

University of Washington
Faculty Council on Tri-Campus Policy
November 29, 2018
9am – 10:30am
Odegaard Undergraduate Library 320

Meeting Synopsis

1. Call to order
 2. Review of the minutes from October 25, 2018
 3. Faculty Council chair interviews – Benefits & Retirement / Research (Stephan Siegel, Charles Frevert)
 4. Approval of revised notice of proposal form
 5. Student course evaluation task force
 6. Good of the order
 7. Adjourn
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1. Call to order

The meeting was called to order at 9:00 a.m.

2. Review of the minutes from October 25, 2018

The minutes from October 25, 2018 were approved as written.

3. Faculty Council chair interviews – Benefits & Retirement / Research (Stephan Siegel, Charles Frevert)

Stein, the chair, introduced the Faculty Council Chairs of Research (Frevert) and Benefits & Retirement (Siegel). The chair further referred to a PowerPoint presentation to guide the conversation (Exhibit 1). The questions asked of Frevert and Siegel are italicized below.

What are the general responsibilities of your Faculty Council?

Siegel responded that the Faculty Council on Benefits & Retirement (FCBR) is responsible for all matters of policy relating to faculty retirement, insurance and benefits at the University.

Frevert responded that the Faculty Council on Research (FCR) is responsible for policy relating to research/restricted contracts at the University.

What is your 2018-19 charge?

Siegel mentioned that the FCBR was advocating for an opt-out policy for UW employees enrolled in the University of Washington Retirement Plan (UWRP) who receive an increased contribution from 5 percent to 7.5 percent at age 50. The council is also concerned about the University's supplemental retirement program (UWSRP). This is a benefit available to faculty members who began working at the University prior to 2011; however it is difficult to understand/know what supplement one may receive

upon retirement. The council is developing a tool to better predict (with some error) what someone might receive. Finally, the FCBR is concerned with improving the parental and family leave policy.

Council members had questions about the UWRP and UWSRP. A member recommended that communication efforts be improved, especially at the Tacoma campus. A member asked how online seminars are working/received by Faculty members. Siegel responded that there may be a larger communication issue between Academic HR and the entire faculty because faculty members on the Seattle campus have also expressed frustration for additional communication efforts. Communications could be streamlined and less mysterious.

Members asked if there could be at least one workshop each year held on the Tacoma and Bothell campuses (with HR/benefits staff present) as necessary information for retirement can be overwhelming and difficult to process. Stephan will reach out to benefits office and share these concerns.

Frevert responded that the FCR reviews and votes on many restricted contracts at the University in partnership with the Office of Sponsored Programs. The council also established a task force on shared resources which is similar to what other institutions are doing. Finally, the council is writing a Class C Resolution pertaining to lab safety, both improving safety practice (cultural norms) and granting legal authority to EH&S to enforce lab safety standards.

What is your current representation from the other two campuses?

FCBR has representation from Bothell, but no representation from Tacoma.

FCR does not have representation from either campus.

The chair and Frevert discussed that it may be appropriate for FCR to have Ex Officio members from the Office of Research from each campus.

A member asked who is responsible for forging relationships with the other two campuses. Frevert responded that he can reach out and invite faculty and Office of Research staff. Frevert said he would work to find a contact on Bothell and Tacoma campuses.

To what extent does your scope of work affect all three campuses?

Siegel responded that benefits and retirement do not differ from campus to campus, and so the work of FCBR affects all three campuses.

Frevert responded that the work of FCR in some ways impacts only Seattle (if a restricted contract is based in Seattle). However, in regards to laboratory safety or undergraduate and graduate research FCR affects all three campuses.

A member asked to what extent the FCR considers the Bothell and Tacoma campuses when making decisions. FCR is primarily making decisions that impact the Seattle Campus (restricted contracts).

4. Approval of revised notice of proposal form

The chair shared that originally FCTCP was charged with providing oversight to academic programs (similar to the Faculty Council of Academic Standards), but this charge was established when the Bothell and Tacoma campus were new. Last year the council worked to remove FCTCP from undergraduate curriculum oversight. The chair presented these changes in a PowerPoint presentation (Exhibit 1).

The chair requested that the council vote on the proposed changes which establish Stage Zero and omit FCTCP from the guidance. A couple of members requested more time to review the changes before voting. The council agreed to vote on the proposed changes electronically.

5. Student course evaluation task force

The chair informed the council that the Faculty Senate Chair is forming a task force around student course evaluations. The chair requested volunteers from the council to sit on the task force. Larry Goldman, Brent Lagesse, David Socha, and Marcy Stein provisionally volunteered (pending schedule and timeline).

6. Good of the order

Nothing was stated.

7. Adjourn

The meeting was adjourned at 10:30 a.m.

Minutes by Lauren Hatchett, lehatch@uw.edu, council analyst

Present: **Faculty:** Marcy Stein (chair), Joseph Tennis, Lawrence Goldman, Brent Lagesse, Wes Lloyd
Ex-officio reps: David Socha, Lauren Pressley, Claudia Gorbman, Angelia Miranda, Annette Anderson
President's designee: Patricia Moy, Jill Purdy
Guests: LeAnne Jones Wiles

Absent: **Faculty:** Meghan Eagen-Torkko
Ex-officio reps: Joseph Janes, Marian Harris, JoAnn Taricani, Naga Palepu
President's designees: Anita Krug

Exhibits

Exhibit 1 – FCTCP Nov 29, 2018.pptx

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Interview Questions

Guests: Benefits & Retirement - Stephan Siegel

Research - Charles Frevert

What are the general responsibilities of your Faculty Council?

What is your 2018-19 charge?

What is your current representation from the other two campuses?

To what extent does your scope of work affect all three campuses?

Benefits and Retirement

Consider institution of changes recommended by the Ad-Hoc Committee on Pre-Retirement Planning.

Explore feasibility for development of a tool that would allow UW employees to estimate income from UW Supplemental Retirement Plan (UWSRP).

Ensure retirement contribution changes, for faculty members 50 years and older, become an opt-out benefit.

Engage and discuss with administration how to implement paid family leave at the University.

University Campuses Undergraduate Curriculum Coordination

- Met with Scott Fallgren – Registrar's Office
- Reviewed changes to previously approved document
- Reviewed Stage Zero Form
- Removed all involvement of FCTCP

UW 1503 Undergraduate Program Proposal Process

Current 1503 Proposal Process

New Program or Substantive Program Changes (Current)



1503 Proposal Process with Stage Zero

New Program or Substantive Program Changes (Stage Zero)



Acronyms

- UWCO: University of Washington Curriculum Office
- NWCCU: Northwest Commission on Colleges and Universities

¹Reported to ICAPP as "Idea"

²Sent to ICAPP as a "Notice of Proposal"

³RC FYI occurs at this stage, if necessary

⁴Sent to ICAPP for "30-Day Review"

⁵Northwest Commission on Colleges and Universities (NWCCU) approval may not be required depending on the type of substantive change; if not, no advertising or enrollments are permitted until UW Presidential approval has been received

⁶No advertising or enrollments are permitted until NWCCU approval has been received

UW 1503 Proposal Process with Notice of Proposal

New Program or Substantive Program Changes



1. Notice of Proposal (NOP) completed by academic unit, sent to UWCO
2. UWCO reviews NOP, prepares for Tri-Campus review
3. NOP electronically posted for review; email notification sent to: (1) the voting faculty of all UW campuses, (2) Office of the Provost, (3) the Deans, Directors, and Chairs, (4) the Chair of each academic program review committee, and (5) Chair of FCTCP
4. After 15 business day review period ends, UWCO documents comments (if any)
5. UWCO notifies academic unit
 - No comments (or comments of support), proceed to step 6
 - Significant comments to be resolved shall be reviewed by **TBD**
6. Academic unit moves forward with developing proposal and following 1503 approval process for their campus



**Significant
comments to
be resolved**

ⁱReported to ICAPP as "Idea" ⁱⁱSent to ICAPP as a "Notice of Proposal" ⁱⁱⁱIRC FYI occurs at this stage, if necessary ^{iv}Sent to ICAPP for "30-Day Review" ^vNorthwest Commission on Colleges and Universities (NWCCU) approval may not be required depending on the type of substantive change; if not, no advertising or enrollments are permitted until UW Presidential approval has been received ^{vi}No advertising or enrollments are permitted until NWCCU approval has been received

Notice of Proposal Stage Zero

Date

College/Campus

Contact (name, phone, email)

New program or substantive change to existing program (1-2 sentence summary)

Expected enrollment

Appropriate signatures – Chair/Program Director and College/School Administrator

Student Course Evaluation Task Force

Any volunteers?