

University of Washington  
Faculty Council on Educational Outreach  
Friday, October 10, 2008, 10:30 a.m.-12:00 p.m.  
36 Gerberding Hall

Chair Breitner called the meeting to order at 10:30 a.m.

**Meeting Synopsis:**

1. Introductions and review of the charge.
2. Approval of the minutes from the June 6, 2008, meeting
3. Suggestions/discussion/consensus for issues of focus for this year.

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**1. Introductions and review of the charge**

Chair Breitner welcomed members to the first meeting of the academic year. Members introduced themselves around the table, including a guest, David Lovell, Chair of the Faculty Senate.

**2. Approval of minutes from June 6, 2008**

The minutes were approved unanimously.

**3. Suggestions/discussion/consensus for issues of focus for this year.**

Chair Breitner began the discussion by recounting her review of notes from discussions with previous chair Kate O'Neill, copies of previous FCEO Annual Reports, and discussions with David Lovell in preparation for taking on the duties as chair of this Council. In deference to his schedule, she asked Lovell to address the Council with concerns from the perspective of Faculty Senate leadership.

Lovell reported that the core of Senate leadership's concern is the overlap of the mandates of a handful of Councils which results in a duplication of effort by faculty in a number of cases. His intention is to call a meeting of the Chairs of those Faculty Councils to review and discuss each of their mandates, their plans for the new academic year, and discover where issues intersect and overlap. If a duplication of effort is discovered, discussions will take place during that meeting to determine which Council can most effectively deal with the issue in question. Examples of this include anomalies in the management of fee-based programs (also being considered by the Senate Committee on Planning and Budgeting) and issues related to ELP instructors (also being considered by the Faculty Council on Faculty Affairs).

He also referred to O'Neill's comment about the speed with which the UW's educational outreach operation has grown. This comes as good news to everyone involved, from the Regents to those taking advantage of the opportunities provided through Educational Outreach. But the operation runs on a very different business model from the state bureaucracy that manages the UW. The lines between that model and various UW policies and procedures (including the *Faculty Code*) are not clear. O'Neill's Annual Report from

last year suggests that the Council should remain vigilant as educational outreach grows and expands throughout the University.

Chair Breitner expressed her confidence that the anticipated meeting with other Council Chairs will go far to help define what is (and is not) within the purview of FCEO.

Another goal of the Chair is to come to some clarity about the breadth of the Council's mission. As Faculty Council on Educational Outreach, does the Council focus on the operation and activities of the Division of Educational Outreach – or does its mission include *all* elements of educational outreach within the University?

In addition, she reported having reviewed the past few years of Annual Reports from the FCEO, and she found that issues that had been reported as resolved in one year often reappeared the following year with similar discussions described from one year to the next. She is resolved not to re-visit old issues. At least some of these issues had been referred to the Senate Committee on Planning and Budgeting and to the Senate Executive Committee. She will follow up with the Chairs of those Committees and find out what further steps have been taken toward resolution of those issues.

**Possible issues for discussion in the 2008-09 academic year:**

Revision of Council charge.

This will be guided primarily by the outcome of the up-coming meeting of Council Chairs mentioned by Lovell and Breitner. If changes are deemed helpful, they may need to be taken through Class A legislation – or possibly through the Secretary of the Faculty as “house-keeping” changes.

Creation of a Handbook of Educational Outreach.

Such a handbook could provide direction and guidance to instructors who would like to explore setting up a distance learning course.

Compilation of a registry of all fee-based courses offered on the UW campus.

David Szatmary reported that Educational Outreach does a yearly inventory of fee-based, educational enrollments and programs. It is very difficult to compile that information and is not as comprehensive as it might be as a result, but it would be a good place to start the proposed registry.

Jeffrey Wilkes will work with Szatmary to determine how best to integrate the information from Educational Outreach into such a registry. Wilkes will be out of the country for the next two meetings, but will continue researching this registry via e-mail.

In response to questions about what the University would do with this data, David Lovell responded that the current state of the economy may be a factor. Typically, in times of economic downturn, enrollments in colleges and universities go up as people seek to re-tool their skills and train themselves for better jobs. Having this data, including data concerning

the income from these fee-based courses, would provide support for expanding these programs when state funding limits other expansion at the UW.

Departments will need to be polled in order to supplement data from Educational Outreach and compile a comprehensive list. The Council (at its next meeting) will develop a survey to run through Catalyst that will query Departments about distance learning courses they offer. Breitner noted that she may be able to enlist the help of an RA during Spring Quarter in compiling the information gathered from the survey.

Wilkes will set up a Wiki for Council members to contribute and respond to his work on the registry over the next couple of months. He will send the URL to Breitner, who will forward it to the Council.

Tuition Exemption Program and fee-based courses.

Szatmary reported that, fee-based classes, including online learning courses, are not tuition exempt, but online courses funded through the State are.

The meeting was adjourned at 11:55 a.m.

*Minutes by Susan Folk*  
*Assistant to the Secretary of the Faculty*  
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**Present:**       **Faculty:**   Breitner, Kyes ,Lam, Olavarria, Wells, Wilkes, Yeh, Zierler  
                  **President's Designee:** Szatmary  
                  **Ex Officio Reps:**   Brown, Ray

**Absent:**       **Faculty:**   Erdly, Harrison  
                  **Ex Officio Reps:**   Allen