

University of Washington
Faculty Council on Tri-Campus Policy

October 22, 2020
9:00 a.m. – 10:30 a.m.
Zoom

Meeting Synopsis:

1. Call to order
 2. Review of the minutes from May 21, 2020
 3. Suggested changes to Notice of Proposal curricular process – Guests: Scott Fallgren, Ann Huppert (Chair-FCAS, Menaka Abraham, Tina Miller, Grace Lasker)
 4. Review last year (See 2019/20 FCTCP report)
 5. Plan this year’s scope of work (See 2020/21 Charge Letter)
 6. Good of the order
 7. Adjourn
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1. Call to order

The meeting was called to order at 9:02 a.m.

2. Review of the minutes from April 30, 2020

The minutes from May 21, 2020 were approved as written.

3. Suggested changes to Notice of Proposal curricular process – Guests: Scott Fallgren, Ann Huppert (Chair-FCAS), Menaka Abraham, Tina Miller, Grace Lasker

Scott Fallgren (UW Curriculum Office) shared a presentation about proposed changes to the notice of proposal (NOP) process (Exhibit 1) and the written changes (Exhibit 2).

A member asked for clarification about changes made without a NOP, which are usually handled internally without tri-campus review. They noted that two of the three campuses currently have activity-based budgeting and are concerned this could lead to issues when changing their curriculum. Tina Miller noted this proposal is for program changes, not curricular changes.

The NOP process addresses programs wanting to create something or alter their program offerings, which would impact enrollment on another campus. This proposed change would eliminate the more common needs for NOP’s, such as when a major is wanting to add credits to their program but does not usually raise cross-campus concern.

The suggested changes have a broad definition for ‘substantive’ to provide the curriculum office the ability to prepare for new or unusual submitted changes. About 80% of the current NOPs would be separated from this process, reducing the annually received from 65 to around 6-8. The NOP processes are now sent out to the Office of Planning and Budgeting to flag for additional concerns or comments.

FCAS Chair Huppert requested campus advisors to receive notice as well. Advisors would need to be formally added to the recipient list through a FCTCP policy change. Miller and Fallgren will consider condensing the first review process of single page NOPs from 4 weeks to 1 week, also through a policy change. They will return to the council with comments from advisors and written policy amendments.

A member noted their faculty have mentioned the process of developing a new program is very cumbersome and the faculty service load is high. Anything to simplify the purpose would be appreciated.

A motion was made to approve the current proposed changes. The council voted to approve the proposed changes.

4. Review last year (See 2019/20 FCTCP report)

Chair Montgomery shared the councils 2019-2020 annual report (Exhibit 3). The chair asked council members to review the report to determine topics of most importance.

Administrative Structure: Campus/Schools, Chancellors/Deans/Provost:

The council chair and senate vice-chair met with the Provost and President last week. It was decided campus vice-chancellors will be added to quarterly meetings with UW leadership. A member noted as there is now an avenue by which the president/provost can discuss with vice-chancellors it should be a lower priority. They expect significant progress on major services at UW Tacoma, specially an administrative change. Members emphasized that faculty should focus on code changes. The council will consider editing major services. FCTCP will address revision recommendations to the code to accomplish a change in the administrative structure.

Academic HR and EFC's - promotion, tenure, and merit:

Chair Montgomery will request more clarity of the promotion, tenure, and merit review process from the Provost. The UW Bothell campus has been pleased with their current system, but UW Tacoma would like to overhaul their system.

Academic/ Curricular Planning and Coordination:

FCAS has a history of focusing on academic issues in Seattle, but they are not code defined as explicitly a Seattle or tri-campus council. A member noted concern about the policy flexibility each campus has and that each campus has different learning goals and definitions. There was emphasis on the need for coordination across all UW campuses. The previous year, FCTCP was tasked to work with FCAS because changes made by FCAS typically have tri-campus implications. The council will continue their work with FCAS for 2020-2021.

Financial Relationship:

There are ongoing discrepancies between campuses based on need-based financial aid. A member suggested the council consider researching more of the issue before developing working plans.

Another member suggested adding tri-campus research issues to the charge letter.

5. Plan this year's scope of work (See 2020/21 Charge Letter)

The council made changes to the 2020-2021 charge letter and defined their priorities for this year (Exhibit 4):

Code changes:

FCTCP will work to bring the faculty code in alignment using Executive Orders. The council will discuss specific code sections at their December meeting.

Academic standards:

The council will operate in conjunction with FCAS on policy changes for all three campuses.

Financial aid:

Council members considered inviting guests to discuss major services related to financial aid issues. They suggested Kay Lewis (OSFA Director, UW Seattle), Scott James (UW Bothell), and Victoria Ouhl (UW Tacoma)

Research equity:

The council will also coordinate with the Faculty Council on Research to discuss research equity.

6. Good of the order

Vice-Chair of the faculty senate Chris Laws introduced themselves to the council. They noted the senate is concentrating on tri-campus concerns this year and thanked everyone for the council's hard work.

7. Adjourn

The meeting was adjourned at 10:12 a.m.

Minutes by Alexandra Portillo, xanport@uw.edu, council analyst

Present: **Faculty Governance Section 42-32 A:** Antony Smith, Cinnamon Hillyard, Lawrence Goldman, Wes Lloyd, Lauren Montgomery
Faculty Code Section 21-61 B: Jason Naranjo, Chris Laws, Turan Kayaoglu
Faculty Code Section 21-61 C: Jacob Vigdor, Suzan Parker, Janet Primomo, Clara Coyote, Larry Knopp
Invited Guests: Scott Fallgren, Tina Miller, Ann Huppert (FCAS chair), Menaka Abraham

Absent: **Faculty Governance Section 42-32 A:** Antony Smith
Faculty Code Section 21-61 B: Annette Anderson, JoAnn Taricani

Exhibits

Exhibit 1 - Proposed_NOP_process_revision

Exhibit 2 - undergraduate_curriculum_coordination_uwco_proposed_revisions

Exhibit 3 - FCTCP Report 2019-2020

Exhibit 4 - FCTCP Charge Letter 2020-21

**Faculty Council on Tri-Campus Policy
2019-2020 Annual Report
Submitted by chair Lauren Montgomery**

Summary:

During the 2019-2020 academic year, the Faculty Council on Tri-Campus Policy met six times in regular meetings, conducting its routine business of relevance to all three UW campuses (UW Seattle, UW Tacoma, UW Bothell). Details of these actions can be found in the meeting minutes, which are located on the council's page on the UW Faculty Senate website. In addition to the routine business outlined above, the following non-routine business was conducted.

Major topics the council worked to address and/or completed during the year include:

❖ **Tri-Campus Administrative Structure Evaluation**

In our **October** meeting we identified six areas of focus for evaluation of tri-campus structure:

- 1) Administrative Structure: Campus/Schools, Chancellors/Deans/Provost
- 2) Academic HR and EFC's - promotion, tenure, and merit
- 3) Major Services: Registration/Student Management, Enrollment, Financial Aid
- 4) Legislative Affairs - work with state government in Olympia
- 5) Academic/ Curricular Planning and Coordination
- 6) Financial Relationship

In **November and January**, we held conversations on administrative structure and in January arrived at some preliminary recommendations that were sent via email on January 30th to the President, Provost & Chancellors, with request for feedback.

Preliminary recommendations for administrative structure:

(a) Remove Chancellors from the Board of Deans and Chancellors (BoDC) and add the Chairs of the Board of Deans (or another dean representative) from Bothell and Tacoma. If travel proves prohibitive, the representatives from Bothell and Tacoma on BoDC can utilize Zoom and other high-quality online options to participate in these biweekly meetings. Note that this does not increase the size of the BoDC.

(b) Create an upper administrative group that comprises the President, Provost, Chancellors, and Vice Chancellors for Academic Affairs that meets regularly (perhaps quarterly).

Mark A. Emmert
June 7, 2010
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Chair, Faculty Senate