Meeting Synopsis:

1. Call to order
2. Review of the minutes from November 21, 2019
4. Conversation on Tri-campus Administrative Structure: 9:30-10:30am
   Guest: Bob Stacey, Dean of Arts and Sciences- on behalf of BoDC
5. Good of the order
6. Adjourn

1. Call to order

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

2. Review of the minutes from November 21, 2019

The minutes from November 21, 2019 were approved as written.


Caroline Shelton, director for youth programs development & support, gave a report on the new youth engagement policy (Exhibit 1).

Work has been done on the policy for four years and it covers any program dealing with youth engagement. It also covers third party led youth programs that use University property. Policy is analogous to what youth centered organizations (e.g. Boys and Girls Club) would have. The policy is a centralized mechanism for documenting the registration and documentation needed to have a youth program. University led research does not need to follow the privacy policy for UW Youth Programs.

Their website with more information can be found at [www.uw.edu/youth](http://www.uw.edu/youth).

4. Conversation on Tri-campus Administrative Structure: 9:30-10:30am
   Guest: Bob Stacey, Dean of Arts and Sciences- on behalf of BoDC

Bob Stacey, dean of the College of Arts & Sciences, came to the council to speak to the tri-campus administrative structure.

The council opened the discussion with the current structure of the tri-campus relationship and whether or not there should be incremental change (Exhibit 2). There are some changes that can be done by
FCTCP, but others would be more fundamental to the structure and the process for changing them is unclear.

One possible incremental change would be to have a Dean representative from UW Bothell and UW Tacoma on the Board of Deans and Chancellors (BoDC) instead of the Chancellors from both universities. Another incremental change could be for the Chancellors and Vice Chancellors from UW Bothell and UW Tacoma to meet with the President and the Provost once a quarter instead of attending BoDC. Currently, there are uneven channels of communication across the three campuses and it can be difficult for Deans in UW Bothell and UW Tacoma to get the relevant information they need from Seattle campus meetings when they aren’t involved. The Faculty Code may need to be amended to make any changes.

The promotion and tenure process is another issue that could be addressed. There are two more steps in the promotion and tenure process for UW Bothell and UW Tacoma and the Chancellors act as a Seattle Dean would in the process. This is likely an artifact of history and not a conscious decision.

The structures in place create an image of UW Bothell and UW Tacoma as less than UW Seattle.

Plan is to run the structural recommendation by the Provost and Chancellors first before bringing to the Senate.

The goal could be for each campus to have the maximum amount of autonomy while still having a consistent identity as the University of Washington. How this looks could be discussed at the meetings proposed in the incremental structural changes.

5. Good of the order

Nothing was stated.

6. Adjourn

The meeting was adjourned at 10:21 a.m.

Minutes by Jordan Smith, jjsmith4@uw.edu, assistant to the chair

Present: Faculty Governance Section 42-32 B: Lauren Montgomery (chair), Wes Lloyd, Lawrence Goldman, Keith Nitta, Robin Angotti, Sarah Hampson, Joseph Tennis, Antony Smith, David Socha
Faculty Code Section 21-61 B: Janet P, Suzan Parker
Faculty Code Section 21-61 C: Patricia Moy, Jill Purdy
Invited Guests: Caroline Shelton, Bob Stacey

Absent: Faculty Governance Section 42-32 B: JoAnn Taricani, Dan Ratner, Cinnamon Hillyard
Faculty Code Section 21-61 B: Lauren Pressley, Sam Akeyo, Annette Anderson
Faculty Code Section 21-61 C: Sharon Jones

Exhibits
GOAL
Implement an administrative policy establishing minimum requirements for those who wish to engage with youth as part of University business and operations.

PROBLEM STATEMENT
There are historically few University standards in place to ensure safe interactions with youth (persons under the age of 18).

With recent news of egregious misconduct by employees against minors in university settings, (e.g., Penn State, Michigan State, Purdue, USC, etc.) the University must set minimum standards of practice that address the unique safety and educational needs of minors in our midst.

OUTCOMES
• Safer interactions between University representatives and youth.
• Increased awareness of best practices for operating safe youth programs.
• More effective risk mitigation practices across departments hosting youth programs.

YOUTH PROGRAMS*
*as defined by APS 10.13
• Admissions outreach, recruitment efforts
• Athletic recruiting
• Campus, museum, and other educational tour programs
• Childcare and pre-school
• College access programs
• Educational enrichment programs
• Educational outreach (K-12)
• Non-clinical educational programming provided to youth by any UW affiliated medical entity
• Pre-college outreach and recruiting
• Research involving youth as a primary subject population
• Sports camps and clinics
• Summer camps
• Tutoring programs

POLICY REQUIREMENTS
• Registration of all youth programs and events
• Screening, training and conduct expectations for UW “Authorized Personnel”
• Report behaviors of concern
• Adherence to environmental safety regulations and guidelines
• Emergency preparedness planning and response procedures
• Adherence to University privacy policies

THIRD PARTY-LED YOUTH PROGRAMS
• Meet or exceed requirements of policy
• Include in agreements/contracts

RESOURCES
APS 10.13 Policy Guide
www.uw.edu/youth/protection-youth-at-uw-aps-10-13/
Office for Youth Programs Development and Support
www.uw.edu/youth uwminors@uw.edu 206-616-5153

Exhibit 1
All UW Youth Programs are required to comply with APS 10.13. The requirements of this policy are outlined in the checklist below:

- **Registration of Youth Program** - Registration in the UW Youth Program Registration System must be completed prior to the program start date.
- **Background Checks** - All authorized personnel must successfully complete a background check through UW HR prior to any interaction with youth and every three years thereafter.
- **Required Training** - All authorized personnel must complete the *Promoting Safe Interactions with Youth* training prior to any interaction with youth. All new employees and volunteers, regardless of interaction with youth, must complete the *Reporting Suspected Child Abuse and Neglect* training. Programs are additionally required to train staff to provide safe and developmentally appropriate program services.
- **Conduct Requirements** - Programs must certify that all authorized personnel have reviewed and will comply with the UW Standards for Interacting with Youth.
- **Reporting** - Ensure that all employees and volunteers report suspected child abuse or neglect to the appropriate authorities, and notify SafeCampus regarding behaviors of concern as described in the Standards for Interacting with Youth.
- **Safe Environments** - Adhere to all UW, state, and federal workplace and environmental safety regulations and recommendations.
- **Emergency and Safety Planning** - Maintain an emergency preparedness plan specific to the program. Have procedures in place to respond to known health conditions of youth participants and health related emergencies.
- **Privacy Practices** - Follow the Privacy Policy for UW Youth Programs to maintain youth’s privacy including providing proper notice and obtaining consent for use of personal data of youth.

**Key Terminology:**
- UW Youth Program – any program, activity, event or research that is operated or sponsored by a UW department in which youth are a primary audience.
- Authorized Personnel – any university employee, volunteer, student, and intern, who in the course of their duties at the University supervise, chaperone, act as a caregiver for, or have unsupervised access to youth.

Additionally, consider other university policies that address the protection of youth including:
- [Administrative Policy Statement 2.2: University Privacy Policy](#)
- [Administrative Policy Statement 10.9: Visitors and Children in Labs and Shops](#)
- [Administrative Policy Statement 44.3: Employment of Minors](#)
- [Executive Order 31: Nondiscrimination and Affirmative Action](#)
- [Executive Order 51: Sexual Violence Elimination](#)
- [Executive Order 54: Employee-Student Romantic Relationships and Conflicts of Interest](#)
- [Executive Order 55: University Health and Safety Programs: Policy and Responsibilities](#)
- [Executive Order 56: Reporting Suspected Child Abuse or Neglect](#)
Ideas for Incremental Changes to promote Tri-Campus Functioning – 1/16/20

1) From Raj Katti, UWT Chair of Deans:

   Regular (perhaps quarterly) meetings of Deans from all three campuses based on discipline: e.g. A&S Deans, Business Deans, Engineering Deans, etc. This would promote communication and the potential for resource sharing across the UW system.

2) From Sharon Jones, UWB VCAA:

   A. Administrative Process for P&T: The Provost’s Office gives deference to the individual campus decisions regarding P&T issues with the Provost’s Office only reviewing files for procedural issues and this review occurs jointly with the relevant Chancellor and VCAA. There will have to be initial approval and periodic checks to ensure campus guidelines align with UW Faculty Code.

   B. Academic Leadership Communication: We suggest that communication about academic affairs issues is not working as well as communication regarding other administrative issues e.g., student affairs, advancement, etc. We offer 3 alternatives to the current structure of BODC as follows (each has pros and cons):
      a. Remove Chancellors and Provost from BODC so that BOD becomes an academic council of deans and vice provosts focused solely on Seattle academic issues. This parallels deans councils at Bothell and we assume Tacoma. Add a university-wide council comprised of the Chairs of each of the campus’ dean councils, the VCAAs, the Chancellors, the Provost (and relevant vice provosts) to meet regularly regarding tri-campus academic issues (once per term at a minimum)
      b. Add everyone to BODC so deans at each campus + VCAAs with tri-campus issues discussed and networking fostered.
      c. Leave BODC alone. Add another Council with Chairs of Tacoma and Bothell Deans councils, VCAAs, Chancellors, relevant Seattle Vice Provosts with goal to focus on tri-campus academic issues (once per term at a minimum). This is same as a) except some people sitting on BODC and this new

3) From Lauren Montgomery, FCFA chair

   Adjust existing meeting composition to align horizontally across administrative structure:
      a. President, Provost, Chancellors, VCAA’s
      b. Board of Deans + BOD Chairs from Bothell and Tacoma

4) From UWT Steering Committee

   a. Support participation of the VCAAs from Tacoma and Bothell in BODC (possible replacing the Chancellors).
b. Acknowledge the existence and role of multiple campuses through University communications through appropriate language and information reporting. Many documents, newsletters, and publications do not acknowledge or serve the 15,000+ people who study and work at Tacoma and Bothell campuses. Encourage this practice in Faculty Senate and its councils. Address in Faculty Senate the Faculty Code changes that are most troubling based on the Secretary’s analysis.

c. Allow UW Tacoma faculty to use the minority-serving designations that UW Tacoma has earned when seeking grants. This would require the campus to have its own DUNS number. Because we are seen as a single university, faculty are disqualified from eligibility for grants designated for minority-serving institutions that would fit squarely with our mission and benefits our faculty and students.