

Faculty Senate
McCormick Room, Collins Library
Minutes of the October 2, 2017 meeting

Present:

Kena Fox-Dobbs, Pierre Ly, Tiffany MacBain, Jung Kim, Sarah Walling-Bell, Rachael Laitila, Lynda Livingston, Gwynne Brown, Robin Jacobson, Siddharth Ramakrishnan, Peter Wimberger, Kristin Johnson, Sunil Kukreja, Paula Wilson, Alisa Kessel, Anna Coy

1. The meeting was called to order at 12:02 pm

2. M/S/P to approve the minutes of September 18, 2017 as amended

3. M/S/P to reconsider and approve the minutes of September 11, 2017 as clarifying language regarding charges for UEC and CoD were not included in the original minutes

4. Updates from ASUSP and Staff Senate

ASUPS:

Walling-Bell announced that ASUPS senate elections will be held on Thursday.

Staff Senate:

Anna Coy will serve as staff representative until a new representative is selected.

The 3rd annual bakeoff took place on Thursday, Sept. 28 and was very successful.

5. Updates from Standing Committees

Kim reported that Kirsten Wilbur will chair the Committee on Diversity in the fall. The CoD will elect a chair for spring at a later time. Students who serve as representatives for standing committees should not take minutes for faculty-designated meetings. How and who should be designated as the note taker for the meetings was discussed and suggestions will be submitted to the CoD.

Jacobson reported that the Curriculum Committee has implemented a trial procedure for the fall for streamlining some of its work. A discussion about how Core classes will be impacted by this process was discussed. Courses in the Core will be reviewed and approved by a lead faculty member of the relevant advisory group and Associate Dean, unless other members of the committee want to be involved.

Review of the BA program in Liberal Studies for students from the Washington Corrections Center for Women (WCCW) in Gig Harbor was continued from last year.. The CC expects to report back within in the month.

Kessel reminded members that consideration of revised language for standing charges in the Bylaws must be submitted by October 23rd for presentation at the next Board of Trustees meeting.

Livingston confirmed that UEC is not revising any of its standing charges.

6. Discussion of Charges to Standing Committees for 2017-2018 (UEC) (See Appendix)

M/S/P to approve the charges. The new charge is *to revise the faculty travel award allocation process to enhance flexibility of award allocation and simplicity of reporting for faculty.*

7. Discussion of Equity in Service and Streamlining of Work

The senate had an informal discussion about how service assignments are allocated and how to assess fairness, sustainability, equity, and accountability as it pertains to service. Some ideas that emerged include 1) slotting other service tasks into existing structures (committees), and 2) adapting an FTE model based on the number of other tasks individuals are performing and the length of time required to complete the task. Kessel and Johnson will start by contacting department chairs to obtain a list of university service faculty are doing and update the senate. Considerations for who will compile the information will be discussed at the next meeting.

8. Other Business

Discussion of Standing Charges (International Education Committee) (See Appendix)

Wimberger shared revised language for standing charges in the Bylaws from the International Education Committee per committee's request. Discussion followed on the language and the following revisions were suggested:

- 1) Through the review of new and existing programs, maintain an institutionally sustainable number of international education programs that are consistent with, and that promote the goals and objectives of, international education at Puget Sound.
- 2) Review criteria and assessment procedures for evaluation international programs, as needed.

Wimberger will share these changes with the committee and present this to the Senate for approval at the next meeting if necessary.

Update on Independent Colleges of Washington Faculty Leadership Conference

Four faculty members have been contacted and invited to attend the upcoming leadership conference. Two have accepted and Kessel and Kukreja are waiting to hear back from the other 2 invitees.

Common Period Event

Kessel and Ramakrishnan shared that based on initial conversations the best use of the common period that serves the entire university community might focus on the following 2 areas:

- 1) Academic focus centered around nutrition: food accessibility, sustainability, and affordability initiatives, and
- 2) Skill building towards cultural competency: how to engage, and conversations and conflict

This conversation emerged based on the consensus during last year's vote on the establishment of the common period:

1. Facilitate faculty governance
2. Plan a campus-wide lecture/project

This is an ongoing conversation, and any and all ideas are and will be considered.

Ramakrishnan will chair the committee to determine how to use the common period for this purpose.

Faculty and Staff Directory

Senate members discussed the need for a comprehensive faculty/staff directory that is easily accessible to the university community, similar to the student directory that is distributed annually to faculty each fall. The staff senate has been working on this for 2 years, and the members suggested that the faculty liaison and staff senate member attend a LMIS committee meeting to coordinate efforts.

Strategic Planning Update

A dinner will be held at the University Club on October 20 so that faculty can share their views on the developing university strategic plan with the faculty representatives on the Strategic Plan Steering Committee (Gwynne Brown, Renee Simms, and Peter Wimberger).

The meeting adjourned at 1:20 pm

Minutes prepared by Jung Kim
Respectfully submitted,
Pierre Ly
Secretary of the Faculty Senate

Appendix A: standing charges to the IEC

The language of the current standing charges in the Bylaws are as follows:

1. Establish criteria and assessment procedures for international education programs.
2. Review and approve new and existing international education programs and program proposals, including programs led by University faculty.

Language approved last year, with changes in red:

1. Maintain an institutionally sustainable number of international education programs that are consistent with, and that promote the goals and objectives of, **add comma** international education at Puget Sound, **remove comma** through the review of new and existing programs.
2. Establish and **Remove "Establish and"** review criteria and assessment procedures for evaluating international education programs.

Final result - language we approved today and submit to the Senate for presentation to the Faculty.

1. Maintain an institutionally sustainable number of international education programs that are consistent with, and that promote the goals and objectives of, international education at Puget Sound through the review of new and existing programs.
2. Review criteria and assessment procedures for evaluating international education programs.

Appendix B: draft charges to UEC

Draft charge for UEC
(email from Lynda Livingston)

In addition to the ongoing charges in the Faculty Bylaws, the Faculty Senate charges the UEC with:

revising the faculty travel award allocation process to enhance flexibility of award allocation and simplicity of reporting for faculty.

rationale:

We ask that the UEC examine the current travel award system to assess its efficacy in promoting faculty development and professional engagement. The system should be flexible, transparent, and predictable. It should provide the proper incentives. It should provide reasonable support. Many faculty question whether the current cap-based system fulfills these objectives.

The current system of category caps is complicated, making planning for conference travel difficult and accounting for it afterward extremely burdensome. Category caps also may create perverse incentives (e.g., discouraging local conferences or budget-conscious transportation choices) or suboptimal opportunities (e.g., being unable to afford to stay in the conference hotel). We ask that the UEC, in

cooperation with Associate Deans Renee Houston and Sunil Kukreja, examine alternative travel award systems (especially a single-limit system, allowing a recipient to allocate a set number of dollars across categories to best meet her needs).

We also ask that the UEC clarify the process for funding second conferences. Some faculty have expressed concern at the unpredictability of funding for these trips. While such predictability may be unavoidable, there may be ways to improve transparency here (e.g., periodic updates on the availability of travel funds).