

UW TACOMA

UNIVERSITY OF WASHINGTON

Faculty Meeting Minutes

Tuesday, April 11, 1995
Room 701 - Perkins Bldg.
2:15 p.m. to 3:45 p.m.

Present: *Business Administration* - Fandt, Booms, Nelson, Purdy
Education - Butchart, Louie, Stein
Liberal Studies - Brown, Allen, Crawford, Gorbman, Honey, Friedman-Kasaba, May, Morris,
Parker
Nursing - Fought, Primomo

- I. **Call to Order:** Acting Dean Bill Richardson called the meeting to order at 2:15 p.m.
- II. **Approval of Minutes:** The minutes from the January 30, 1995 meeting were approved with one change. Bernard Booms was added as present at the meeting.
- III. **Announcements:**
 - A. **Arts and Lectures Committee:** Rachel May announced that there is money available for speakers over the next 2 months. An Arts and Lectures Request form was handed out by Janet Primomo (attachment #1). These are available from the committee members or the Dean's office.
 - B. **Dean's Announcements:** The Dean showed the group an overhead of unofficial enrollments for April 1995. 510 was the target and currently it is approximately 503. There are 737 students enrolled. General information was given on the enrollments.

An overhead summarizing the various budget proposals (Governor, House, Senate) for state institutions of higher education was displayed and discussed.

General information was given on the permanent campus.

Dean Richardson told the group that there was no further information on raises at this time.

A "Timeline for Promotion/Tenure Decisions" (attachment #2) was distributed. There was general discussion of this item. In addition a series of articles dealing with tenure from *The Chronicle of Higher Education* was handed out.

The Dean gave general information on sabbatical policy. Permission was received to have some sabbaticals in the sixth year instead of the seventh year of service. Faculty granted sabbaticals in the sixth year will not be eligible again until the 14th year of service. The central administration admits that the level of work and commitment at UWT is very high.

There is no new information on the search for a new President.

The Dean announced that there is a committee working on a policy regarding acceptance of works of art for the campus. Chris Benton is serving on this committee and they are currently putting guidelines together.

55 applications were received for the position of Director of Academic Services. The process of narrowing down the applicants is on-going. It is anticipated that interviews will take place on

April 24. The committee will try to hire someone and have a week overlap while Mike Magie is still here. There was general discussion on a going away party for Mike. It was decided that the Dean's office will handle arrangements for the party.

The Dean's office has not had much response regarding the information requested on committees. A questionnaire will be distributed asking for terms of service, meeting times, elections, etc. The Dean expressed concern about the viability of some committees.

- C. **Human Subjects:** Sharon Fought told the group that the Human Subjects Meeting will be held in about 2 weeks. An e-mail message will be sent out with further information.

IV. Reports

Joint Branch Campus Faculty Council: Marcy Stein distributed a report to the faculty (attachment #3). The faculty handbook is undergoing final edit. Members of the committee are collecting information on salary policies. There was general discussion of the JBCFC report.

Commencement Committee: Mike Allen reported to the group that commencement will be held on June 7. A handbook was distributed to all graduating students. Each department has a liaison for commencement. This will be the last year the Temple Theater can be used. David Allen, Executive Director for the Executive Council for a Greater Tacoma, will be the commencement speaker.

Strategic Planning Committee: Sharon Fought reported that the committee has decided on an approach to the planning process and that members have specific projects. Patricia Fandt told the group that the Dean had charged the committee with doing a statement of purpose. This was distributed to all faculty prior to the faculty meeting. There was general discussion on the statement of purpose. Claudia Gorbman expressed concern that the statement did not contain any mention of interdisciplinary studies or multiculturalism. Ron Butchart seconded this concern. Claudia did not see any vision in the statement. There was further discussion from the group and Sharon Fought stated that she would take the faculty concerns to the committee.

Writing Committee: David Morris reported that there will be an open meeting to discuss the Proposal for UWT "W" Course Criteria (attachment #4). A formal proposal will be presented at the next faculty meeting. He also told the group that he would like to see a remedial writing course available. Adjuncts also need to be informed and involved in the "W" courses.

Other Committees (Groundbreaking, Dean Search, Endowment): Groundbreaking will be held on May 13 at 11:00 a.m. The Dean search committee is currently meeting and the process is ongoing. The Endowment Committee had a meeting today and will be making their recommendations to the Dean shortly.

Dean Richardson announced that a Faculty Advisory Personnel Committee is charged with reviewing junior faculty's progress toward tenure and promotion. They will attempt to make the process workable and will do revisions and fine tuning.

- V. **Discussions - Enabling Legislation for Collective Bargaining:** Janet Primomo told the group there has been much discussion of salary and across the board merit and cost of living increases. Currently faculty are prohibited by state law from being part of collective bargaining. The group was asked if they would be interested in collective bargaining. Janet Primomo proposed that the Joint Branch Campus Faculty Council explore this. Rob Crawford seconded this motion. There was general discussion from the group and a vote was taken. 13 were in favor of exploring getting support to get legislation for collective bargaining, and five were against. The motion carried.

- VI. Action Item - Election of Officers for UWT Faculty Assembly:** Janet Primomo passed out ballots to elect officers for the UWT Faculty Assembly. These will be two year terms and program directors are excluded. The ballots were completed and tallied and Michael Kalton was elected Chair of the committee and Marcy Stein the Vice Chair.
- VII. Announcements:** general announcements were made on upcoming events and grants received by faculty members.
- VII. Adjournment.**
Dean Richardson adjourned the meeting at 3:42 p.m. The Fall Quarter Faculty meeting is tentatively scheduled for October 9, 1995 from 2:00 to 3:30 p.m.

11/10/95

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UNIVERSITY OF WASHINGTON

Arts and Lectures Request - Worksheet and Approval Form

This request form must be completed and submitted to the Arts and Lectures Committee for approval prior to receiving funds and/or staff support for any program or presentation that will be sponsored or co-sponsored by the UWT Arts and Lectures Committee.

Event: _____

Place: _____

Date and Time: _____

Sponsor and/or Co-Sponsor(s): _____

Contact Person: _____

Honorarium(s): (List name, affiliation, and amount you will be requesting)

_____	Amt. _____
_____	Amt. _____

Travel & Lodging: (Itemize and estimate all expenses to be covered by Arts and Lectures Committee)

Airfare _____	Est. _____
Lodging and Meals _____	Est. _____
Misc. Expenses _____	Est. _____

Public Relations. What kind of staff assistance are you requesting for preparation and distribution of promotional materials? (How many and to whom.) (Please be specific & provide timelines for completion)

Press Release _____

By: _____

Promotion (Flyers) _____

By: _____

Miscellaneous _____

By: _____

In what capacity (including funding) will "other" UWT Department(s) and/or Student Organizations co-sponsor this event? _____

In what capacity will "other" agency(s) and/or institution(s) (include funding) co-sponsor this event?

APPROVED: _____ **DATE:** _____

COMMENTS: _____

UW TACOMA
OFFICE OF THE DEAN

UNIVERSITY OF WASHINGTON

TIMELINE FOR PROMOTION/TENURE DECISIONS

Spring Quarter:

- Committee should be formed.
- First overview meeting with candidate.
- Outside reviewers identified and letters solicited.

Fall Quarter:

- September through October - Review completed and eligible faculty vote.
- November 1 - Faculty vote, director's recommendation and total record of candidate, including outside reviewers' letters, due in Dean's Office.
- Dean's recommendation and appropriate materials due in the Provost's office by end of November.

Faculty Meeting
4/11/95

Report from the Joint Branch Campus Faculty Council

1 Revisions of the Faculty Handbook have been approved by both campuses and, pending final edit, will be forwarded to the President and Provost.

2 Issues raised and discussed in joint meetings with Dean Richardson and Dean Rose include:

Individual Campus Faculty Advisory Personnel Committees
Sabbatical Policies
Administrative Review of Program Directors/Deans
Salary Policies
Faculty Workload Issues/Institutional Development
Legislative Budget Issues

3 Issues raised and discussed by members of JBCFC include:

Student Workload Issues
Salary Policies
Faculty Workload Issues

Tacoma Joint Branch Campus Faculty Members: Bernard Booms, Claudia Gorbman, Janet Primomo and Marcy Stein.

Proposal for UWT "W" course criteria

The following is a proposal for W course requirements at UWT. It is closely related to the Seattle guidelines, but provides for the greater flexibility needed by instructors at our campus. At Seattle, W courses are taught only by those who volunteer for such duty, a relatively small segment of the faculty. Due to a shortage of W courses, the Seattle campus now allows TA's and readers to run the writing component of the classes. At UWT, a relatively larger proportion of the faculty must be actively involved in teaching W courses, and we do not have access to TA's or readers.

1. 10 pages of writing required.

Some feedback should be given to the student on the effectiveness of the writing. The assigned writing may be in any form--research papers, shorter essays, response papers, take-home exams, book reviews, journals--as long as some feedback is provided which comments on the effectiveness of the student's writing. Effectiveness is taken to mean the degree to which the student's writing successfully meets the challenge posed by the assignment. Success depends on all aspects of the writing performance--organization, clarity, awareness of audience, accuracy of statement, substantiation of assertions, grammar, diction, punctuation, spelling, etc.

2. Two to four hours of class time should be devoted to instruction in writing. Instruction should be broadly construed to mean time spent

- a) explaining in detail the intent of a writing assignment, so that students will better understand how the required writing will help them think more meaningfully about the subject being studied;
- b) discussing the performance of the students on a completed assignment;
- c) discussing the different writing strategies which may be used in carrying out an assignment;
- d) discussing general principles of effective writing;
- e) supervising a peer review process in which students critique each other's work;
- f) discussing specific aspects of writing such as grammar, diction, punctuation, etc.

Some remaining issues:

Role of adjuncts in teaching of W courses

Timing of W course designation in relation to student registration for classes

Whether responsibility for teaching a certain number of W courses should be per individual faculty member or per program

Should revision of a student paper be required if there is only one large assignment in a course of ten pages or more?

How to count group writing projects

INTERDEPARTMENTAL

Dean of Undergraduate Education
340 Administration. AH-20
(206) 543-6616

March 11, 1994

TO: Deans, Directors and Chairs
W-course Coordinators

FROM: Frederick L. Campbell
Dean of Undergraduate Education



RE: W-course Changes

In response to the chronic shortage of space in W courses, the College of Arts and Sciences has changed the minimum requirements for W courses. The original W-Course Committee felt that professors could provide the most thoughtful and informed evaluation of student writing, and many faculty members across the curriculum have devoted themselves to both the use of writing as a teaching instrument and to the improvement of student writing. I certainly hope these members of the faculty will continue to provide students with valuable writing experiences. However, to increase the amount of space in W courses, we will also post W's on courses in which TA's or readers grade student writing.

Requirements for a course to qualify as a W course are changed as follows:

- Old criteria:
1. 10-15 pages graded, out-of-class writing required, in the form of two or more short papers OR a long paper with a required revision.
 2. Writing assignments graded by professors, not TA's or readers; because of this, enrollment should not be more than 50.
 3. Some writing instruction provided, appropriate to the particular writing demands of the academic discipline.

- New criteria:
1. 10-15 pages of graded, out-of-class writing required, in the form of two or more short papers OR a long paper with a required revision.
 2. Writing assignments may be graded by professors, TA's, or readers; no limit on enrollment.

In the future, W's will be posted by departments.

There will be no more W-course applications, unless individual departments choose to use them. Perhaps as early as Winter quarter 1995, departments will identify their own W courses and check to see that they are posted properly on the time schedule review sheets.

Departments should use these guidelines in identifying W courses:

Requirement: 10-15 pages of graded, out-of-class writing required, in the form of two or more short papers OR a longer paper with a required revision.

Guidelines:

- Papers may be graded by professors, instructors, TA's, and/or readers.

- Students should receive some feedback on their writing; that is, comments on papers should not be restricted to content only.
- Revisions do not count in the total number of pages of writing.

Typical writing assignments:

one 10-15 page paper with a required revision

two similar 5-page papers

two short book reviews and one longer paper

- Take-home exams do not count toward the 10-15 page total, unless students are given ample time for thoughtful writing and revision, and exams are graded for writing (organization, clarity of expression) as well as content.
- Journals and annotated bibliographies do not count toward the 10-15 page total.
- If the requirement is a major paper with an optional revision, the course may be posted "Optional W Course." The instructor will submit at the end of the quarter the names of the students who completed the W requirement; their W's will be posted individually by the Grade Recording office.