

Executive Council Meeting

May 18, 2021, 8:45 – 10:45am, via Zoom

Present: Jason Naranjo (chair), Keith Nitta, David Socha, Nora Kenworthy, Julie Shayne, Surya Pathak, Tyson Marsh, Santiago Lopez, Shima Abadi,

Guests: Alex Musselman, Sharon Jones, Beth Beam, Marc Dupuis

Approval of Minutes: Minutes approved

Welcome, Check-in, Updates

EC End of Year Council Report – Campus Council on Assessment & Learning (CCAL)

Dr. Alex Musselman, CCAL Chair

Musselman reported on progress made toward CCAL's 2020/21 charges:

- *Charge 1: Develop an assessment plan to collect performance metrics and assessment tools and data on one or two undergraduate learning goals (ULG).*
 - Autumn Quarter 2020
 - Based on broad participation, prior or ongoing work of assessment, ease of data collection & availability, and timeliness, CCAL chose to focus on Diversity ULG
 - Gathered data and information as to how Diversity ULG is currently interpreted and assessed in schools/units.
 - Natalia Dyba hired (with support of VCAA office) to develop initial pilot assessment.
 - Winter Quarter 2021:
 - Gathered information on performance metrics currently used by schools and non-academic units on campus.
 - Recognized that there is not a campus-wide assessment process
 - Worked with VCAA's office to develop campus-wide assessment process
 - Formalized in fall, shared out in winter
 - Worked on developing tool for collecting inventory across schools on Diversity ULG
 - Worked with Institutional Research and provided feedback on Future Plans Survey to ensure ULGs are aligned with survey
 - Completed inventory of schools
 - Dyba asked schools/units what was happening in Diversity designated courses and courses with learning goals or objectives related to diversity
 - Spring Quarter 2021
 - Worked toward charge to support schools and units in articulating specific learning outcomes in relation to ULGs in terms appropriate to respective academic areas
 - Drafted rubric establishing minimum threshold all UW Bothell graduates should be expected to meet in relation to Diversity ULG.
 - In order to validate rubric, seeking feedback on themes and metrics for meeting thresholds from those teaching DIV designated courses or diversity related courses
- *Charge 2: Modify format of all six UWB ULGs into term of student actions*

2020/21 EC Membership

Jason Naranjo (Chair) – GFO VC
Keith Nitta – GFO Chair
David Socha – GFO Past Chair
Surya Pathak – Business rep
Tyson Marsh – Education rep
Julie Shayne – FYPP rep
Santiago Lopez – IAS rep
Nora Kenworthy – NHS rep
Shima Abadi – STEM rep

- CCAL is deferring this charge as assessment work illuminated that content and wording of ULGs may need to be reviewed and possibly refreshed to ensure they reflect where UWB is as a campus.

Questions/Feedback:

- How did you choose which faculty to gather feedback from? How many are looking at this?
 - Dyba looked at DIV designated courses listed in course catalogue and elicited list of faculty from contact person in each school/unit
- Need to ensure UWB isn't only listing Diversity as an ULG but actually accomplishing it.
 - Goal of assessment is to ensure ULGs are phrased correctly and establish a systematic way to ensure they are being reached.
 - CCALs work uncovered that almost all schools/unit are relying on DIV designated courses for reaching Diversity ULG but those courses don't necessarily align with the Diversity ULG.
- CCAL Ongoing Work: By End of Academic Year
 - Finalize rubric for Diversity ULG assessment
 - Revise proposed plan to advance assessment of ULG in UWB schools/units
 - Narrative of lesson's learned and suggestions for future accreditation work and potential policy changes
 - Decide on future role of CCAL
 - Advisory/Consultative? Leading Data Collection, Data Assessment and Policy Changes? CCAL could take on more of those roles
 - Does CCAL have a similar workload to Campus Council on Promotion & Tenure?
 - Feedback from EC as to what role CCAL should be in would be appreciated
- Summer Quarter 2021:
 - Hire and on-board assessment coordinator
 - CCAL should ensure they are onboarded and ensure they understand where UWB currently is in regard to assessing ULGs

Musselman opened discussion to council for questions and feedback.

Questions/Feedback

- Once CCAL has sufficient data, would be good to run factor analysis to ensure alignment between rubrics and constructs we hope to measure.
- Will schools have flexibility in how they assess the ULGs?
 - Yes. CCAL will offer ways schools/units might asses but will leave it up to school/unit as to how that minimum threshold is applied
- When thinking of future role of CCAL, consider that, for each year of service, CCPT chair receives 2 course releases and CCPT members receive 1 course release while CCAL chair receives 1 course release and CCAL members receive no course releases.
- Does CCAL have an implementation plan for schools/units in regard to assessing ULGs. It will be left up to schools but will they know what to do?
 - Proposed assessment plan developed in Dec 2020 more clearly defines roles and recognizes that the new Assessment Coordinator will be point person for schools/units as they implement this. CCAL will also assist.

Update on COVID P&T Statement

Naranjo provided the latest information regarding the Covid 19 P&T statement:

- UWB Chancellor endorsed statement, it is now at Provost's office. VCAA will reach out later this week for update
- School of STEM put together resolution in resounding support of statement
- Colleagues currently in P&T process don't have this as a back stop for dossiers
 - Statement has been put out and faculty have been told they can use it at their own risk
- Goal remains to get something in place that has longevity

Questions/Feedback:

- Some faculty reported that reading statement empowered them to write/include their own
- Once external reviews come back, if statement is able to be added, it will provide a lens through which dossiers will be viewed.
- If there is no update from Provost by June 1, Naranjo will communicate out to campus.

EC End of Year Council Report: Campus Council on Planning & Budget (CCPB)

Dr. David Socha, CCPB Chair

Socha reported on progress made toward CCPB's 2020/21 charges:

- *Charge 1: Facilitate development of new School-level Fiscal Operation Guidelines within the modified RCM budgeting model.*
 - School EFCs were well engaged in this, so CCPB decided to not do additional work here.
- *Charge 2: Improve campus-wide reporting on faculty compensation, including by race, gender, etc.*
 - Worked all year with VCAA, VCPA, IR, UW Senate and others to find ways to do this. Effort is strongly supported across our entire campus.
 - Could not get access to any faculty demographic data from UW OE/HR.
 - Goals
 - Enable this analysis
 - Ideally done by UW
 - Also have UWB data available at UWB for further analyses
 - Strengthen data sharing agreements between UWB's IR and UW central units that control the data.
 - Current status
 - Initial analysis will be of faculty compensation by unit (e.g., school, division, discipline category), track, rank, and years at rank. No demographic data.
 - This week Adrian Sinkler in IR and GFO leadership met to complete answers to a set of questions about the analysis to guide IR work over the summer. We expect agreement on the answers before June.
 - We hear that the Provost will be open to a unit (UWB) adjustment in the 2021-22 AY. We expect the faculty compensation analysis to inform any request UWB makes.
 - This work will continue next year (and likely for several years).
- *EC requested quarterly updates regarding each of the focus areas in the form of a short memorandum and visit to EC.*
 - Did not do.

Additional items:

- Shared governance

- Repeatedly had CCPB members seek feedback from their school EFCs.
- Discussed ways to help strengthen connections between GFO and school EFCs and FYPP AOC.
 - Nitta asked Chancellor for increased GFO budget in order to provide each school EFC chair and the FYPP AOC chair with a 0.5 course release to do this work.
 - Decided to not increase course release amount (VCAA is increasing it from \$6K + benefits to \$10K + benefits).
 - Expect to continue to work with school EFCs to ensure that at least one member of their EFC is also a member of either EC or CCPB.
- GFO budget request
 - Asked Chancellor for a budget increase to accommodate
 - Schools actually taking their GFO course releases
 - 0.5 course release to fund increased articulation between GFO and School EFC and FYPP AOC
 - 1 course release per AY for unexpected needs
- GFO course release policy
 - Requesting EC approval of two recommendations from CCPB:
 - Updates to GFO Course Release Policy to accommodate unexpected requests and to specify that the CCPB chair should not receive release since they already get one for being GFO Past Chair.
 - Course release for PK Sen's Role on Financial Transformation Team
 - P.K. was charged with representing UWB faculty in financial transformation team. It is a heavy workload and Sen has requested course release.
 - CCPB put together charge letter indicating who asked Sen and what the role entails.
 - Request from CCPB is to allow GFO to use their budget to use their budget to provide a course release to P.K. for next year.
 - Will be suggesting updates about when / how review GFO course release commitments
- Presentations & discussions
 - UW Financial Transformation - Kendra Yoshimoto, Director, UWB Fiscal and Audit Services
 - UWB Husky Village - Tim Wilson, Dean of Student Life
 - Space Planning for Post-Pandemic - Amy Van Dyke and Gowri Shankar

Questions/Feedback

- Can a GFO EC member who was unable to complete the 2nd year of their term still receive their course release?
 - No. GFO Course Release Policy states that a council member must serve the full term of service in order to claim a release in the final year of service.

Motion by Socha to approve edits to GFO course release policy

Seconded by Kenworthy

Passed without dissent

Motion by Socha to approve charge letter for Sen's role on UW Financial Transformation team

Seconded by Naranjo

Passed without dissent

Naranjo recognized the important, difficult, analytical, and political work of the CCPB toward broadening the campus discussion around salary equity.

Review Proposal for New Minor in CSS Cybersecurity

Dr. Marc Dupuis, CSS

Dupuis presented proposal for new Cybersecurity Minor:

- High demand from students
 - Conducted survey of current and former students both in and outside of cybersecurity major.
 - Current cybersecurity courses always full, even when new sections added
- More jobs nationwide and globally than people to fill them. UW isn't doing enough to provide more people to meet demand.
- Cybersecurity is multi-disciplinary.
- Minor will be open to all UW undergrad students, no pre-requisite course requirements, flexible and multi-disciplinary electives

Questions/Feedback:

- Usually the limit is 10 overlapping credits between a major and a minor, this exceeds that.
 - That is at discretion of developer of program, not a hard and fast rule
 - Interdisciplinary minors must require that 60% of the coursework applied to the minor is taken outside of the student's major(s) requirements. This means these classes may not apply both to the satisfying major(s) requirements and interdisciplinary minor requirements
- How did you define "ethics"?
 - Started foundationally (Aristotle, Socrates, Plato, etc.) and have case study and inclusive approach to balancing competing interests. Look at standards and obligations, from both legal and ethical perspectives.
- Creating a new minor creates new/more work for advisors and faculty. Will you be hiring advisors? Poaching faculty from other majors?
 - Attempted to gather feedback from advisors to understand impact and dynamics of this change but didn't hear back.
 - Recognize that if programs and program complexities continue to be added, this will be a challenge and a problem
 - In regard to faculty, with or without this minor, high demand is already there. 4 primary faculty teach Cybersecurity courses but others can/do. Will be strategic in any new hiring. Great to have industry people but also need enough in-house to take care of courses and students.
- Proposed Cybersecurity Minor is in the spirit of what a minor is intended for
- Are there prerequisites for required courses?
 - Some pathways include required courses with prerequisites and some pathways do not.
- Did you talk with program leads so they know to expect Cybersecurity minor students? Did you talk with Deans to see if they have courses that could fit into this? Deans have expressed interest in seeing minors before they are approved.
 - Checked with two programs that there will be most overlap with, but not with all
- Is there a full budget proposal? Important to see if programs are fiscally sustainable. A program with such demand could have budget impacts (i.e. more advisors and faculty). What is the impact to resources and campus?
 - Did not include in proposal

- Municipalities across the world moved online without proper knowledge of cybersecurity so this work is especially important.
- Good opportunity for collaboration with other schools. Pulling from different programs to give students different perspectives, learning from faculty in other schools.

Naranjo summarized that the Cybersecurity Minor proposal will need to come back to EC in the Autumn after STEM takes the following steps:

- Add full budget report or analysis with projected impacts for STEM's budget
- Inform school Deans of proposed minor
- Collaborate with schools/units around non-STEM faculty teaching courses in the Cybersecurity Minor

EC Updates on Campus Course Compensation/Buyout & Course Cancellation Policies

- Cancellation Policy Update
 - Has been through numerous iterations, garnered feedback across schools and from CAD
 - All edits/comments have been incorporated and will bring back to EC on Jun 1 for vote
 - Once EC votes, it moves to chancellor and VC and up the line
- Compensation/Buyout – Update from VCAA Sharon Jones:
 - CAD formed subcommittee to look at:
 - Internal UW Bothell course buyout. Ex.: faculty asked to serve on committee formed by VCAA's office. Each member's school receives course buyout, equitably.
 - External course buyout. Ex.: Faculty member receives NIH grant and is approved for a buyout. There were different policies across schools so CAD did some benchmarking with UW Seattle and came up with recommendation.
 - Course Overload: Different practices across campus in regard to compensation for faculty asked to teach extra course above their normal course load.
 - Other FTE producing labor: CAD is postponing in order to provide more analysis, there is potential solution, just need more time
 - Non-FTE producing labor: Proving to be difficult to discuss because difficult to analyze. Some schools will be doing summer work looking at What IS service? What does service mean?
 - Unsure if CAD or GFO EC should lead this work.
 - CAD asking for recommendations from EC on 3 things:
 - Internal course buyout rate would be average campus cost of part-time lecturer replacement. Average on biennium basis is approx. \$8,000. Add benefits and it is roughly \$10,000.
 - External buyout rate for tenure faculty will be 17% of salary, not to exceed 100% (based on UW Seattle using that rate). For teaching professors and artists in residence, 12% of salary, not to exceed 100% (based on feedback from teaching-track faculty and school administrators).
 - Course overload for full time faculty will be one course at the summer compensation rate. Course overload should be extremely rare.

Questions/Feedback:

- Would GFO be expected to payout at this new buyout rate next year?
 - CAD would be like GFO to align with this but it is GFO's option. Shared governance is important, schools matching a bit is not a bad thing.

- Important for Deans to pay attention to FTE-generating work by faculty. Need to track and ensure people are getting paid. Questions around invisible labor pieces are harder to capture.
 - Now that CAD has data, we can create a way to track work, will just take some time to figure it out

Naranjo thanked everyone and opened remaining time for school updates, reports, feedback, questions:

- What will the Chancellor candidate meeting look like?
 - Nitta and Naranjo will be hosts and help moderate. EC, ASUWB, and GSO are invited. Good opportunity to interact with candidate in a more informal setting.
 - Will candidate materials be distributed beforehand? Process seems rushed, stressful, and not transparent.
 - No candidate materials can be distributed beforehand due to the way the candidates have to communicate with their institutions.
 - Materials will be made available during for only a 48-hour period.
 - Provost office is running search and making the decisions.
 - Any sessions with the candidates scheduled during after work hours?
 - No, but Q&A portions will be recorded and made available.

Meeting Adjourned

Minutes submitted by Dawn Moncalieri
Meeting adjourned at 10:45am
The next EC meeting Jun 1