

SES Faculty Meeting | Friday, April 10, 2020 | 9:00 – 11:30 am | <https://washington.zoom.us/j/568617126>

PROSPECTIVE ATTENDEES

Faculty: Rejoice Akapame, Yue Bian, Ed Buendia, Allison Hintz, Pamela Joseph, Tyson Marsh, Natasha Merchant, Jason Naranjo, Sarah Shear, Sarita Shukla, Tony Smith, Carrie Tzou

Staff: Ann Busche, Amy Couto, Michele Graaff, Toni S. Hartsfield, Marissa Heringer, Jon Howailer, Kristen Labrecque

Not Present: Wayne Au, Tom Bellamy (Emeritus), Alyssa Berger, Karen Brusseau

Recorder: Toni S. Hartsfield

Purple = Voting Member

AGENDA ITEM	INFO, DISCUSSION, ACTION	INFO PROVIDED	DECISIONS	FOLLOW-UP ACTION / INFO
9:00-9:15 CHECK IN - How Are You? Moment of congratulation Substitute Instructor Plan	Info What are the criteria for deciding on a substitute instructor?			
Please complete spreadsheet by Wednesday 4/15. Ask your substitute faculty and then add to the spreadsheet. Please also record your asynchronous meeting times, especially if this has changed. Marissa now needs to also add asynchronous mtg times into the Time Schedule and needs it to be accurate.				
Emeritus Request Pamela Joseph	Vote	Joseph CV		Vote on Catalyst
9:15-9:35 Course Evaluations <ul style="list-style-type: none"> To have standard course evals for Spring online, Y or N. If No, what options might be considered? If Yes, in what form? UW form or SES designed form Spring course observation. 	Discussion	Options: No standard course evaluations, optional standard evaluations, SES-designed formative evaluation part-way through quarter Resource: Chronicle Higher Ed: Course evals		Course Eval Distance Learning

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Form and contextualization				
<p>GFO discussed dynamics of course evaluations of online courses as feedback for faculty will be limited and quality of evaluations changed. Discussion included recommendation of multiple data points and to leave up to units to decide on whether and how to administer course evals.</p> <p>QUESTION: Do we complete evaluations this spring? do we use university forms or do we create our own evaluation?</p> <p>Faculty Code is 1 course evaluated per year for tenure track faculty. Bothell practice of all courses evaluated. Our School policy is all courses evaluated unless faculty opts out.</p> <p>Discussion ensued.</p> <ul style="list-style-type: none"> ● Campus is not generating a standard form to use across campus and it appears left up to units to create their own. ● Mid quarter survey via google as a follow up to earlier survey to check in with students about how things are going. ● Central coordination for all schools and follow up Google format might increase completion and participation. Ours could be shortened, faculty could generate questions, using distance learning IASystem form (see link). ● Content of questions depends on what we want evaluated and what we want to learn. ● We could gather data collectively and develop a google form and have a school coordinated effort vs. each individual collecting their own formative data. ● There is an evaluation form for distance learning to consult for question ideas. <p>Decision: Faculty will help create a short list of 3-4 questions via an online shared doc. Will not involve DIRT. Draft doc by Friday, April 17 and then Faculty Council to review and approve at their next meeting. Ann/Toni will work w/faculty to implement in Google format to send out in week 6 or 7. All faculty will still have option to use UW system evaluations as appropriate.</p> <p>Additional concern of how review of tenure track dossier and lecturer track reviews and appointment renewals impacted due to changed quality for course evaluations.</p> <p>Decision: To create a School statement to attach to both tenure and lecturer track review files to qualify and explain COVID-19 environment and should address Winter and Spring 2020 quarters.</p> <p>Work on promotion and tenure and annual review issues related to COVID-19 within Faculty Affairs, with future review by Faculty Council and full faculty as needed.</p>				



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9:35 - 9:50 Grading	Discussion	CR/NC considerations, informal SES approach, thoughts about balance between rigor and flexibility		
<p>UWS Registrar Spring Q FAQs</p> <p>Due Dates on Assignments</p> <p>Tyson - deadlines flexed.</p> <p>Tony - No points deducted for late work.</p> <p>Biggest request of students is COMMUNICATION - be proactive about flexibility and what are actual expectations.</p> <p>Yue - weekly updates, students designing on line modules I and earn credit, small group mtgs students are discussion facilitators and earn credits</p> <p>Office Hours - encourage students to visit faculty when they are available, answering questions by email; however, quicker for students and faculty to use office hours</p> <p>Sarah - recommended calendar for completing on line modules - not firm, but a structure as a guideline. All completed by finals week. Weekly video check in. Communication is mostly by email and receiving few questions.</p> <p>Sarita - ongoing Q&A sessions. Created videos explaining assignments and posted.</p> <p>The Happiness Lab, Making the Grade: https://www.happinesslab.fm/season-1-episodes/making-the-grade</p> <p>https://teachinginhighered.com/podcast/inclusified-teaching-evaluation/ --- I really like this podcast and especially enjoyed this episode around course evaluations. Lots of good questions to ponder over.</p> <p>Pam- reminder that students needing accommodations will need any instructions, etc in accessible format. Zoom format iCloud is transcribed.</p> <p>GOOD PRACTICES</p> <p>Students w/disabilities - ask students what they need for their individual learning needs - Jason as a resource</p>				



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9:50 - 10:00 Program Review & Alumni Questions	Discussion			
<p>Alumni Questions reduced to 2 questions; Ed will share</p> <p>Spring 2020 Program Review Visit - ? about status of this visit, but Ed will share info when he knows</p>				
10:10 - 10:30 Coordinating Groups				
9:15-9:xx BA CG				
9:xx-10:xx C3 CG				
Curriculum CG				
Elementary CG	<p>Quick update: 5 elementary cohorts currently running</p> <p>3 new cohorts launched their program fully online</p> <p>Supporting the 2 finishing cohorts is complex work.</p> <p>Responding to the ever-changing info about public schools and what that means for students successfully completing internships in main placements and specialty</p>			



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	placements for endorsements			
ESOL CG				
Faculty Affairs CG Online Instruction Support (Jason and Tyson)		DIRT Report		
<p>Our School is a bit ahead of the campus level responses, especially in the area of equity and access.</p> <p>Not all docs in Canvas have to have the Green Light</p> <p>100 more laptop computers to loan out to students</p> <p>IMPORTANT: Self care and awareness of health issues related to increased screen time and sitting. Consequences to mind and body can be significant. Take act</p>				
LEDE CG				
MEd CG	None: Need to schedule meetings for quarter			
PDS CG	Update: We are in communication with partners - with respect for all they are navigating at this time. We cannot yet co-plan for Autumn with the uncertainties of when schools will resume. We are beginning conversations			

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	about a few possible approaches			
Secondary CG	None--meetings starting up again today			
SPED CG				

ANNOUNCEMENTS/INFO:

Part Time Faculty Reappointments - February 2020 via Catalyst [Voting Results](#)

Welcome to two new Affiliate Instructor for ESOL endorsement program: Nancy Garvey and Shireen Munir

April 27- May 1 OR May 4 – May 8 : SPED Search projected dates for campus visits (all online) Please mark your calendars for both am and pm blocks of time during these weeks in order to participate in these campus visits. Included in the campus visit itinerary will be a teaching presentation, a research presentation, time with SES Faculty and Staff, a virtual campus tour, time with the Dean and with the search committee.

Staff Support

[Staff Support Guide](#) - see the Operations Staff Support Guide for your primary contact by area of need. Use secondary contact if primary contact is on medical leave. [Human Resource](#) question/issues - feel free to schedule off-line conversations directly with Toni regarding any confidential, more sensitive HR questions or issues. Send an Outlook invite for either phone or Zoom conversation. If phone, leave phone number at which you may be reached

[Student Assistant Support](#) - the following are On Call hours for our student Office Assistants - hours when they are at their computers and available for delegated tasks or discussions about tasks. If delegating to them requires a conversation, please use Zoom rather than creating a back and forth of emails.

Office Assistant	Mon	Tues	Wed	Thur	Fri
Mary maryryak@uw.edu		8 am - 10 am		8 am - 10 am	
Setareh setareh3@uw.edu	10 am - Noon		10 am - Noon		

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Tiandra tnhall24@uw.edu	10 am - Noon			10 am - Noon
<p>Messages from President Cause</p> <p><u>Commencement</u>: In-person campus ceremonies in June won't be possible. I am, however, looking forward to honoring all of our graduating seniors, graduate and professional students in two ways: First, with a one-of-a-kind, live, worldwide and interactive webcast on June 13, 2020. This dynamic and personalized experience will be the first time that graduates of all three of our campuses will have the opportunity to celebrate commencement together. Second, knowing the significance that a physical ceremony holds for many students, this year's graduates are also invited to take part in and receive special recognition at the 2021 commencement exercises for all three campuses. Please visit the Bothell, Seattle or Tacoma commencement website for information specific to your campus.</p> <p><u>Summer Quarter</u>: In order to put safety and health first, not only for our community, but for the public we serve, the full and A terms of summer quarter will be offered remotely. No decision has been made about B term, which begins on July 23, 2020. As we plan for B term and the start of autumn quarter in September, we are adjusting course offerings to backfill courses with clinical, lab, studio and practicum requirements that cannot be fulfilled remotely. Summer registration begins April 13.</p>				
<p>NEXT MEETING: FRIDAY, May 8, 2020 9 am - 11:30 am via Zoom</p>				