MINUTES FOR SENATE EXECUTIVE COMMITTEE MEETING
January 14, 2008, 2:30 p.m.
142 Gerberding


Faculty Senate Chair Dan Luchtel called the meeting to order at 2:35 p.m. and welcomed participants to the meeting.

1. Approval of Agenda. Approved.

2. Approval of Minutes of the November 19, 2007 SEC meeting and November 29, 2007 Faculty Senate meeting. Approved.

3. Opening Remarks from the Chair.
   Dan Luchtel, Chair of the Faculty Senate.

   Chair Luchtel reported that the Vice Chair election process will come to the SEC at its next meeting in February. At this point in the academic year, the work of the Faculty Senate is well underway and the SEC will be hearing reports today from four of the Faculty Councils on issues under consideration, as well as Senate legislation currently being drafted for Senate consideration. In addition to those reports, the Secretary of the Faculty will lead discussions concerning the possibility of restructuring the Faculty Senate (Agenda item number 13) and the dispute resolution procedures that are available to faculty (Agenda item number 14). Luchtel concluded his remarks by reporting that Class A Legislation concerning procedures for removal of Faculty Senate Officers and the Secretary of the Faculty, as well as “housekeeping changes” had been approved by a vote of the Faculty and signed by the President.

4. Report from the Provost and Executive Vice President.
   Phyllis Wise, Provost & Executive Vice President.

   Provost Wise informed the Council that this was the first day of the state legislative session. The UW has submitted a modest supplemental budget that focuses on student safety issues. Administration is working with Randy Hodgins, Director, UW State Relations, to communicate with Senate and House representatives that the funds requested are warranted. Washington State budget projections have been good so far, but may follow other states, such as California, which are headed for an economic downturn. The Governor appears to be particularly fiscally conservative during this election year.

   The proposed fourth campus is still under consideration, and UW administration is hoping the discussion is comprehensive and takes as much time as is necessary to develop a realistic plan for this campus. The Provost reiterated that administration will remain firm that any funding for a fourth campus should not come at the expense of the three existing campuses.

5. Report from the Senate Committee on Planning and Budgeting.
   Gail Stygall, Faculty Senate Past Chair and Committee Chair.

   SCPB Chair Gail Stygall, having just met with her Committee, reported that although the Committee is aware that the Governor is being fiscally conservative, they presented faculty expectations for the 2008 budget, including raises similar to those provided in the last biennium. Next year, the Committee will be considering raises that address additional specific problem areas.

   The Committee is also discussing the possible fiscal impact of the two Class C Resolutions approved by the Senate last May. One addresses tuition benefits and the other addresses whether faculty should have to opt out of increasing contributions to their retirement accounts at certain points in their careers instead of having to opt in (which is now the case).
For the rest of the quarter the Committee will be addressing policy issues while at the same time monitoring the state budget as it progresses through the session. Some of those issues include tuition and financial aid. It will also consider the optimum size of the faculty on each campus and Educational Outreach issues.

David Lovell, Vice Chair of the Faculty Senate.

Vice Chair Lovell explained that he was delivering a written report submitted to the Committee by Faculty Legislative Representative JW Harrington, who was in Olympia for the opening day of the legislative session. The report follows:

"I'm in Olympia this week, since this short legislative session starts in high gear, with a large number of relevant hearings and work sessions even on today, opening day. The first week's sessions include the Higher Education Coordinating Board master plan; the report of the special committee on high-demand fields (in which David Lovell represented the state's university faculty); subsidy of child care at universities; location of the UW North Campus; higher education "accountability"; and higher education budgets.

"A few legislators have expressed skepticism about spending nearly $1 billion on a new university campus, as have many faculty at UW. My intuition tells me that it would be politically foolish to oppose this publicly – it is fairly important to the Governor and to some well-placed legislators – but I will certainly sound notes of questioning and caution in my individual interactions.

"Governor Gregoire's budget requests (see http://www.ofm.wa.gov/budget08/recsum/360.pdf and http://www.ofm.wa.gov/budget08/capital/two-year_project_listing.pdf) included only two of the improvements and initiatives that UW requested: $4.7 million in capital costs to improve campus safety infrastructure, and $2.0 million for UWT land acquisition and remediation. The operating budget proposal actually calls for a reduction in the funding for the Public Employees Benefit Board for UW and all state agencies, but the footnotes explain this as a result of lower-than-expected costs and higher-than-expected investment returns, not as a policy change. Some legislative leaders have been quoted as saying that this is not the year for initiatives within the supplemental budget. I am eager to hear directly from legislators and other lobbyists (e.g., for the faculty unions) what is actually possible.

"Senator Paul Shin will introduce Substitute Senate Bill 6070, calling for a faculty member on each of our Boards of Regents and Trustees. The Council of Faculty Representatives has modified the suggested language, to make this an additional board member and to call attention to the existing rules that mandate that board members recuse themselves from matters that may be considered direct conflicts of interest. Representatives Deb Wallace and Jim McIntyre will introduce a companion bill in the House. We're going to keep working on this, to understand more fully the opposition to this idea and ultimately to prevail."

7. Report from the Secretary of the Faculty.
Gerry Philipsen, Secretary of the Faculty.

Secretary of the Faculty Gerry Philipsen reported that he will be speaking later in the agenda about dispute resolution alternatives available to faculty and about a proposal for restructuring the Faculty Senate. At this time, the Code provides four avenues for reconciliation of differences: administrative review, the Ombudsman, Conciliation Procedures (outlined in the Faculty Code), and Adjudication Procedures (also found in the Code). Over the past few years the Conciliation Board had unfortunately fallen into disuse. This meeting's agenda includes three nominations for re-appointment to that Board which he sees as the first step toward re-vitalizing that alternative for dispute resolution. A second step is meeting with one of those nominees, Alan Kirtley, Professor from the School of Law, and Susan Neff, Interim Ombudsman, who will be working with him to explore ways to make this a more inviting alternative to faculty than it has been in the past. It is a much less costly set of procedures (in terms of both time and funds) than those for Faculty Adjudication.

In response to a question about whether research faculty are allowed to serve on the Board, Philipsen responded that they currently are not – but that recent Code legislation making Research
Faculty voting members of the faculty means that they may possibly be eligible to serve on the Board. He thanked the inquirer for bringing this to his attention and assured him that he would forward this issue to the Faculty Council on Faculty Affairs for consideration of possible legislation that would address the issue.

8. Group Representatives: Concerns and Issues.

Group Representative Eric Stern had brought up the issue of seatbelts in UW-operated shuttle buses serving medical facilities off campus during the last academic year. After a slow start in attempts to bring this to the attention of administration, a recent meeting of the University Transportation Committee came to the conclusion that this would be an appropriate idea to explore further. It may well require legislation in Olympia (apparently a law had to be enacted in Oregon for a similar provision to be made) but the possibility is now on the UW administration’s radar screen.

Group Representative Laurie George asked the Provost to comment on campus safety issues. The Provost noted that a temporary funding program for the most pressing issues is currently underway, and plans are being made for submitting a request for funding for longer-term provisions. Recent incidents will help illustrate the need for those funds.


Nominees for Faculty Councils and Committees.

Action: Approve for Faculty Senate consideration. {Exhibit A}

There were no nominations from the floor and the nominations as listed in Exhibit A were approved as listed.

10. Reports from Councils and Committees.

a. Faculty Council on Faculty Affairs (FCFA): Jan Sjåvik, Council Chair.

Council Chair Jan Sjåvik acknowledged Philipsen’s request that the FCFA consider the possibility of adding research faculty to the membership of the Conciliation Board. He reported on legislation that came from the Council last year and early this year concerning the Secretary of the Faculty.

This year the Council has been working primarily on a revision of RCEP (Reorganization, Consolidation and Elimination of Programs) procedures. It comprises a lengthy and complex portion of the Code that the Council has reviewed thoroughly with the invaluable editorial help of Professor Vaughan. The Council is one meeting away from having a clean copy to review and share with stakeholders, including the Provost's office. It will then come to the SEC for review on its way to the Senate for approval. The major change in the procedures is that it now becomes a public and transparent rather than a confidential process. Still on the agenda for this year and next, the Council will be looking at matters related to Educational Outreach and possible changes to Adjudication Procedures.

b. Faculty Council on Instructional Quality (FCIQ): Mary Pat Wenderoth, Council Chair.

Council Chair Mary Pat Wenderoth reviewed the charge to the FCIQ – to consider all matters of policy regarding the improvement and quality of teaching at the University of Washington. Issues currently under consideration by the Council include: the 10-year review process at the Graduate School; a teaching and learning symposium to be held on May 6 in the HUB Ballroom; the peer review process; providing faculty with student class photos; and an examination of best practices on how best to recognize good teaching.

Tom Colonnese suggested that the Council consider consulting with ASUW about possible concerns related to student privacy issues that may be raised around the student class photo idea. Eric Stern suggested that FCIQ recruit medical school faculty members.

c. Faculty Council on Tri-campus Policy (FCTCP): Janet Primomo, Council Chair.

Council Chair Jane Primomo distributed a handout listing the following activities and issues under consideration by the Council:

1. Cross campus registration policy: Review of current policy with Registrars from all three campuses.
2. Representation from UWB/UWT faculty on UW Faculty Councils: Information gathering and strategic recommendations (FCTCP will nominate a faculty member from UWB or WT to serve on the Senate Committee on Planning and Budgeting in 08-09.)

3. Tri-campus new and revised undergraduate program review process: Data collection, review and recommendations.

4. UW North Campus development updates.

5. Ongoing discussion about the structure of FCTCP: Revising the "Rose Model."

6. Other issues to be considered this year include: a) revising coordination of Educational Outreach programs; b) criteria for considering development of Schools and Colleges within UWB and UWT campuses (Faculty Code Sections 26-41); and tracking the revision of Reorganization, Consolidation and Elimination of Programs (RCEP) procedures.

d. Faculty Council on Educational Outreach (FCEO): Kate O'Neill, Council Chair.

Council Chair Kate O'Neill noted that FCEO has jurisdiction over everything having to do with Educational Outreach programs, including those who teach any of the courses offered through Educational Outreach. The Council has been meeting three times per quarter and will need to start meeting more frequently. The council is looking at the faculty status of extension lecturers as well as those who teach distance learning courses. The distance learning portion of this discussion is very complex and includes the needs and activities of faculty across the three campuses. This is an area that has so far been lacking in coordination. Catalyst works for some of these courses but not for others. For example the Nursing School has extensive distance learning opportunities in Eastern Washington, but Catalyst is not equipped to assist in those efforts.

She also alerted the SEC that an Educational Outreach proposal would be coming through the Council to them for consideration. This proposal addresses the problem of bottlenecks in the undergraduate curriculum. Currently EO offers some courses that allow students an alternative to waiting for over-enrolled courses they need to graduate. The problem is that these are offered at the price of $1000 per course (in addition to standard tuition). The proposal would reduce the fee for these courses to $300 per course.

Finally, the Council is looking at the status of extension lecturers in following up with a problem that surfaced last year involving appointment renewal letters. Although that issue has been resolved, the Council is hoping to compile figures on the composition of the faculty of EO and how they are reviewed. Currently they are not considered faculty, even if they teach full-time, and they have no protection under the Faculty Code.

Gail Stygall raised a question about whether the University should be hiring more faculty to teach the bottleneck courses rather than relying on Educational Outreach where there is little control over the content and quality of courses offered. Sandra Silberstein asked if the institution might be vulnerable by requiring courses that ultimately cost significantly more than standard tuition.

11. Information.
There were no points of information.

12. Announcements.
There were no announcements.


Discussion: Faculty Senate Restructure: Gerry Philipsen, Secretary of the Faculty.

Secretary of the Faculty Gerry Philipsen reported that the discussion board established earlier this year had been useful in gathering some ideas and comments. He distributed a discussion draft of a possible plan to reorganize the Senate and Senate Executive Committee (Exhibit C). The ensuing discussion raised the following issues and questions

• The Chair of the Senate Committee on Planning and Budgeting should be a member of both the Senate and SEC.
• The size of the senate fluctuates from time to time with the fluctuation of the size of departments.
• The crucial question is whether the Senate should have local representation or "at-large" representation.
• Suggested changes to the structure of the Senate stem from the appearance that Senators are not engaged in the work of the Senate; attendance is poor and discussion often lacks interest. The primary problem is a lack of engagement.
• We should consider keeping the structure as is but adjusting the ratio of Senators to faculty members to ensure that it is representative to the faculty.
• The amount of time working on grants and research has made it increasingly difficult to engage in activities like the Senate and Faculty Councils.
• The importance of considering the needs of the Tacoma and Bothell campuses and continuing to clarify and define the relationships between the three campuses.
• If the size were to be diminished significantly, the need for effective communication with faculty would become even more important.
• Information about the budget would be of interest to faculty and would attract participation in the Senate.

Philipsen concluded the conversation by saying he would soon be meeting with chairs of elected school and college faculty councils. He will distill the comments and concerns that came up in this discussion along with feedback from the chairs of college and school councils, and would report back to the SEC at the next meeting.


a. Discussion: Dispute Resolution Process: Gerry Philipsen, Secretary of the Faculty. Philipsen distributed copies of a brochure {Exhibit D} that had once been posted to the Secretary of the Faculty Website and had been taken down by the previous Secretary of the Faculty. He asked the members of the SEC for feedback on the content and purpose of the brochure, which had originally been drafted by Lea Vaughn, another former Secretary of the Faculty. The following points were raised during the discussion
   1. The logo is out of date.
   2. It would be useful to have more information explaining conciliation procedures.
   3. The goal of this would be to make information available to guide faculty in a timely way toward the most appropriate problem-solving mechanism available.
   4. The Secretary of the Faculty is well-placed to serve as the one to conduct “intake” interviews and guide faculty through the options available.
   5. Faculty should be reminded that there are time constraints associated with various choices of dispute resolution mechanisms. It would be helpful to have a chart comparing time constraints among the options.
   6. There needs to be an outline of what each process can and cannot do.
   7. Consideration should be given on how best to post this on the website so that it is readily accessible to faculty.
   8. Information on confidentiality policies should be included in the brochure.

b. Action: Approve the January 31 Faculty Senate agenda for distribution to faculty. {Exhibit B} The Senate agenda was approved.

15. Adjournment.

The meeting was adjourned at 4:40 p.m.

PREPARED BY: Gerry Philipsen, Secretary of the Faculty
APPROVED BY: Dan Luchtel, Chair, Faculty Senate
Nominations and Appointments.

Nominate, for Senate appointment, effective immediately, representative members of Faculty Councils and Committees for terms ending September 15, 2008, with voting rights to be determined by the SEC through the Faculty Councils:

A. Representatives of the Associated Students of the University of Washington:

   Academic Standards------------------------- Doug McManaway

B. Representatives of the Graduate and Professional Student Senate:

   Educational Outreach------------------------ Leslie Ann Caromile
   Tri-campus Policy----------------------------- Danielle Magnuson

Nominate for Faculty Senate appointment, effective immediately, Sarah Stroup, Group 1, Classics, Faculty Council on Academic Standards, for a term ending September 15, 2010.

Nominate for Faculty Senate appointment, effective immediately, Gunner Almgren, Group 8, Social Work, Faculty Council on Academic Standards, for a term ending September 15, 2010.

Nominate for Faculty Senate appointment, effective immediately, James Antony, Group 5, Education, Faculty Council on Academic Standards, for a term ending September 15, 2010.

Nominate for Faculty Senate appointment, effective immediately, Linda Martin-Morris, Group 3, Biology, Faculty Council on Educational Technology, for a term ending September 15, 2010.

Nominate for Senate Executive Committee approval, effective immediately, reappointment of Gordon Bradley, Group 6, College of Forest Resources, Conciliation Officer*, for a term ending September 15, 2008.

Nominate for Senate Executive Committee approval, effective immediately, reappointment of Rose Anne Cattolico, Group 3, Biology, Conciliation Officer, for a term ending September 15, 2009.

Nominate for Senate Executive Committee approval, effective immediately, reappointment of Alan Kirtley, Law, Group 5, Conciliation Officer, for a term ending September 15, 2010.

* Conciliation officers shall be selected by the President from a list of names equal to twice the number of vacancies, prepared and approved by the Senate Executive Committee. Vacancies for the remainder of unexpired terms shall be filled according to this same procedure. Conciliation officers may be reappointed to successive terms by mutual consent of the President and the Senate Executive Committee.
AGENDA
FACULTY SENATE MEETING
THURSDAY, 31 January 2008
Gowen Hall, Room 301, 2:30 p.m.

1. Call to Order and Approval of Agenda.

2. Introductory Comments – Professor Dan Luchtel, Chair, Faculty Senate.


4. Report from the Senate Committee on Planning and Budgeting – Professor Gail Stygall, Committee Chair.

5. Legislative Report – Professor James “J.W.” Harrington, Faculty Legislative Representative.


7. Announcements.

8. Requests for Information.

   Action: Approve nominees for Faculty Councils and Committees.

10. Memorial Resolution.

11. Unfinished Business.


   Motions involving Class C actions should be available in written form by incorporation in the agenda or distribution at the meeting. It is preferable that any resolution be submitted to the Senate Chair and Secretary of the Faculty no later than the Monday preceding a Senate meeting.


PREPARED BY: Gerry Philipsen, Secretary of the Faculty
APPROVED BY: Dan Luchtel, Chair, Faculty Senate

NOTE: If a continuation meeting is necessary, it will be held on Thursday, February 7 at 2:30 p.m. in Gowen 301.
The Structure of the Faculty Senate of the University of Washington

The beginning of a conversation to address such questions as:

- Is the apportionment scheme of the Senate workable? At present, the ratio of 1 Senator for every 15 voting members of the faculty would yield a Senate of approximately 268 members.
- Is the size of the Senate conducive to high quality legislative deliberation?
- Are there people who should be included in the Senate who are not now there?
- Who should serve on the Senate’s Executive Committee?
- How often should the Senate and its Executive Committee meet?
- Can a smaller Senate adequately represent the breadth and complexity of the faculty at the University?
- Would a smaller Senate weaken Faculty/Senate communication?
- Would a smaller Senate diminish its moral force?

As a way to open the conversation, we can consider some alternative structures, such as:

Senate (54 members)
- Chair of the Faculty Senate
- Vice-Chair of the Faculty Senate
- Faculty Legislative Representative
- Deputy Faculty Legislative Representative
- President of the University
- The Provost
- Chairs of Faculty Councils (14)
- Chairs of College, School, and Campus Councils (18)
- At-large members elected by the University Faculty (16)

Senate Executive Committee (21 members)
- Chair of the Faculty Senate
- Vice-Chair of the Faculty Senate
- Faculty Legislative Representative
- Deputy Faculty Legislative Representative
- President of the University
- The Provost
- Chairs of Faculty Councils (14)
- Secretary of the Faculty

Committee: Dan Luchtel, Chair, Faculty Senate; Ross Heath, Past Chair, Faculty Senate; Jan Sjavik, Chair, Faculty Council on Faculty Affairs; Susan Folk, Assistant to the Secretary of the Faculty; Gerry Philipsen, Secretary of the Faculty
A Faculty Guide to Dispute Resolution at the
University of Washington

Originally produced as a brochure by
the Faculty Council on Faculty Affairs
in cooperation with
the Secretary of the Faculty.

Draft Revision: January 2008

Please direct questions and/or requests for copies of the brochure to:

Secretary of the Faculty
Box: 351271
Phone: 685-2703
E-mail: secfac@u.washington.edu

What would you do if you found yourself entangled in a conflict
with a colleague that seemed to defy resolution?

Where would you go if you felt you’d been treated unfairly
in a tenure or promotion decision?

When the prospect of resolving conflicts directly with your colleagues seems unlikely, you are encouraged to consult with any of several offices on campus that provide a variety of problem-solving and dispute-resolution services.

Policies and procedures that pertain to many of the situations described here are addressed in the Faculty Code (Volume Two, Part II of the UW Handbook, available at http://www.washington.edu/faculty/facsenate/handbook/Volume2.html. Chapters 27 and 28 define the available Conciliatory and Adjudicative Procedures for the Resolution of Differences. Access to these formal procedures is in no way compromised by seeking alternative resolution of differences -- in fact, it is encouraged.

Concerns that may arise during the course of your employment as a faculty member at the U.W. (acronyms deciphered below):
Salary/contract/merit review issues (see EOO, OO)

Promotion/tenure issues (see OO)

Laboratory and/or office space expectations/agreements (see OO, LSMC)

Interpersonal conflict and workplace mistreatment (see OO, EOO, LSMC)

Professional rights and responsibilities (see OO)

Allegations of scholarly or scientific misconduct (see OSI)

Questions regarding discriminatory actions (see EOO, UCIRO)

Retaliatory treatment (see UCIRO, OSI)

Issues related to disability accommodations (see EOO)

University of Washington Handbook references:

- UW Handbook, Volume Two, Chapter 24
- UW Handbook, Volume Two, Chapters 24 & 25
- UW Handbook, Volume Four, Part X

Descriptions of U.W. Offices that provide problem-solving and dispute-resolution services to faculty:

- **Ombudsman’s Office (OO)** -- is a readily available resource for faculty and other members of the University community for information, education, and confidential consultation regarding conduct or conflict in the University environment. A designated neutral, the Ombudsman provides options for conflict prevention, management, and resolution. Conciliation (as defined in Chapter 27 of the *Faculty Code*), mediation, and referral services are provided.

- **University Complaint Investigation and Resolution Office (UCIRO)** -- conducts neutral, internal investigations of complaints that University policies prohibiting discrimination, sexual harassment, and retaliation have been violated. UCIRO guides, participates in, or refers parties to a variety of resolution activities, including mediation and other alternative dispute-resolution mechanisms. These activities are often undertaken in conjunction with Personnel Services, the Provost’s Office, the Ombudsman’s Office, and other appropriate University units.

- **Office of Scholarly Integrity (OSI)** -- is responsible for coordinating, in consultation and cooperation with the Deans of Schools and Colleges, all inquiries into and investigations of allegations of scholarly misconduct. The OSI is also responsible for ensuring compliance with Federal reporting requirements in matters of scientific or scholarly misconduct and for maintaining all records resulting from inquiries and investigations of such allegations.
• **Office of Equal Opportunity (OEO)** -- oversees provision of disability accommodations for faculty. OEO provides informal consultation on matters related to discrimination and offers training programs regarding sexual harassment, equal opportunity, affirmative action, and disability issues.

• **Law School Mediation Clinic (LSMC)** -- mediates all types of disputes except family matters. Typical cases include co-workers in conflict, student-staff-faculty, consumer, and landlord-tenant matters.

These (among other) colleagues may be able to offer individual assistance facilitating a mutually satisfactory resolution of differences -- or be able to direct faculty members to other available mediation services:

• **The Secretary of the Faculty** -- helps colleagues determine their rights as faculty members at the U.W. and should be contacted if a faculty member anticipates filing a formal conciliation or adjudication.

• **The Vice Provost** -- discusses questions about the nature of a faculty member’s appointment and procedures governing appointments.

• **The Office of the Vice Provost for Student Life** is where conflicts involving students might be reported. [543-4972]

• **Human Resources** is where conflicts involving staff might be reported. [685-4711]

• **The Office of the Assistant Attorney General** might assign an attorney to defend an employee who has been named in a lawsuit, provided that employee is found to have acted in good faith within the course and scope of his or her University employment. [543-4150]

NOTE: Faculty members with supervisory responsibilities have an obligation to uphold University policy, particularly in regard to establishing and maintaining work environments free from discriminatory or illegal conduct. Faculty members should report complaints of discriminatory or illegal conduct to their supervisors, who in turn will consult, as necessary, with the appropriate offices referenced in this brochure. A faculty member’s complaint regarding the conduct of a supervisor may be taken to the individual who oversees that supervisor.
Directory:

Equal Opportunity Office (EOO)
Director, Equal Opportunity/Affirmative Action
Box 351237
543-1830

School of Law Mediation Clinic
Director
Box 353020
543-3434

Ombudsman’s Office (OO)
Box 352238
685-6816; e-mail: ombuds@u.washington.edu

Secretary of the Faculty
Box 351271
685-2702; e-mail: secfac@u.washington.edu

University Complaint Investigation and Resolution Office (UCIRO)
Box 354996
616-7110; e-mail: uciro@u.washington.edu

Office of Scholarly Integrity (OSI)
Office of the Vice Provost
Box 351237
543-6617

Office of Academic Personnel
Vice Provost for Academic Personnel
Box 351237
543-6616; e-mail: ccameron@u.washington.edu

Modified: January 10, 2008