

Faculty Senate Meeting
October 14, 2019
Minutes

Present: Sara Freeman, Regina Duthely, Alison Tracy Hale, Heather White, Megan Gessel, Bill Beardsley, Sarah Moore, Chris Kendall, Tiffany MacBain, Jung Kim, Mushawn Knowles, Rebecca Lumbantobing, Laura Behling, Uchenna Baker, Fred Creek, Heather Bailey, Stacy Weiss, Alyce DeMarais, and Alexa Tullis.

I. Sara Freeman called to order at 12:03 pm

II. Announcements:

- ASUP President Mushawn Knowles acknowledged Indigenous Peoples Day

III. M/S/P to approve the minutes of September 30, 2019

- Megan Gessel asked for clarifications about where to find the SET committee recommendation. Sara Freeman mentioned that the SET's recommendation is available in their Year-End Report, which was presented in the Senate meeting of May 6, 2019.
- September 30, 2019's minutes were approved by the senate.

IV. Updates from ASUPS or Staff Senate

- **ASUPS:** No updates.
- **Staff Senate:** Staff senators, Heather Bailey and Fred Creek, stated that the Staff Senate discussed Anna Coy's Letter (Appendix A) to President Isiaah Crawford, explaining the reasons why she left, and her discontent with the situation of the staff at the University of Puget Sound. The letter was forwarded to Human Resources, and was also shown to the Board of Trustees. The president was charged by the Committee on Trustees to create a proposal to give the Staff direct representation to the Board of Trustees.

V. Reports from Liaisons to Standing Committees

- Chris Kendall communicated that the Student Life Committee elected Jess Smith as Chair for the fall, and Alan Krause for the spring. In addition, the SLC is working to review the Committee charges, which include working on a bridge program. Chris Kendall stated that the SLC would be interested in working with Dean Uchenna Baker to develop learning communities.
- Sara highlighted two (2) issues related to the Standing Committees: 1) How will the senate reflect on its interaction with CTF within the Curriculum Reform. 2) What will they propose to do with SET recommendations and what will the senate ask PSC to do in response.

VI. [Charges](#) and Membership for an *Ad hoc* Committee on Contingent Faculty

- The senate reviewed charges for the *Ad hoc* Committee on Contingent Faculty. After a dialogue between Senator Heather White and Provost Laura Behling on the role of the Jackson/Christoph Proposal, the charges for the *ad hoc* Committee were amended as follows:
 1. Gather further information, as needed, to provide a portrait of the contributions made by non-tenure track faculty to the curriculum as a whole and specifically to the core curriculum.
 2. Gather and evaluate recommendations for best practices from relevant external and internal sources, such as the Jackson/Christoph Proposal for Term Faculty Positions and other sources.
 3. Recommend best practices for the appointment, re-appointment, and evaluation of contingent faculty across the university, with attention to provisions that would address job security, protect academic freedom, facilitate inclusion in academic citizenship and governance, and ensure equitable opportunities for promotion and advancement.
 4. This report on best practices should also address recommended changes to the faculty code and future charges to standing committees as necessary to follow up on the committee's report.
- **Point of Order:** Mushawn Knowles requested that ASUPS and the Senate Staff representatives should have access to the Faculty Senate Google drive
- The Senate discussed the membership of the *Ad hoc* Committee. The committee will be comprised of two tenure-line faculty and two faculty in non-tenure track positions, who will work with Associate Deans Julie Christoph and Sunil Kukreja and a Senate liaison. Possible Faculty nominations included: Jennifer Hastings, Brad Dillman, Alyce DeMarais, Greg Johnson, José Lara Aguilar, and Alicia Ramirez-Dueker. The senate also discussed Faculty representation and the role of Visiting professors and SSI instructors on the Committee.
- **The senate approved a motion to form and charge the *Ad hoc* Committee on Contingent Faculty (the members of the Committee will be Alyce DeMarais, Greg Johnson, Jennifer Hastings, and a fourth member to be confirmed upon consultation). The *Ad hoc* Committed on Contingent Faculty should report back to the Faculty Senate on April 20, 2020.**

VII. Consideration of [IACUC proposal](#) (Appendix B) to become a standing committee.

- The IACUC representatives (Stacey Weiss, Alyce DeMarais, Alexa Tullis) presented their proposal to the Senate to become a standing committee. The Committee has served the University of Puget Sound for over a decade, and DeMarais pointed out that the work

of the committee is essential for complying with federal assurance to research vertebrate animals, and for enabling Puget Sound scientists to receive federal funds. The Committee has the task to review animal use facilities and programs twice a year. Other tasks of the IACUC, include following federal regulations on student protocols in classroom settings, protocols for faculty and student research, and instructor protocols for classes that use vertebrate animals ([IACUC proposal](#)).

- The charges and membership of the Institutional Animal Care and Use Committee were discussed and the new language for the IACUC membership and charges are as follows (Appendix B):

Membership: The Committee shall consist of the Dean of the University (ex-officio) and no fewer than three appointed members of the faculty. Members may be added or chosen so that the composition of the committee complies with current federal regulations.

Proposed IACUC's Charges:

1. To review the University's program for humane care and use of animals at least once every six months.
 2. To inspect all animal facilities at least once every six months.
 3. To ensure compliance with applicable federal regulations and guidance, as well as organizational policies and guidance by reviewing by reporting on the above evaluations to the Provost and making written recommendations regarding any aspect of the University's animal program, facilities, or personnel training.
 4. To review any concerns and make recommendations regarding the care and use of animals.
 5. To review and approve research and teaching protocols for activities related to the care and use of animals and conduct post-approval monitoring of activities involving animals.
 6. Other duties as may be assigned to it.
- The presenters noted that IACUC shall be authorized to suspend any activity involving animals at the University of Puget Sound.
 - Sara Freeman proposed the possible next step to endorse IACUC within the current bylaws: Faculty Senate could bring a motion to establish IACUC and to include it on the language of the bylaws before the end of the year—this change must have a full faculty vote.
 - **Senate approved a motion to endorse establishing of IACUC as a standing committee of the Faculty Senate—still pending is the revision of the proposal's language, revision of the bylaws, and the vote of the faculty. Jung Kim and Megan Gessel volunteered to adjust the IACUC proposal language to the language of the bylaws of the University.**

VIII. Other Business

Formation of Other Working Groups:

- Summer Bridge Committee: The senate decided that the Provost Laura Behling and Sara Freeman are to work on the formation committee. The discussion focused on the size and membership of the Committee. It was mentioned that the Committee should include individuals from the Center for Speech and Effective Advocacy, CWLT, Students Affairs and staff. Senator Sarah Moore requested clarification on the scope of the Committee's work. The Provost Laura Behling clarified that the Bridge will work with the concepts and the development of the curriculum for the Summer Bridge Program by August 2020. Sarah Moore proposed a sub-committee ("SWAT team") to work on the concepts, and another to work on aspects of the curriculum. The Summer Bridge Committee will report to the Curriculum Committee.
- Ad hoc Benefit Task Force Committee: The Benefit Task Force Committee communicated their recommendations regarding the creation of a Phase Retirement Policy, and the need for a revised official Parental Leave Policy, so that it complies with Washington State Laws. Sara Freeman commented that the Provost asked the senate to activate and articulate these two policies. Sara Freeman stated that David Sousa is willing to continue working on Phased Retirement Policy, and proposed both Wade Hands and Brad Dillman for the committee. The Parental Leave Policy is responding to the changes of the Washington State Legislation.
- Senate advice on the procedure for CTF in the Curriculum revision: Sara asked the senate to discuss the procedures that are to follow after receiving the report from the CTF. It was decided that the senate will guide the CTF after the report is delivered. Tiffany MacBain discussed how to respond to the ranking of the survey, and pointed out that the Senate will not be able to decide before the report is delivered to the Faculty Senate. Jung Kim agreed that the senate cannot proceed without knowing the results of the survey. Sara Freeman proposed to first build consensus on the direction of the curriculum reform, and then request the CTF to model and then bring back what they have modelled to the faculty. Both Sarah Moore and Provost Laura Behling pointed out the possible incoherence between the different elected models and the implementation of those models in a new curriculum. The provost advised that the Senate should think of a procedural option to deal with these possible incoherencies in potential paths for curriculum reform. Alison Tracy Hale focused on the incommensurability of the different curricular models, and stated that the senate should identify the key criteria to evaluate all possible models. Finally, Provost Laura Behling recommended that the senate should focus on the educational goals of the core curriculum, and on what will be best for the students of the University of Puget Sound. Finally, Provost Laura Behling affirmed that the senate should establish a timeline for the completion of the curriculum reform.

IX. Meeting adjourned at 1:28 pm

Respectfully submitted by Jairo Antonio Hoyos Galvis

Appendix A: Anna Coy's Letter

Dear President Crawford,

I am so thankful to have been a member of the Puget Sound Staff, to have served on Staff Senate, and to have the opportunity to continue to be a member of this community, which I cherish deep in my heart. The experiences and memories that have shaped me, particularly the last 4 years, have been some of the greatest of my life. I have taken the words of wisdom that you shared with us at your first fall welcome address to heart: show up. Along the way, I have gathered friends, accumulated amazing inspirational quotes, and experienced once-in-a-lifetime opportunities; I have lost colleagues, wept inconsolably, and stumbled on my path; but I have done my best to show up and I hope that I have inspired others to do so, as well. I share your vision and believe deeply in the journey ahead that you are creating for this institution. Please know that I am cheering you on from just down the street as a member of the Greater Tacoma community. It is also from this place, however, that it feels important to me to share with you some thoughts.

My decision to leave was difficult, there were so many reasons to stay. But, my reasons for leaving are focused on two issues that I want to share through my unique experiences and perspective, but also because I value your vision and want to know that you have heard—more than just anecdotally—from the staff. My reasons for leaving are an overwhelming sense that staff as an entity at Puget Sound are voiceless and a direct reflection of my personal vote of no confidence in the Human Resources policies, procedures, and practices currently in place regarding staff. My truest hope is that through meaningful, expeditious, and consultative work on Goal 3 to support and inspire faculty and staff of the Leadership for a Changing World strategic plan, staff will soon experience healthy opportunities for professional development, effective review of performance, significant recognition, and sensible compensation. In order to reach this goal, I believe it will be imperative to intentionally incorporate an unfiltered staff voice in shared governance and institutional planning.

I am proud to have been one voice. From the stage, in many conference rooms, and in casual conversations, I have made the request for the representative staff body to be heard and considered. When I began my service on staff senate, I believed that it carried the process for the staff voice. I have learned that, actually, it does not. Unlike the alumni council, faculty senate, and student senate, the elected staff representation is expected to communicate through the Human Resources Department and does not have direct access to or guidance from a member of Cabinet. The juxtaposition of the staff representation (and therefore, the voice of staff) being filtered in this way, is felt deeply by the staff. This illusion of having a voice is a culprit in the discontent and disconnect currently contributing to the increase in turnover for staff, 50% of whom have been on campus for 5 years or less. Since staff exist in each division on campus in various roles and because representation is meant to transcend area of expertise, it would make sense to have a direct connection to University Counsel, the Chief of Staff, or directly to the President.

An interesting model might come from Seattle University's recent creation of a Staff Council, complete with charges directly from the President. In the most recent meeting minutes, it is announced that a representative from the Staff Council has been appointed to the position of representative to the Board of Trustees. What an exciting opportunity for Seattle University staff members and for the members of the Board! A similar act of clarity, consistency, and solidification in the purpose of the Puget Sound Staff Senate would be beneficial to the work being done through the service to the university of my fellow staff members.

I share these concerns with deep appreciation for my time here, for the respect and support of my colleagues, and with a desire that this vision for Goal 3 will come to fruition. I had hoped to be a part of the next steps from within, but will delight in seeing them from afar. Thank you for taking the time to consider my request.

Proudly in service,
-Anna

Appendix B: IACUC proposal (draft)

New Language:

Institutional Animal Care and Use Committee

- a. The Committee shall consist of the Dean of the University (ex-officio) and no fewer than three appointed members of the faculty. Members may be added or chosen so that the composition of the committee is in compliance with current federal regulations.
- b. The duties of the Institutional Animal Care and Use Committee shall be:
 1. To assure that all research and activities at the University involving live vertebrate animals is conducted in accord with the highest scientific, humane, and ethical principles, as described in the Public Health Service Policy on Human Care and Use of Laboratory Animals and the *Guide for the Care and Use of Laboratory Animals*.
 2. To review the University's program for humane care and use of animals at least once every six months.
 3. To inspect all animal facilities at least once every six months.
 4. To ensure compliance with applicable federal regulations and guidance, as well as organizational policies and guidance by reviewing by reporting on the above evaluations to the Provost and making written recommendations regarding any aspect of the University's animal program, facilities, or personnel training.
 5. To review any concerns and make recommendations regarding the care and use of animals.
 6. To review and approve research and teaching protocols for activities related to the care and use of animals and conduct post-approval monitoring of activities involving animals.
 7. Other duties as may be assigned to it.

- c. The Institutional Animal Care and Use Committee shall be authorized to suspend any activity involving animals.

Old Language:

Institutional Animal Care and Use Committee

As mandated by Puget Sound's federal Assurance from the Office of Laboratory Animal Welfare (OLAW, a division of NIH), the Institutional Animal Care and Use Committee shall consist of no fewer than five members to include one veterinarian with training or experience in laboratory science and medicine, at least one practicing scientist with experience in research with animals, one member whose primary concerns are in a nonscientific area, and one member who is not affiliated with the institution other than as a member of the IACUC. Members may be added or chosen so that the composition of the committee is in compliance with current federal regulations. Members of the IACUC are appointed by the Provost (the Institutional Official) and serve for a period of three years.

The mission and responsibilities of the IACUC are to assure that all research and activities at the University of Puget Sound involving live vertebrate animals is conducted in accord with the highest scientific, humane, and ethical principles, as described in the Public Health Service Policy on Human Care and Use of Laboratory Animals and the *Guide for the Care and Use of Laboratory Animals*. A fully functioning IACUC is required for maintaining Puget Sound's federal Assurance.

To fulfill its mission and responsibilities, the duties of the IACUC shall be:

- Review Puget Sound's program for humane care and use of animals at least once every six months;
- Inspect all animal facilities at Puget Sound at least once every six months;
- Ensure compliance with applicable federal regulations and guidance, as well as organizational policies and guidance by reviewing by reporting on the above evaluations to the Provost and making written recommendations regarding any aspect of Puget Sound's animal program, facilities, or personnel training;
- Review any concerns and make recommendations regarding the care and use of animals at Puget Sound;
- Review and approve research and teaching protocols for activities related to the care and use of animals at Puget Sound;
- Conduct post-approval monitoring of activities involving animals;
- Be authorized to suspend any activity involving animals; and
- Other duties as may be assigned to it.