Executive Council Meeting
January 27, 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: Chancellor Kenyon Chan, Tom Bellamy, Bruce Burgett, Gray Kochhar-Lindgren, Ron Krabill and Linda Watts

Meeting with Chancellor Chan.

Chuck welcomed Chancellor Chan to the EC and stated that key issues the EC would like to discuss with him center around strategic planning and resources. How should the strategic plan be implemented in the current climate of budget constraints and limited resource allocations? The Chancellor assured the EC that UWB will continue to move forward with new programs and invest in the quality of education that has built our reputation. Our first responsibility is to fund academic programs. He opened the budget discussion with information on the proposed budget and stated that he is committed to transparency in the budgeting process and working in a consultative way with faculty leadership in that process. An extended Academic Council meeting is scheduled this Thursday to review the proposed budget and work on constructing a budget that can be presented to the campus. Improved enrollment is the most important factor in our budget outlook. We have increased enrollment over the last year and 100% enrollment and tuition increases will moderate some of the budget cuts we are facing. The budget planning now is concentrating on more efficient operations within the programs and across the campus. Program planning must proceed, although the rate of growth of new programs may be impacted.

EC discussion

- The EC expressed concerns that new programs will not be adequately funded.
- Once the EC approves new proposals, there is no follow through or accountability regarding future funding of the program. How can the EC be assured that the quality of the programs be held to a high standard; this entails allocation for faculty lines and resources for infrastructure.
- The implications of budget adjustments on the delivery of programs can be critical.
- Another area of concern is information sharing for planning purposes. Programs can make accommodations with staffing if they are given sufficient lead time.
- Chancellor Chan - the Governor has now released frozen positions which will allow us to fill faculty positions in new and existing programs.
- At what point will we have a sense of which programs will be launched next Autumn Quarter?
- Chancellor Chan - some of these decisions will be made by the HECB. The EC can move forward with the approval process on new degrees. If we delay our process, this will slow down our phasing in of new programs. We need to move forward. The UW has stated that UWB will continue to grow enrollment.

The Chancellor stressed that UWB is committed to growth and stability. Senator McAuliffe is working in the State Legislature to move forward on funding UWB’s third building, and a contingent of faculty will visit Olympia to bring the message to the Legislature that UWB is thriving, serving the region with high quality
education. The Chancellor wants to see strong growth with residence halls and a student center to show our stability in the community and region.

**Adoption of Agenda**

The agenda was adopted with modification.

**Approval of EC Minutes of January 13, 2008**

EC minutes of January 13, 2008 were approved as amended.

**Reports of GFO Officers** - None presented.

**Reports from Program Representatives** - None presented.

**Reports of Standing Councils/Committees** - None presented.

**Special Reports** - Jaffe

A. Discussion of position/resolution concerning level of support for new programs and maintenance of strategic priorities in starting them.

Dan brought an issue to the EC for discussion regarding the support of new programs once the EC has approved the proposals. What input should the EC have in decision-making on the support and funding of programs that the EC has approved? Resource allocation and funding of new programs could determine the success and quality of those programs and the resulting student experience at UWB. Some recommendations:

- 1. Proposals should include an appropriate budget with resources needed for start-up, an indicative minimum budget.
- 2. The EC should impose a deadline of November for all new majors. This will assist with setting campus priorities.

Interaction with the administration on the implementation of new programs will maintain EC accountability to the faculty. The chair agreed to return to this topic at the next meeting.

**Unfinished Business**

A. Proposal from the VCAA for Joint/Transfer Faculty Appointments - Jackels.

Proposal was passed at Jan 13 meeting. Minor additions are requested by VCAA. Possible action.

Chuck submitted a modified proposal for the Joint/Transfer Faculty Appointments - UWB, language was suggested to comply with UW Academic Human Resources policies and to clarify the situation for new faculty hires into joint positions. (Appendix I)
EC motion
Dan moved to pass the motion:

The EC approves the Joint/Transfer Appointments - UWB policy as modified. The text of the motion is attached as Appendix A.

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.

B. Proposal for Media and Communications Studies option within the Interdisciplinary Studies major - Professor Krabill, Danby, or Burgett has been invited to be present to answer any questions. 1st reading was on Jan 13: eligible for action.

The EC reviewed the Proposal for an Option in Media and Communication Studies, budgetary information has been added, detailing start-up costs. Questions on curriculum and resources were posed to Professor Krabill. Have cross-programmatic discussions with CSS or Business regarding resource allocation for this program been considered? Digital Media, e-Marketing, as well as other CSS and Business courses could integrate with this concentration and share resources. IAS is building connections across the programs for this concentration, but this is a program-based major and IAS needs the infrastructure to successfully teach this curriculum. A full inventory of resources on campus could provide all the programs with information to better develop interactions on cross-programmatic consultations.

EC motion
Bruce moved the motion:

"The EC endorses forwarding the Media and Communications Studies Option 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, 5 yes, zero "no", and 1 abstain.

New Business

A. Proposal for Masters degree in Education Leadership. 1st reading - Professor Bellamy is invited to make a presentation.

Professor Bellamy presented a proposal for a Masters degree in Education Leadership. This program involves a partnership with school districts and professional support organizations in order to integrate
preparation for principalship with emerging programs to support teacher instructional leaders. As a fully integrated program, EDL includes all requirements for Washington’s residency principal certification as well as the requirements for the M.Ed. degree in a single curriculum. This program will serve educators throughout the North Puget Sound area, filling the need for a continuing supply of new principals, developing different qualities in principal candidates and meeting the need for a greater focus on instruction in principal preparation.

The EC will review the proposal for further discussion and possible action at the next EC meeting.

B. Bridge program report/discussion - Gray Kochhar-Lindgren.

Gray opened discussion on the Bridge program that UWB is considering to increase access to education for under-represented, marginally-prepared students in the Puget Sound area and more broadly, Washington State. This effort provides an opportunity for students not eligible for admission under current standards to take part in a program to build the skills needed for admission to CUSP. Pete Nye is on the Bridge Planning Group, and he would like to see faculty oversight of the admission process, through either FOCUS or another group.

EC discussion

The following points were raised during the discussion:

- It is an important principle for faculty to have authority over admissions, if faculty decline admission to a student, that decision should not be overridden by administrators.
- Student files with the rational for consideration should be supplied to faculty for review.
- Admission criteria for Bridge students should be such as to make likely the success of the student.
- Funding for this program should support it without tuition requirements for the student, currently tuition for the early-September program is folded into Autumn Quarter tuition.
- Only credit-bearing courses should charge tuition. Should Bridge courses be credit-bearing?

The EC will review the proposal for further discussion and possible action at a later date.

Meeting adjourned at 12:10 PM
Minutes submitted by Barbara Van Sant

Announcements;

Next Meeting: Feb 10, 2009, 10AM - noon. Possible items for consideration include 2nd reading and action on the BA in Global Studies, 2nd reading and action on Masters in Ed Leadership, 1st reading of Biology NOI, and 1st reading of BA from IAS (perhaps Community Psychology)

Appendix I

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 informs the director(s) of their present unit or units of this request. The director(s) will acknowledge receiving this information.

4. Faculty member prepares appointment materials as required by the unit in which the new appointment is being requested.

5. 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.

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

7. 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.
- 4. Prior to hiring for new appointments:
  
a. Heads of both units will confer to appoint a joint search committee
  
b. At time of hire and after discussion with the candidate, the VCAA will designate primary and secondary units, with lead being taken by Director of primary unit; at this time, specific delineations will be made for:
    
    i. Teaching assignments
    
    ii. Service on committees
    
    iii. Research expectations
    
    iv. Mentoring of the candidate