

Executive Council Meeting

Jan 12, 2020, 8:45 – 10:45am, via Zoom

Present: Jason Naranjo (chair), David Socha, Casey Mann (substitute for Shima Abadi), Nora Kenworthy, Julie Shayne, Santiago Lopez, Keith Nitta, Surya Pathak,

Guests: Lauren Berliner (IAS faculty), Pen Moon (Online Learning), Djelli Berisha (ASUWB President)

Welcome & Check-in

Adoption of Minutes: Dec 1 Minutes Adopted

Emergency Funding for Teaching Support for Caregivers During COVID-19

Nora Kenworthy and Lauren Berliner provided overview of VCAA’s announcement of emergency funding for caregivers and their drafted response.

- \$175,000 to be used Win, Spr, Sum, Fall 2021
 - UW Seattle offering same to their faculty
- Stringent rules of use - targeted support for teaching relief, not holistic support
 - Cannot hire part time lecturers to fill in for full-time faculty
 - This is not a restriction at UW Seattle
 - Increasing reliance on PT lecturers not ideal in normal circumstances but may be inevitable during Covid-19.
 - Funding would only allow for a few PT lecturers per school anyway
 - Creative alternative may be to hire students
- Need to identify priority recipients of support, proposals for teaching relief, accessible strategies for engaging caregivers, and UWB-specific considerations
- Will be a challenge to meet needs of diverse work force with many different caregiving needs.
- Recommendations due to VCAA by Jan 15

Summary of Discussion:

- Need further clarity on how funds can be used, messaging across/between campuses is unclear
- Recommend to VCAA that funds be held centrally and applied for but, some emergency funds should also be dispersed to schools right away.
 - Since distribution of need is unknown, having funds held centrally as opposed to at individual schools would better ensure equity principals are upheld
- Important to stress that this funding is appreciated but is not enough. UWB needs to have long term plan for supporting caregivers moving forward
- Faculty may not know what help to ask for - a list of possible ways to use this funding would help
- Research faculty and faculty in administrative roles have said this policy doesn’t consider them
- GFO Chair, Vice Chair, Past Chair will bring EC’s recommendations to VCAA
 - EC chair will draft recommendation & circulate to EC for review prior to meeting with VCAA

Discussion & Planning for Online Proctoring Policy

Nitta reported that the sub-committee on the online proctoring policy met and drafted a revised version of the policy reflecting EC's suggestions to remove language around blanket exemption and around CCASC reviewing petitions. Next steps; EC reps gather feedback from schools on revised policy, EC vote on policy in Jan 26 meeting, if approved, policy goes to campus-wide vote in early Feb. Faculty will have opportunity to ask questions and provide feedback in Jan 28 GFO meeting.

Summary of Discussion

- Students strongly support proctoring ban
 - Most student's school interactions now limited to instructors, making it especially important for faculty to create environment of safety and trust
- Difficult for some faculty (due to nature of some programs/courses) to alter assessments to make cheating difficult. Proctoring ban puts those faculty in difficult position and could have negative ramifications
- FAQs sheet describing situations considered exemptions (i.e. accreditation) would be helpful
- No research has been done to determine who is using online proctoring at UWB
 - Only one exemption petition submitted since ban went into effect in Spring 2020
 - 77 academic misconduct reports in Fall 2020 (increase). None uncovered via online proctoring
 - Chegg.com is a website where students share answers
- Moon shared that the Office of Student Conduct and Tri-campus have suggested:
 - Increased reporting could be result of increased awareness
 - Increased burdens due to Covid-19 has increased likelihood of cutting corners (cheating)
 - Cheating hasn't necessarily become easier
- Academic Integrity campaign coming soon to promote ways to keep integrity in digital learning environment
- EC subcommittee will draft FAQs, reps will gather feedback from their schools, subcommittee will incorporate feedback and draft version for EC vote at Jan 26 EC meeting.

Discussion & Planning for the Campus Course Cancellation Policy

Naranjo reported that the subcommittee on the campus course cancellation policy met and drafted a revised version of the policy based on EC feedback and that he will be meeting with CAD soon to gather feedback.

Summary of Discussion:

- EFCs along with Deans should be involved in discussion as to how/when courses are offered
 - Faculty should engage in conversations around thinking creatively about supporting or sunseting classes and how to equitably redistribute that labor
- Campus-wide policy is important to ensure outcomes and processes are documented and transparent - promoting equity and inclusion in decision-making.
- Policy should differentiate between 1st instance of course cancellation (no debt incurred) from future course cancellations (debt incurred)
- Policy should specify reasonable lead time for cancellation. Schedulers set schedules year in advance and a lot can happen in a year
- With this policy, EC is aiming to create a process in schools (involving Deans and EFCs) that allows for negotiations to be documented to assure that effort is redistributed equitably and that junior faculty are supported, protected and engaged in the process.

- Suggested edit: “Faculty does not incur debt *unless discussed and documented prior*”.
 - All understand that there is a risk when faculty start a new course, there should be an agreed-upon solution up front
- In current fiscal climate, if working toward innovation, a plan needs to be in place; ways to float a small section and carve out time and space for those innovations
- Including EFCs in process is essential:
 - Avoid one-off negotiations
 - Group of peers involved lead to thinking more strategically
 - Early involvement helps negate scheduling issues
- Need list of FAQs to elaborate on what the policy is intended to DO and NOT DO
 - Intended to ensure that documented conversations happen in the presence of Deans and peers to ensure the burden doesn’t fall on vulnerable faculty
 - Not intended to stifle or discourage innovation but, rather, ensure discussions happen so it is done safely

Naranjo described next steps; subcommittee will incorporate feedback from EC and circulate revised draft to EC reps to bring to their schools for feedback, then it will be brought to CAD and then, if policy is ready, the EC will vote on it in Jan 26 meeting.

GFO Meeting Agenda Setting

- Nitta recommended the following agenda for the Jan 28 Winter GFO meeting:
 - 2pm: Welcome
 - 2:05pm: Discussion on Online Proctoring Ban Policy
 - 2:45pm: Overview and Discussion on school’s Fiscal Operating Guidelines
 - 3:00pm: Adjourn
- There was unanimous approval of the agenda

Naranjo encouraged council members to look into the Public Service Loan Forgiveness program and to attend the [Public Service Loan Forgiveness program info session](#) on Feb 4, 10am-12pm via Zoom.

Meeting Adjourned

Minutes submitted by Dawn Moncalieri
 Meeting adjourned at 10:45am
 The next EC meeting Jan 26