

University of Washington
Faculty Council on Educational Outreach
Monday, June 04, 2007
36 Gerberding

Chair Erdly called the meeting to order at 2:05 p.m.

Meeting Synopsis:

1. Approval of minutes
2. Announcements
3. ELP contract review and discussion
4. FCEO core initiatives for 2007/2008

1. Approval of minutes

Zierler moved to approve minutes from the May 3, 2007 FCEO meeting. Deardorff seconded the motion. The motion was unanimously approved.

2. Announcements

This is the last FCEO meeting for this academic year. This is also Bill Erdly's last year as chair of the committee. The committee member list has been updated for the next year.

The university is in litigation with the contractor for the new UWEO building. UWEO has submitted a proposal for space in the UW Towers (formerly Safeco Building). Proposals will go to the Executive Committee soon.

3. ELP contract review and discussion

With regards to the issue of the status of ELP instructors, the deadline for getting materials to the Faculty Senate for some decision will likely be the end of Fall quarter or by the first meeting in Winter quarter. The council will approach the new chair for instructions on the process of submitting class A legislation proposals.

A group of representatives from FCEO, FCFA, and ELP met last week to review the language of ELP contracts.

Dave Szatmary:

In our review of contracts for people who taught for UWEO, we focused on annual and quarterly Extension Lecturers, most of whom teach for the ELP program. The proposed

appointment letter is similar to what annual and quarterly instructors have been given in the past.

Richard Moore:

Several issues were resolved through references to specific documents, including the UW Handbook, an Administrative Policy Statement and the IOE Operations Manual. Taking part of the referenced URL document and putting it in the IEO Operations Manual will make things clearer. Including the FERPA link is very helpful.

With regards to the “removed for cause” clause, using guidelines from the faculty and librarian code is appropriate. We will be working on the removal for cause process in our own department.

The stipulation that ELP Extension Lecturers must be approved by the relevant academic units causes some concern.

Dave Szatmary:

We send a packet of instructor and course materials to the English department for review. If the instructor and course is approved by the dean and chair, they will sign and send back the approval form. Each academic unit has its own specific approval process. With some departments, such as the Music Department, the instructor and course is reviewed by a standing committee, while in others, only the chair reviews the material. This is not a formal approval process. UWEO appoints the instructors, but we highly value the opinions of the academic units in the process and listen to their advice.

We understand that there is concern amongst the ELP instructors that the approval process may be too slow. Unless we have a new ELP teacher, we can certainly send in the resumes of current and past instructors for approval several months in advance.

Daphne Mackey:

There is no predictability about how many students will show up and if we will need another teacher. We have had to call people in on the same day.

Dave Szatmary:

We need to work out a fast track option with the English department. It should not be as much of a problem with existing annual and quarterly instructors.

Richard Moore:

Outlining the recommendation to renew process in the IEO Operations Manual would be very helpful for the annual and quarterly instructors.

Dave Szatmary:

It might be possible to process a year's worth of approvals with the English department at once, especially if the curriculum remains the same.

Richard Moore:

ELP instructors would like the title of the appointment letters to be changed from "Appointment Letter for ESL Teachers" to "Appointment Letter for ELP Teachers".

Corbett moved to accept the changes made on the ELP appointment letter and references to appropriate sections of the University Handbook and IEO Operations Manual. Deardorff seconded the motion. The motion was unanimously approved.

ACTION ITEM: Erdly will forward FCEO's recommendation to the Secretary of the Faculty Senate and FCFA.

Dave Szatmary:

The process of revising the IEO Operations Manual should involve as many relevant staff as possible. The group will need input from ELP instructors and the Senior Director. Kei Quinlan, Director of Human Resources, will participate. It would also be helpful to have a representative from FCEO.

ACTION ITEM: Erdly will speak with the next chair about FCEO participation in the revision of the IEO Operations Manual.

Recommendations from ELP staff about who should be involved in the revision would be appreciated.

Bill Erdly:

The revised IEO Operations Manual should be reviewed by FCEO.

Natalie Pret:

Is this manual going to be an internal document or will it apply to all extension lecturers?

Dave Szatmary:

Topics common to the Instructor Resources Guide and IEO Operations Manual may be combined. However, in the upcoming year we do not intend to combine

the IEO and the AP instructor manuals. If the Faculty Senate decides that Extension Lecturers are faculty, then there is no reason to combine the handbooks. If not, we may want to consider developing a joint handbook for all UWEO instructors with specific sections for AP and ELP.

Richard Moore:

Can we have an ELP instructor on FCEO?

Bill Erdly:

The committee is established by the Faculty Senate. We can include this topic in our agenda for next year. Please note that these meetings are open to the public. Anyone who wishes to can attend.

4. FCEO core initiatives for 2007/2008

Bill Erdly:

The ELP contract review will be included as one of FCEO major initiatives in the annual report.

Outstanding issues include ELP instructor status and possible legislation to change the status, as well as instructor guidelines.

Dave Szatmary:

UW's enrollment situation is an issue that might arise. Graduate enrollment is short by 200 FTE. Renumbering courses yielded an additional 33 FTE. The university has received additional state funding for 105 FTE, which means that the university is short by 175 FTE On the graduate level. The dilemma will be when to do fee-based programs, as opposed to state-funded programs. Fee-based programs will not allow us to meet our state-funded FTE goal.

ACTION ITEM: Shannon Tang will e-mail "Fee-based Degree Programs: Principles and Guidelines" to FCEO.

Dave Szatmary:

I met with the Math department recently regarding the approval of courses without the DL designator. They did not feel that DL courses were of the same quality as day/onsite courses. To make the courses comparable, they have agreed to discuss several strategies, including having students onsite periodically for quiz sessions. The Math department would also prefer to use their own full-time lecturers rather than adjunct instructors.

The meeting was adjourned at 3:20 p.m. *Minutes by Shannon Tang, Administrative Assistant, University of Washington Educational Outreach.*

Present: *Faculty members:* Erdly, Kyes, Lam, Zierler
 President's designee: Szatmary
 ALUM: Deardorff
 ASUW: Ju
 PSO: Corbett
 Guests: Rozanna Carosella, Daphne Mackey, Richard Moore, Natalie Pret, Lynne Walker

Absent: *Faculty members:* Keifer, Larson, Olavarria,
 GPSS: Ting