Executive Council Meeting
April 19, 2022, 8:45 – 10:45am, via Zoom

Present: Shauna Carlisle (chair), Jason Naranjo, Keith Nitta, Sophie Leroy, Tyson Marsh, Julie Shayne, Santiago Lopez, Jason Daniel-Ulloa, Shima Abadi

Guests: Jesse Moore, Marc Dupuis, Jose Rodriguez, Sharon Jones, Surya Pathak, Leslie Cornick, Carolyn Brennan, David Socha, Hyung J Kim

Welcome and Adoption
- Minutes approved

School Updates
- SNHS – concerns about UWB moving away from google
  - Not going away, being reduced to 100 GB data storage quota per user. Shouldn’t impact most
    - Can check your usage from your main page
  - Different criteria for google accounts with shared UW NetIDs. Admins of shared NetIDs should got to the Provision Access page for further details
  - Amy Stutsman could be a good resource for questions
- SES – program review happening next week and faculty affairs committee in process of putting forth semi-formal draft of P&T guidelines
- FYPP – starting to revise bylaws and putting out call for new co-directors. Also pushing for FYPP to get more regular process for getting FYPP classes approved for Diversity requirements
- Business – Momentum and excitement around launching offering at Bellevue College in Fall. Using first year to build up and offer more courses as we move forward in program
- GFO meeting on Apr 28, 2-3pm. Important for faculty voice to be heard in this meeting. Will work with CAD/Schools for next year to ensure dates of GFO meetings to conflict with school events/meetings
  - Agenda:
    - Introduce Newly Elected GFO Vice Chair, Nora Kenworthy
    - Unit Adjustment Update
    - GFO Agenda Items for 2022/23 – Faculty Input
    - Promotion & Tenure
    - Senate and Tri-Campus Policy Updates
- Commencement is Wed, Jun 15. Faculty encouraged to attend. University will cover regalia, if needed
- Unit Adjustment Update
  - Subcommittee received additional data. Despite concerns about accuracy, went ahead and ran the data to see if it could be duplicated. Business faculty member audited the file and said everything looks find expect for the calculation for the adjustment amount. Going to review again.
- Campus Safety Survey
  - Carlisle part of subcommittee and encouraged everyone to complete the survey (created by Grad student) sent out by Emily Christian. Subcommittee consulted with researchers and gathered feedback from stakeholders among students, staff, faculty. 540 responses, need more faculty responses. EC reps encouraged to spread in schools. Survey closes Fri, may be extended
  - Shared Governance Video
    - Received quotes from videographers who have worked with UWB before. One has better understanding and vision of how to move forward with Faculty Senate/GFO informational video to inform faculty of rights and responsibilities of being involved in shared governance. Faculty interested in joining a subcommittee to work on the video should reach out to Carlisle
Cybersecurity Minor Proposal - 2nd EC review
Marc Dupuis, CSS Faculty

- Dupuis summarized that this is a minor that will be offered to all UWB undergrads and that the two actions requested by the EC in their initial review of the proposal in Spring 2022 have been resolved and asked for ECs feedback and vote:
  - Explicitly inform school Deans of proposed minor
  - Add full budget report or analysis with projected impacts for STEM's budget

DISCUSSION:
- Were curriculum committees of other programs consulted before listing classes from their programs as possible electives?
  - Yes, Kuali curriculum system required all to view and acknowledge it
- How often and what is entailed in CSS technology advisory board reviews?
  - Will assess more frequently than required 5 years. Not specified in proposal but plan to meet with board quarterly, gather feedback, be responsive
- What sort of assessment practices for 5 new courses developed in the last 12 years that will be part of this minor?
  - Courses developed due to demand and not specific to minor, as such, no unique assessment practices compared to other courses
- If there are new sections for minor that require hires of part-time faculty, do you anticipate more sections from part-time faculty as needed until you get to 6 sections over two years?
  - Yes, and CSS is also always on the lookout for people in industry and leveraging existing relationships to find effective teachers as well
- Lists of faculty provided in oversight portion but then go to refer to “Cybersecurity faculty” taking care of specific program requirements (i.e. determining which classes count or don’t count), suggest specifying who exactly that would be. If all part-timers are included, would be large group
  - Would also be good to designate a group leader or chair
- Cybersecurity is not adding faculty and there is already unmet demand in the major. How will adding new minor impact other aspects of CSS? Qualified students are already being turned away due to constraints.
  - Minor provides opportunities for students who aren’t CSS majors. Trying to be adaptive in terms of course capacity, making other courses fulfill requirements, etc. Added one new faculty member his year and working on making industry connections to find teachers
    - Jesse Moore, Senior Cybersecurity Advisor, UWS offered advising and teaching at UWB and offered other connections in industry to help bolster
- Suggest including short descriptions of faculty expertise, what they will contribute to minor, what they’ve taught. In faculty section or in appendix

Carlisle summarized changes requested by EC are to add faculty descriptions and work with VCAA on issues around finding faculty support for minor. EC will vote on proposal in next EC meeting

Interim Director for the UWB Applied Research Enterprise
Sharon A. Jones, VCAA

Carlisle shared link to position description containing previously-gathered feedback from EC and invited council to provide further feedback/questions to VCAA Jones

DISCUSSION
- Will commercialization or community engagement be the focus of this position?
For now, wide open to all aspects. Hiring an interim will allow us to first gain a broad understanding of the landscape and obstacles and then can begin to narrow down and determine how this position best fits in.

- Although focused on faculty, students could benefit greatly also. Training for faculty and students important
  - Yes, student piece seen as an extreme benefit if designed correctly
- Will be an important role and person will need to be able to explore the “hidden options” of what faculty can do with their research and outcomes. How will they do that?
  - Interim Director will be doing that leg work. Engaging one-on-one across campus, listening and asking questions. Gathering dispersed information from across campus. EC’s suggestions on how to articulate the type of role this will be for first 2 years would be helpful.
- What else will the person in this position do other than gathering information? How will they be compensated? Are tenure and teaching track both eligible?
  - Role will have two focus areas:
    - Cross-disciplinary mapping of what faculty are doing and what falls into applied research
    - Coming up with solutions, creating streamline processes, creating business plan to make position sustainable as don’t currently plan on using state dollars
  - Open to all ranks, appointed as a Director compensated with course releases (not entire course load, still teach one class year), and 2 months summer salary. Not making an admin faculty position yet until determine if role is needed. Once/if turns into admin faculty role, compensation would be full course release, summer salary, and supplementary salary.
- How will position interact with social science and CBLR?
  - Goal is to find person who is curious and willing to listen to all disciplines, not just those in technology-based research. Using applied research approach that equally values the business and community element will provide better balance
    - VCAA stated that human subject’s aspect will be explicitly added to description
- Need to consider this position developing training around centering the needs and voices of community because one negative interaction between an institution rep and community can damage reputation
  - VCAA stated that it will be added to description that the person in role will facilitate people and processes and support systems to develop that
- Prior to CBLR becoming tool to promote the university, many faculty engaged in CBLR as community members and through research in improving community outcomes. Using CBLR to promote university can be in conflict with intent of faculty work. Need to consider if/how shift in CBLR landscape has caused harm.
  - VCAA requested EC’s help in reframing the description to include this
- Position will offer a lot of potential for knowledge sharing and transfer. Working together responsibly to have maximum impact. Advancing the universities vision of interdisciplinarity
  - Chancellor is forming strategic planning groups around each of the 3 strategic pillars plus a fourth around sustainability. VCAA will probably chair the Cross-Disciplinary Teaching and Research group and that will offer a good place to gather feedback
- If it is decided that role is needed after the 2-year interim period, how much budget will be dedicated to it?
  - Determining that business plan will be a part of the interim role. What is needed in terms of infrastructure? What is it going to cost? Where will it come from? Partially from institution? Potential for sponsorship beyond traditional grants?
    - Would be good to include more details around business plan expectation in description

Review Charter for New Center for Biotechnology Innovation and Training (CBIT)
Carolyn Brennan, Assistant Vice Chancellor, Research and Leslie Cornick, Dean, STEM

Dean Cornick introduced CSS faculty present before summarizing the basic concept behind CBIT:
- Serve as conduit, accelerator, innovation hub for connecting students and faculty with industry research in a
broad bio-tech context

- Intended to have broad and interdisciplinary scope, be a resource and opportunity for campus
- Center will embed students and faculty into institutions doing research in community
  - Don’t anticipate further space on campus so must explore new ways of doing research
- Opportunities for; undergraduates, masters students, those who mentor PhD students, post-docs.
  - Internships, capstones, research projects with faculty member partnering with industry, job placement
  - Tapping into expertise and talent in companies and having those scientists and researchers participate UWB
- Administratively housed in stem but an interdisciplinary enterprise. Opportunities for all schools on campus
- Bio-ethics on forefront. How we collaborate and what types of expertise are at center?
- Campus resource, anyone will good ideas for partnering in industry are welcome
- Students who work in research lab have a huge advantage in job market. This center levels that playing field
- Following process in place to facilitate input to ensure the center is set up for success.
  - Comment period was open for longer than required 30 days
  - Iterative process
  - Next step after EC will be CAD and then VCAA will be recommendation to Chancellor

- Funding stream for center:
  - $450,000 awarded from chancellor’s investment fund
    - School of stem is matching that, partly from carry-over and fee-based revenue generated at school.
  - Recently awarded $750,000 federal funds. Confident that will cover first 5 years of center, or longer
  - Federal grants (NSF, National Institute of Health, etc) also have multi-million grants available for establishing centers
  - Tiered corporate sponsorship opportunities
  - Potential gifts
- Once approved, will hire staff director position and supporting staff members
- Long term, center is expected to be self-sustaining
- Sunset plan is in place. Will assess progress annually and between years 3 and 4 does a full fiscal audit

**DISCUSSION**

- In budget have $10,000 every year for first 3 years for equipment. Good bio-tech equipment will cost more than that but an also generate revenue. Can you clarify plan?
  - Center will not be full source of funding for equipment, will be in combination with grants and industry. Since bio-tech startups don’t usually have their own equipment, could be a source of revenue for UWB there. Anticipate center being a cost center for generating revenue.
- Will $5,000 revenue in year 3 be from instruments acquired from grants?
  - Don’t have explicit explanation for which instrument will generate which revenue but the business plan will have specific projections
  - If an instrument we want to purchase will be a revenue generator, we need data for about a year to show that it will be a successful endeavor so process will take a couple of years.
    - 2025 is just 3 years from now so the revenue projected is ‘t realistic unless we bring in a lot of equipment now
  - Will start with modest instrumentation that is needed in area but will expand
- Will funding be available for underrepresented faculty be mentors to underrepresented students? What are the trainings mentioned? Are they one-offs or integrated? What does DEI mean in all of this?
  - Providing funding to UWB office of DEI in budget and working with DEI director and DEI in schools to develop programming. Coordinated effort toward improving pathways into STEM for
underrepresented students. In faculty searches, ensuring active searches for diverse faculty. Mission statement that has equity at its core

- How will the social context be accounted for in this center? Particularly given experiences of minoritized communities with STEM and the way in which STEM/Bio-tech has been leveraged in their respective communities? How will you account for social context of STEM in recruitment and retention?
  - UW Seattle have strong history of engaging minoritized communities in STEM and have produced some outstanding scholars that can speak to doing this work more critically. Have these experiences and their successes and failures been explored for this work?
    - CBIT team has not looked at that but will. Goal is for center to be vehicle to expand equity and ethics-driven work. Opportunity for people in community who have this expertise to help industry do this well. UWB students looking for companies that share their ethics and interests in being a positive influence in their community
  - Dr. Tyrone Porter at UT Austin (UW Grad) has done outstanding national work in this area

- Concern about buying UWB faculty out for doing certification for center
  - Will be creating policy as to how the center might award course releases. Would appreciate GFO recommendations on how to manage that

- Proposal says center will create certificate programs but little explanation as to what those will be
  - Envision bundles of curriculum (credit and not credit bearing, some undergrad, some grad, some tied to existing industry certifications) that allow for multiple on and off ramps between work force and higher education.
  - Perhaps graduate and undergraduate students can develop materials for certificates. Instead of faculty course buyouts

- Advisory board will include community members and have equity lens. The board will not only support the center but the center will support the faculty, community, industry, and students that do the work

- Suggest bolstering the text of proposal with language around how much we need this center in our region with some numbers related to jobs in the area as well

- Suggest more detailed description about Advisory Board and its composition beyond industry

- Should consider how this center will impact smaller studies. Will they intersect? Is this not a concern?

- Need more detailed description of what faculty will do with course buyouts. 10 buyouts a year is significant. How much for teaching, research, admin work respectively?

Carlisle summarized that further information is needed and asked EC to continue to send any feedback or concerns to the GFO program coordinator. EC will review the charter again in future meeting.

10:45am: Adjourn

Minutes submitted by Dawn Moncalieri
Meeting adjourned at 10:45
Next EC meeting will be May 3 @ 8:45am