Executive Council Meeting
October 22, 2019, 8:45 a.m., UW1 361

Present: Keith Nitta (Chair), SeungKeun Choi, Steve Holland, Nora Kenworthy, Minda Martin, Jason Naranjo, Alice Pederson and David Socha

Guests: VCAA Sharon Jones, Robin Angotti, Becca Price, Carolyn Brennan and Maria Anderson

Adoption of Agenda, Approval of EC Minutes
The agenda was adopted. EC/CCPB minutes of October 11, 2019 were approved.

Socha thanked Professor Price for meeting with the EC to discuss a proposal for an amendment to the GFO Bylaws.

CCPT Check-In: Becca Price, Chair
• UWG FFO CCPT By-Laws Revision

Professor Price opened discussion on the GFO CCPT By-Laws Revision:

ORIGINAL: “Members of the CCPTFA shall recuse themselves from promotion and tenure cases originating from within their own Schools.”

NEW: “Members of the CCPT shall recuse themselves from promotion and tenure cases for which they have participated in their division or school faculty’s review and vote.”

The amendment addresses some of the problems that the CCPT has been facing this year. It will help to streamline the review process and ease the workload of Council members. It allows members of CCPT from divisionalized Schools to vote on cases in divisions other than their own. It will also allow faculty to recuse themselves from votes within their division or School if their priority is to participate in the vote by CCPT.

Price opened discussion on other issues that the CCPT is addressing:
• The Council’s letter to the VCAA on each candidate. A new template has been recommended to the VCAA to streamline the CCPT letter, outlining evidence in the dossier with bullet-points. Discussions have also been held on sharing the CCPT letter with the candidates as a feedback mechanism.
• Student Evaluations. UWB implements a practice of submitting evaluations from all of a candidate’s classes for the year, UWS is requiring only one student evaluation per year from a candidate. UWB has set its own guidelines, units could adopt different guidelines.
• The Council would like to create a record of CCPT materials.
• Price stated that OEHR is working closely with the CCPT to streamline processes and avoid delays.

EC discussion points
• We need to consider where a website can be created to host the CCPT materials.
• One of the major problems the CCPT is facing is the composition of the Council and the requirement that members recuse themselves for cases originating from within their Schools. This
has left the Council without a sufficient number of full professors to review cases this year since all full professors serving on the Council are from one School.

- In the past, a committee of the fulls was formed to review P&T cases from associate to full when Schools did not have an adequate number of full professors for P&T review.
- Can a separate committee be called to review cases? The CCPT representatives are elected by the GFO, how would a separate committee be constituted?
- It was recommended that the at-large representatives be full professors, but this recommendation was not adopted by the GFO.
- Further discussions are also needed on how to ensure the constitution of the CCPT will include some full professors.

**EC motion**

Holland moved to pass the motion:

> The EC approves the proposed CCPT amendment to the GFO Bylaws:
> “Members of the CCPT shall recuse themselves from promotion and tenure cases for which they have participated in their division or school faculty’s review and vote.”

The motion was seconded.

Socha called the question, there was no further discussion. The motion carried, unanimously.

Socha thanked Professor Price.

**UWB Center Authorization/Reauthorization Process: Carolyn Brennan, Office of Research**

Carolyn Brennan, Assistant Vice Chancellor of Research gave a brief overview of the policy for the authorization and reauthorization of Centers at UWB. The policy, developed in 2007 implements the approval process for each new center or each existing center that is reauthorized for an initial period of five years, at the end of which time the center authorization will expire unless formally reauthorized. The Office of Research supports multi-disciplinary collaboration and helps coordinate the review process and works with faculty to guide institutional expertise to support new centers. The Office of Research will assist faculty in developing a proposal for a new center and all proposed centers must follow this process regardless of external designation. The charter for a new center would describe the purpose and proposed administrative and fiscal structure of the organization, in alignment with the mission of the campus. We have three centers at UWB, the Goodlad Institute, the Center on Reinventing Public Education (CRPE) and the Center for Information Assurance & Cybersecurity.

**EC discussion points**

- There were also two other centers, the Student Entrepreneurship Center and the Business Development Center. The Business Development Center was a fund-raising body.
- Centers are to be financially self-sustaining. They must not require campus resources.
- Centers are to be aligned with and supportive of the UWB educational mission.
- The center charter needs to state the impact on programs, curricula and other campus services.
- The re-authorization process will look at the accomplishments of the center and assess whether the center is self-sustaining at the 5-year mark.
- Can Schools support a center to get started?
- What is the value added of have a center on the campus?
• Some centers are a tri-campus endeavor. The Goodlad Institute is transitioning from a tri-campus institute to a UWB institute. Goodlad will be housed in Educational Studies, how will this impact faculty use and UW wide access?
• UWB uses policy guidelines from UWS.
• Opportunity grants are available for centers, the Office of Research assists faculty with finding these resources.

EC motion
Holland moved to pass the motion:

The EC approves the UWB Center Authorization/Reauthorization Process.

The motion was seconded.

Socha called the question, there was no further discussion. The motion carried, unanimously.

Socha thanked Carolyn Brennan.

Campus Climate Survey: Maria Anderson
Maria Anderson, UWB Communications Director spoke to the EC about the UW climate survey for students, staff and faculty. The survey has a designated UWB section for our campus. Anderson stressed the importance of getting a high participation rate and asked the EC for feedback on how to encourage participation. There are incentives for students with gift cards to the UW Bookstore.

EC discussion points
• Some students and others have identity concerns. Anderson reassured the EC that all identifying information is removed. Survey results are sent to an external company, Rankin.
• The survey does not allow you to answer questions, pause and return to the survey. The survey must be completed at one sitting. This may be one reason that there have been low participation rates. Anderson stated that questions can be skipped which will allow participants to move through the survey faster.
• Email survey have the lowest response rate. It may be helpful to pair it with another method, focus group, phone survey.
• We need to look at the research methodology, data collected drives outcomes.

The EC will encourage participation within their Schools. Socha thanked Maria Anderson.

How work with UWT / UWS on the future of shared governance at each campus?
Professor Angotti shared information and updated the EC on the status of discussions with UWT and UWS on the future of shared governance at each campus. UWT has initiated dialog with UWS and formed a steering committee to work on proposing changes to the practice of shared governance within the tri-campus system. There are inequities between UWS and UWB/UWT in areas of faculty representation on the Senate, the Senate Committee on Planning and Budget and other UW governance councils and committees. There are also inequities in UWB’s representation on the Board of Deans and Chancellors. The Deans of UWB and UWT are not represented on this body, only the Chancellors. The question that the EC and leadership on this campus needs to consider is where is representation needed for our voice to be heard? UWB will need to make decisions on the structural balance we wish to have within the tri-campus system.
EC discussion points
- One of the critical areas that need the UWB faculty voice is promotion and tenure issues. There are inequities in working conditions and workload across the campuses.
- How do we set our criteria in these matters?
- There are also resource inequities.
- The Faculty Code governs all three campuses, we will need to amend the Faculty Code.
- What do we want to change? It is time to begin the dialog.
- Professor Angotti is the Faculty Senate Vice Chair and she is a strong advocate for UWB.
- Budgetary matters are decided for the tri-campus system without adequate representation from UWB and UWT.
- How do we define our association with UWS and UWT.
- We can begin to align around the UWB strategic plan.

The EC will gather input and feedback from their School to begin to strategize on this matter.

Reports from Program Representatives

A. Business – Steve Holland

B. FYPP – Alice Pederson

C. Educational Studies – Jason Naranjo
   The School will adopt bylaws and elect a Faculty Council on October 25, 2019.

D. Interdisciplinary Arts & Sciences – Minda Martin

E. Nursing and Health Studies – Nora Kenworthy

F. STEM – SeungKeun Choi

Good of the Order
Socha reported on the adoption of time blocking on campus. This change could shift class starting time.

EC members are invited to join the Campus Design Review Team on Facilities and Planning and the Technology Advisory Committee (TAC), Socha and Martin are currently members on TAC.

Holland is serving on an Interfolio review committee, he encourages faculty that have used Interfolio the last year to provide feedback on the P&T process using the platform to the committee.

Minutes submitted by Barbara Van Sant
Meeting adjourned at 10:45 am
The next EC meeting will be November 5, 2019