until April or May. A 13% budget cut from the State is proposed by the Governor; a directive from the Provost has asked all units to model 8%, 10% and 12% plans as target ranges for this biennium. Dan asked the faculty what guiding principles should GFO leadership use to advise the administration at UWB on managing the budget? He received input from UWB faculty listing priorities and found they differ from UWS. With enrollment growth and increased FTE we do not want to lose institutional knowledge/skills and set preservation of jobs as a high priority. Some of the issues that EC representatives would like to address with Chancellor Chan at the EC meeting on January 27 are:

- The uncertainty at the program level regarding faculty searches and hiring. The programs need answers to go forward. How can programs maintain high quality and grow new degrees if no new
hires are allowed? Programs can plan larger classes or non-tenure track hiring with enough lead time, but need the information soon.

- With the reduction in state funding and the mandate to grow enrollment and programs, how do we act on this mandate? Our FTE expectation remains the same with cuts in funding, we will need to fill faculty lines to meet enrollment demands.

Dan will draft a set of guiding principles from faculty input at the GFO meeting and the SCPB to inform the discussion with Chancellor Chan and as we move forward in the budgeting process at UWB.

Dan discussed a substantive issue with the EC that the SCPB conferred on regarding whether UWB is covered by the RCEP process in the UW Handbook. The Handbook does not list “campus” in the RCEP regulations. The question arose at SCPB- does UWB want to be governed by the UW Handbook or do they want to develop their own handbook? The SCPB is now revising the Handbook to have consistent language for all 3 campuses. EC consensus at this time is to maintain the governance structure under the well established UW Handbook.

Reports from Program Representatives. None presented

Reports of Standing Councils/Committees. None presented.

Special Reports. None.

Unfinished Business

A. Proposed Transfer Admission Policy

A motion to approve this policy was tabled at the Dec 2 meeting. Majority support can activate it. The motion remained tabled for lack of a motion to activate it.

B. Proposal from the VCAA for Joint/Transfer Faculty Appointments.

Proposal was discussed on Dec 2 and consideration for action requested at the Jan 13 meeting. By unanimous consent, this item was moved to the end of the agenda.

C. Proposal for New BS Degree in Electrical Engineering.

First reading at Dec 16 meeting. Eligible for action. Professor Berger will be invited to answer questions.

Chuck opened discussion on the BS in Electrical Engineering, stating that the EC vote on this will be an endorsement to move the proposal forward to the UW Registrar for tri-campus review.

EC motion

Suzanne moved to pass the motion:
"The EC endorses forwarding the BS in Electrical Engineering degree proposal to the UW Registrar for Tri-campus review.

The motion was seconded, and the discussion following included concerns about funding and resources:

If the proposal goes forward will it be adequately funded, and will it be adequately supported if started with two senior lecturers? The program is encouraged to consider multi-year appointments for these lecturers to give the program needed stability. The EC reviews proposals for academic integrity and for adequate resourcing as presented in the proposal. It is understood that a commitment by the administration to launch the program should imply support at the level proposed.

Chuck called the question on the original motion. Hearing no objection, he called for a vote on it. By show of hands, the motion carried unanimously.

The EC considered drafting a recommendation to VCAA Jeffords stating that EC endorsement of proposals comes with the understanding that adequate funding will support these programs. This was requested to be a business item on the Jan 27 agenda.

D. Proposal for New BA Degree in American Studies.

First reading at Dec 2 meeting. Eligible for action. Professors Danby/Burgett will be invited to answer questions.

Chuck opened discussion on the BA in American Studies: the EC vote on this will move the proposal forward to the UW Registrar for tri-campus review. Bruce Burgett spoke to the question of why IAS is converting many options in the program to majors - among the reasons for doing so are to give greater external visibility to the program, and to give added recognition to the achievements of graduates.

EC motion

Pete moved to pass the motion:

"The EC endorses forwarding the BA in American Studies degree proposal to the UW Registrar for Tri-campus review."

The motion was seconded, and discussion followed.

Chuck called the question on the original motion. Hearing no objection, he called for a vote on it. By show of hands, the motion carried unanimously.

New Business

A. Proposal for Media and Communications Studies option within the Interdisciplinary Studies major. 1st reading.
Professor Danby/Burgett or substitute has been invited to make presentation.

Bruce Burgett introduced the proposal for Media and Communication Studies, it was approved by the IAS faculty in December. Ron gave a brief overview of the proposal to the EC. The option has a strong cross programmatic component, with both UWB and UWS. Ron stressed that there is high demand for this type of program. The EC asked for clarification on some budgeting and resources issues. Bruce will revise the proposal to clarify these areas. The EC will consider the proposal after the revisions are made.

B. Discussion of whether or not the EC wishes to become involved in consideration of the Bridge Program for incoming fresh persons.

Pete presented some background information on the Bridge Program that is being developed to target entering freshman that are not otherwise ready for admission to UWB. Students admitted under the Bridge Program would require support and resources to prepare them for success at the university. The current proposal for the program appears to give the Director of Admissions decision-making power about admissions, instead of it residing more directly with the faculty. Chuck will consult with Gray Kochhar-Lindgren and arrange for Gray to discuss this program with the EC. It was requested that this item appear on the January 27 agenda.

Continuation of discussion concerning the proposal from the VCAA for Joint/Transfer Faculty Appointments.

EC Motion

After some discussion and editing of a draft proposal, Jaffe moved that:

The "Joint/Transfer Appointments - UWB" proposal be endorsed and recommended by the EC as UWB policy.

The motion was seconded, and further discussion ensued.

The question was called by Chuck, hearing no objection, he called for a vote on it. By show of hands, the motion carried unanimously. (text is included below).

**Joint/Transfer Appointments - UWB**

**Processes**

1. Faculty member requests of a different unit consideration for joint status or for transfer of appointment or the different unit requests faculty member to consider such change in status

2. Faculty member indicates preference for which unit will have primary status in a joint appointment or if it is being proposed to shift the entire primary appointment.
3. Faculty member prepares appointment materials as required by the unit in which the new appointment is being requested.

4. The candidate's requested new unit, which may be secondary or primary, votes on recommendation for faculty appointment and determines if voting rights are to be conferred.

5. Director of the primary unit conveys appropriate appointment materials to VCAA.

6. Formal appointment letter written to record distribution of effort and assignments.

Promotion, Tenure, and Merit Review

1. Primary unit will take responsibility for convening, overseeing, and processing materials for merit, promotion, and tenure review.

2. Review committees can be constructed as a single committee including faculty members from both the primary and secondary units, with membership formed through consultation between heads of both units.

3. Annual reviews will be conducted through collaborations between primary and secondary units; for merit considerations, heads of personnel committees from each unit will confer and make recommendation to Program Directors; Directors from each Program will confer on final recommendation.

Budget Guidelines

Joint appointments can be budgeted in two ways:

1. Budget is divided to reflect proportions of appointment, or Budget rests in primary unit, with secondary unit reflected as a WOS (Without Salary) appointment.

2. Funding related to sabbaticals, buy-outs, or teaching replacement for faculty members holding joint appointments:

   a. "Funding follows teaching": in other words, funding distribution is related only to replacement of course responsibilities that will not be met due to leave, research, or administrative or other re-assignment.

3. Directors of units will discuss resource needs with Vice Chancellor for Academic Affairs.

Meeting adjourned 12:20 pm
Minutes submitted by Barbara Van Sant
Next meeting will be January 27, 2009

Announcements;
Next Meeting: January 27, 2009, 10AM - noon. Visit by Chancellor Chan to discuss campus budget picture. Possible items for consideration include 2nd reading and action on the BA in Global Studies, proposal for new Masters degree in Ed Leadership, and proposal for new BA from IAS (perhaps Community Psychology)