

University of Washington
Faculty Council on Educational Outreach
Thursday, May 3, 2007
36 Gerberding Hall

Chair Erdly called the meeting to order at 2:02 p.m.

Meeting Synopsis:

1. Approval of minutes
2. Announcements
3. First review of UWEO Extension Lecturer contracts by FCEO
4. Update on DL Designator Legislation (Bill Erdly)
5. Certificate of Participation (Dave Szatmary)
6. Next meeting

1. Approval of minutes

Ting moved to approve the minutes from the March 8, 2007 FCEO meeting. Corbett seconded the motion. The motion was unanimously approved.

2. Announcements

The UW campus in Everett will likely start offering courses in Autumn 2008. The topic of the campus providing educational outreach courses will likely be a future agenda item.

3. First review of UWEO Extension Lecturer contracts by FCEO

The council is joined by guests Mary Coney (Professor Emeritus, Technical Communication, College of Engineering), Rozanna Carosella (Extension Lecturer, UWEO), Joel Ozretich (Extension Lecturer, UWEO), and Natalie Pret (Extension Lecturer, UWEO).

Dave Szatmary:

Dave explained the types of personnel who teach courses administered by UWEO.

1. All credit courses in degree programs are taught by department-appointed faculty.
2. Regular UW faculty may also teach noncredit and non-degree credit courses for additional pay through UWEO.
3. Extension Lecturers are academic personnel, but do not have faculty appointments. These Extension lecturers have either annual, quarterly, or hourly contracts. The Extension Lecturer resumes and the course curriculum are sent to the academic unit for

approval. The academic unit signs the approval forms, but do not appoint the Extension Lecturers to their position. At this point, UWEO appoints these teachers as Extension Lecturers who teach credit and noncredit classes.

The issue concerning UWEO Extension Lecturer contracts originated from a complaint regarding an hourly Extension Lecturer who appeared online endorsing a for-profit ESL program. This individual also falsely claimed to be UW lecturer. The Attorney General's Office felt that this individual misrepresented his status and used the UW name to endorse a for-profit company. As a result, the AG's Office requested a review of the UWEO Extension Lecturer contracts and suggested new language for the contract.

The contracts were first redrafted by UWEO's Intellectual Property Management staff and were, in fact, still under preliminary revision when the contracts were passed on to Gail Stygall, Chair of the Faculty Senate. Dr. Stygall had concerns regarding the clause about termination, which was changed from "for cause" to "at will." After a meeting with Dave, Gail and a few others, Dave indicated that he had not had time to carefully review this draft yet and agreed that the clause be changed back to "for cause."

Dave then carefully reviewed the contract and proposed a second version of the revised contract. This draft has been sent to FCEO, FCAF, Cheryl Cameron (Vice Provost for Academic Personnel) and the AG's Office for review. The drafts were also sent to the ELP Personnel Committee, which is composed of volunteer Extension Lecturers, and the Executive Council at UWEO, including the Senior Director of IEO. The AG's Office is willing to wait for us to complete the revision process for use in Autumn 2007.

Contracts under review:

- Draft of Onsite Teaching Contract
- Draft of Online Teaching Contract
 - Please note that certain clauses are only applicable to certain groups in both drafts.

The committee also received copies of the following:

- Current Online Learning Teaching Agreement
- Current Onsite Learning Teaching Agreement
- Current Appointment Letter for ESL Teachers
 - New addition: "The policies, procedures, and responsibilities are outlined in the International Educational Outreach Operations Manual (<https://phoenix/uweointra>) and the University Handbook (<http://www.washington.edu/faculty/facsenate/handbook/handbook.html>).

Our goal was to create simple and understandable contracts that meet the needs of UWEO staff and the University. As such, we tried to remove clauses that are already referenced in other pertinent documents.

Mary Coney:

The Handbook is part of the Faculty Code. Is this contract part of the handbook or does it just parallel it?

Dave Szatmary:

The areas of employee responsibilities would be the responsibilities of any UW employee. We did not want to repeat specifications that are in the University Handbook. However, ELP teachers are not UW faculty and are not covered by the faculty code in the UW Handbook.

Mary Coney:

There is disagreement about whether Extension Lecturers are covered by the Faculty Handbook.

The position of the AAUP Executive Board and faculty leadership is that all people who teach on this campus are faculty, even though there are many designations. All issues related to these people should be discussed and voted on by the Faculty Senate.

Several years ago, Engineering and Health Sciences hired several non-tenure or non-tenure track faculty (WOT). Some of these faculty became scattered in different places and it became a mess after a while. It was an abusive system. They did not know when rules changed and when they were at risk. This is one example of why all these issues should go through the process. This is the general position of the group.

Dave Szatmary:

There are probably 800 to 900 Extension Lecturers, most of whom are teaching noncredit courses. The vast majority of these teachers are on hourly contracts. The future status of these teachers is really a decision of the faculty. No one is debating if they are academic personnel.

The Faculty Senate needs to decide who should be considered UW faculty.

Bill Erdly:

It is important that Extension Lecturers are aware of their responsibilities and are clear about their relationship to the University.

It would be best to have more time to review the contracts. I will confer with Chair of Faculty Council on Faculty Affairs and form a subcommittee to review these contracts. I would encourage written comments about these contracts for the committee to review. A record of comments would ensure that concerns are addressed in a fair and consistent manner. The goal is to get all the perspectives. The subcommittee will need to work fast so that UWEO can have a usable contract. We should also have a timeline ready to meet with senate leadership.

Dave Szatmary:

UWEO would appreciate review and guidance from FCEO and other groups. It would be helpful if the ELP Personnel Committee could send comments to Bill Erdly as a group.

Mary Coney:

Can the Extension Lecturers get a temporary contract until the revised contract is ready? The entire review cannot happen until Fall.

Bill Erdly:

We can review personnel issues now because they have impact for the entire university and do a more in-depth review of status issues later on.

Dave Szatmary:

Autumn contracts, especially for those with annual contracts, will need to be distributed in July at the latest.

Rozanna Carosella:

In our field, the ESL title is condescending. We would like to be called ELP Instructors and our programs are ELP programs.

If the AG's Office is concerned about misrepresentation by Extension Lecturers, then wouldn't it be sufficient to insert a phrase regarding misrepresentation in the current appointment letters, which we have been using for many years?

Natalie Pret:

We would rather have a continuation of our appointment letters than a contract. It makes more sense to maintain what we have with one or two changes.

Dave Szatmary:

Whether we have an appointment letter or a contract is immaterial, as long as all the necessary stipulations are included. The letters that ELP teachers have signed up to now is a contract, just in a letter form.

Joel Ozretich:

We are concerned about signing a contract before our status on campus is resolved. Just as a cursory review, these contracts (vs. appointment letters) are similar to hourly contracts, which

are for those who have another job and are teaching one class. The obligations and responsibilities of hourly instructors would be different from those who are teaching full time. We would like to make sure there is appropriate time to review these and make sure that we do not respond in haste.

4. Update on DL Designator Legislation (Bill Erdly)

There has been no official notification regarding the final status of the DL Designator Legislation. No departments have requested a discussion with FCEO regarding this matter.

5. Certificate of Participation (Dave Szatmary)

Transcribed graduate level certificates, which are approved by The Graduate School, are typically for regular matriculated students. UWEO awards credit or noncredit certificates that are not transcribed as certificates.

International students who take professional programs want recognition of their study and want something to take home with them. The ELP group has been giving certificates with the UW seal to students who had taken a 20-hour English language course. UWEO's Executive Council suggested awarding a paper that is not a credential like a certificate. The word "certificate" is misleading and can be easily misused. We can possibly award a Recognition of Attendance or Participation document.

Jonathan Ting:

It is the burden of the student to represent their credentials accurately, but it is also the burden of the employer to verify credentials. There will always be people who will misrepresent themselves.

Robert Corbett:

A Certificate of Participation is fine. The UW seal implies that the course has UW approval.

Bill Erdly:

A Certificate of Attendance is accurate. There is no way to judge their participation. Their attendance is really all that can be verified. The Certificate of Attendance should include the number of hours, which gives a sense of the depth of study.

Decision: FCEO members concur that for the programs under consideration, a Certificate of Attendance, with the title and number of hours of the course will be awarded.

6. Next meeting

Another FCEO meeting will be scheduled for after June 4th and before June 10th to wrap up the discussion on UWEO Extension Lecturer contracts.

The meeting was adjourned at 3:33 p.m. *Minutes by Shannon Tang, Administrative Assistant, University of Washington Educational Outreach.*

Present: *Faculty members:* Erdly, Olavarria
 President's designee: Szatmary
 ASUW: Ju
 GPSS: Ting
 PSO: Corbett
 Guests: Mary Coney, Natalie Pret, Rozanna Carosella, Joel Ozretich

Absent: *Faculty members:* Keifer, Kyes, Lam, Larson, Zierler
 ALUW: Deardorff