Executive Council Meeting

October 21, 2008, 8:30 am, UW2 327

Present:  Chuck Jackels, EC Chair, Pam Joseph, Bruce Kochis, Pete Nye, Kelvin Sung

Phone:  Suzanne Sikma

Absent:  Dan Jaffe

Guests:  Hung Dang, Jill Orcutt and Jen Wildrick

Adoption of Agenda

The agenda was adopted.

Approval of EC Minutes of October 7, 2008

The EC Minutes of October 7, 2008 were approved as amended.

Reports of GFO Officers

A.  Chair  Dan Jaffe - Out of town.

B.  Vice Chair  Chuck Jackels

- Chuck opened the meeting with an update on the degree proposal status of programs that have contacted him to reserve time on the December 2nd EC agenda. IAS will submit an omnibus proposal. Although the HECB agrees to bundling proposals, the EC will consider the degree proposals individually. Chuck has requested the degree-specific sections of the proposals (learning objectives, curriculum, faculty, etc) be organized by degree, so that the EC can easily identify the relevant sections and review them. There will be common sections for the general context, program background, curriculum, etc. This way, a single question with one degree won't hold up the entire suite. Because there are common elements, future reviews should go faster than the first one. The Electrical Engineering degree proposal will be placed on the December 16th EC agenda. The CSS program has a fully-approved MS degree and is now considering a self sustaining model of funding to begin offering it. Chuck asked the EC for feedback on what role the EC should play in this discussion, should faculty approval be sought?

EC discussion

- This is a high demand degree, should we offer it as self-sustaining?
- Is FTE counted with self sustaining degree programs? Is there a loss of FTE with self sustaining programs?
- There should not be a loss with this program being offered as self sustaining.
The Business Program's EMBA (Bellevue) was approved as a State funded program, which made it distinctive.

The Business Program is considering self sustaining certificate programs.

Who regulates certificate programs, the UW Graduate School? Are certificate programs for credit or are they non-credit?

Will this program be administered through UW Extension?

There are support issues with self sustaining programs, staff should be paid by the program, not the State.

There is no need for the EC to re-evaluate the academic integrity of this program.

This is a provisional inquiry - how should this program be offered?

Will self sustaining programs impact the operation of the campus in any way?

The EC should be kept updated on the status and decision-making process of this program and will make a decision about drafting a letter of support in the future. One EC member asked for clarification on the role of the GFO Campus Council on Academic Standards and Curriculum and the EC in new degree evaluation. Chuck explained that the CCASC reviewed course applications whereas the EC reviewed and made recommendations on the degree/program proposals.

- Provost Visit (on behalf of Dan)
  Provost Wise will be visiting campus on Nov 25 at the invitation of the GFO.

- Budget update
  Chuck updated the EC on budgetary information from Cabinet and the Planning and Budget Committee. A general State mandated 1% budget cut for UWB will be accommodated primarily through tuition revenues and unfilled staff and faculty vacancies. Our increased enrollment gives us a buffer this year, academic budgets will not be impacted, roll forward funds will still be carried over at the end of the year. Chuck reported that UWB would like to untangle the position vacancies from the 1% cut, using a more comprehensive approach to our budget and strategic planning that remains aligned with the 21st Century Campus Initiative. Any change in the overhead budget distribution formula would benefit from broad faculty consultation; PIs could be called into the discussion to provide feedback on the status of research support on campus. The administration has asked Chuck if faculty are sufficiently informed on the budget process. Although the EC is informed, there must be a firm link between EC reps and their programs to communicate budgetary information. With the state of the economy and UWB's directive to increase transparency in the budgeting process, it would be valuable to hold periodic campus forums or ask that budget issues be discussed at each of the Chancellor's Town Hall meetings. These meetings would allow the administrative leadership to inform the faculty and staff directly and help allay rumors and misinformation.

- VCAA to proceed to draft a proposal for faculty moving to S&T for our consideration and advice.
  The Science and Technology Task Force has met; the new Science and Technology unit is officially organized; and questions have arose regarding faculty moving into the new departments. VCAA Jeffords is working on drafting a proposal to address these issues. Although some of the issues involve RCEP, others do not fall directly under the RCEP regulations. Some faculty may want to move their line into the new unit, others may request joint appointments. RCEP regulations within the UW Handbook will guide the process.
• An interim committee could be set up to review faculty requests for joint appointments or complete moves.
• A faculty's departing program could not keep a professor from leaving, only request to fill the line. A proposal should clarify these issues.
• The proposal will be reviewed by the EC for feedback and recommendation.

Chuck shared information on two items:

1. VCAA Jeffords appointed of a group of faculty members, JoLynn Edwards, Tom Bellamy and Sandeep Krishnamurthy to draft a recommendation on the process for programs to become schools and/or colleges. The FCTCP has been consulted, there is ongoing discussions on the criteria, professional accreditation, etc. Budget issues should factor into this discussion, as the appointment of deans, among other things, will impact the budget.

2. At the FCTCP meeting, Executive Vice-Provost Doug Wadden announced that a regional accreditation for the UW will occur in 2013. This self assessment has identified tri-campus strategic planning as one area that needs to be developed. The tri-campus relationship needs to be articulated more clearly.

Reports from Program Representatives

A. Business - Pete Nye

The Business Program's MBA offering in Bellevue has been approved by the HECB.

Reports of Standing Councils/Committees

A. Campus Council on Promotion, Tenure and Faculty Affairs

Written report to be presented, with recommendation on the role of Committee of Fulls temporary policy. (Jackels)

Chuck reviewed the report from the CCPTFA and drafted some recommendations for consideration by the EC to go forward to the Chancellor. A letter from the Chancellor outlined the interim procedure for promotion and tenure at UWB through 2008. A Committee of the Fulls now reviews all promotion and tenure cases in programs having less than three full professors. The report from the CCPTFA made recommendations in several areas, some address issues that require a revision to the GFO Bylaws and some raise questions that may be governed by the UW Handbook. Chuck asked the EC to consider the recommendations with short and long term solutions in mind: the UW Handbook issues need further discussion with the Secretary of the Faculty, Bylaw issues could be referred back to the CCPTFA for a comprehensive review by Autumn 2009. An immediate solution for the current promotion and tenure cycle is to ask the Chancellor to extend the present interim policy to include the 2008-09 year. This will meet the timeline for this year cases, which go to the VCAA in November and to the Provost in Dec - January, and on to the Regents for approval in June.

EC discussion
The issue of "double voting" was raised; recommendations would limit the vote of any single faculty of higher rank to only one phase of the promotion/tenure decision process.

The issue of double voting is addressed in the GFO Bylaws, which state that members of the Campus Council on Promotion, Tenure and Faculty Affairs shall recuse themselves from promotion and tenure cases originating from within their own programs.

A sub-committee or panel could be set up for programs that do not have enough full professors or for all the programs to review each case involving promotion to full professor.

The procedures must be formalized.

We should build upon the work of the CCPTFA and ask that the council complete a both a recommendation for the interim use of the committee of Fulls, and comprehensive review of its own procedures and policies, as required by ByLaws before Autumn 2009.

EC Motion

The EC recommends to Chancellor Chan that the interim Promotion and Tenure procedure dated November 21, 2007 be extended through September 15, 2009. Pete called the motion, Bruce seconded and the motion carried unanimously.

Unfinished Business

A. Identification of an EC member to serve as chair of IRSC, required by GFO Bylaws.

Chuck suggested that Kelvin serve as co-chair of the IRSC, reporting the committee business to the EC. Kelvin agreed.

EC Motion

The EC recommends appointing Kelvin Sung co-chair of the GFO Instructional and Research Committee. Kelvin called the motion, Bruce seconded and the motion carried unanimously.

B. Follow up on report from enrollment Mgt Taskforce.

Is there any action proposed? Does the GFO wish to cosponsor the forum to be scheduled by the VCAA’s office in the first week of November?

EC discussion

- The EC is in agreement with the content of the report, but more feedback is needed in addressing the recommendations.
- The report does not address the recommendations in a way best organized to elicit faculty discussion.
- It may be helpful to draft "talking points" before the forum, bringing some issues to the foreground.
- How do we address the barriers?
- This issue should be on the EC agenda after the forum discussions.
EC Motion

The EC will co-sponsor the Enrollment Management Task Force forum with Academic Affairs to present the task force report to the UWB campus for comment and feedback. Bruce called the motion, Pete seconded and the motion carried unanimously.

CUSP/FOCUS Review. Recommendation: continue discussion of last meeting - this agenda item is postponed.

Dan will lead with a set of possible questions for the committee to address:

1. What are the learning objectives for our lower division students? Are these objectives appropriate and are they being met?
2. How well do the DCs prepare students for advanced study at UWB?
3. What are students' overall opinions of the Discovery Cores?
4. Does the CUSP model help or hinder student recruitment?
5. Are there changes in the CUSP model that are needed to facilitate students entering math and science fields?
6. What are faculty opinions of the DCs? (both within and outside of CUSP)
7. What are the organizational challenges in delivering the first and second year curriculum?
8. Should CUSP be able to have its own tenure track faculty?
9. Should CUSP be represented on the EC?
10. Where does FOCUS fit in the UWB organizational structure?

New Business


Jill opened discussion on the Proposed Transfer Admission Policy, which would allow students to be admitted as general transfer students to the university and once prepared, file an application for admission to a program. Currently students receiving denial letters from a UWB program are not advised of options for admission to other UWB programs, this can result in a loss of enrollments as students move on to other institutions. To better serve students the new admission policy will allow student to enter UWB and then complete preparation for their degree program at UWB. This policy aligns with the UWS policy.
EC discussion

- This proposal will extend the present procedure to incoming (transfer) juniors, it is already in place for sophomores.
- The proposed transfer policy will provide access to students to work toward their degree.
- Admitting students to the campus will help them commit to UWB.
- Would this policy cause problems with time to degree, could students end up undeclared with 170 or more credits under this policy?
- We do not have open programs at UWB, will this policy pressure IAS to accept students?
- Who will have academic advising responsibility?
- The CUSP advising center will provide advising for students not tied to an academic program.
- Students will need to apply to the university first, then to programs. Student's files will be sent directly to the programs if they are ready.
- This will essentially pre-screen students for the programs.
- Students that are denied by the programs can contact CUSP for additional options.

B. Proposed change in the UWB Repeat Policy for transfer students. (presented by Jill Orcutt).

New policy proposal.

Recommended action: Discussion today. Gather information and consider for action at next meeting.

Jill introduced Jen Wildrick who opened discussion on the UWB Repeat Policy. This policy aligns with UWS policy on repeated courses: the transfer GPA is calculated using the repeat policy of the home institution. When a student transferring to the UW Bothell has repeated a course for a second time at an institution other than the University of Washington campuses, credit for the course shall be allowed once and the most recent grade for the course shall be used in calculating the transfer GPA. Both grades post on the transcript but at a cumulative level.

C. Proposal to the IRSC regarding faculty seminar program - this agenda item is postponed.

Recommendation: commit to IRSC to develop proposal in conjunction with VCAA (5 min)?

Meeting adjourned at 10:50 am
Minutes submitted by Barbara Van Sant
Next meeting will be November 4, 2008

Announcements:
Provost Wise will be visiting campus on Nov 25 at the invitation of the GFO.

Her schedule is:
800-820: Campus walk thru and requirements for FTE growth (Marilyn)
820-840: Campus enrollment and growth (Jill)
840-930: Meet with EC
940-1030: Open meeting w/students, faculty and staff

Next Meeting: November 4, 2008.