

**University of Washington**  
**Faculty Council on Teaching and Learning**

October 14, 2021

10:30 a.m. – 12:00 p.m.

**Zoom**

**Meeting synopsis:**

1. Call to order
  2. Introductions
  3. Council orientation
  4. Review of the minutes from June 10, 2021
  5. Chair's Updates
  6. Charge letter review
  7. Good of the order
  8. Adjourn
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**1. Call to order**

The meeting was called to order at 10:33 a.m.

**2. Introductions**

Chair Halverson started the council with council member introductions.

**3. Council Orientation**

The council reviewed a PowerPoint presentation on an overview of faculty councils (Exhibit 1).

**4. Review of the minutes from June 10, 2021**

The minutes from June 10, 2021 were approved as written.

**5. Chair's Updates**

The chair noted three main functions of the faculty councils, such as investigation, providing guidance, and developing policy.

Members were asked to join council working groups on student accessibility & remote learning, faculty peer review, course teaching evaluations, assessment of student learning & major GPA.

**6. Charge Letter review**

Council members discussed the suggested topics for the 2021-2022 FCTL charge (Exhibit 2).

A guest from the Center for Teaching and Learning suggested topics from the Digital Learning Alliance such as revisiting distance learning designation process, formally defining "hybrid" course, and reviewing the hy-flex teaching (process of teaching online/in-person simultaneously).

Members wanted to continue discussions with senate leadership on the Reasonable Accommodation legislation which was approved but not pushed through the legislative process in the 2020-21 academic year.

The ASUW representative suggested the council examine student accessibility and remote learning technology.

The council also noted interest in updates from the senate taskforce on teaching evaluation.

## 7. Good of the Order

A member from the Center for Teaching and Learning noted an upcoming research seminar on the advances in higher education on Tuesday, Oct. 26 from 3:30-4:30 p.m.

## 8. Adjourn

The meeting adjourned at

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*Minutes by Alexandra Portillo, faculty council analyst, xanport@uw.edu*

**Present:**           **Faculty Code Section 21-61 A:** Fred Bookstein, Lynn Dietrich, Casey Self, Kristin Gustafson, Thomas Halverson (chair), Ruben Casas, Lauren Graham, SoYoung Kang, Anne-Marie Gloster, Rania Hussein, Tivon Rice  
**Faculty Code Section 21-61 B:** Kat Eli, Lukas Illa  
**President's designee:** LeAnne Jones Wiles  
**Guests:** Tom Lewis, Sean Gehrke, Matt Winslow, Penelope Moon

**Absent:**           **Faculty Code Section 21-61 A:** Kathleen Peterson  
**Faculty Code Section 21-61 B:** Deb Raftus

### Exhibits

Exhibit 1 – Orientation to University Faculty Councils

Exhibit 2 – FCTL charge letter 2021-22

# Orientation to university faculty councils

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*ALEXANDRA PORTILLO, UW FACULTY SENATE OFFICE*

# Welcome to the Faculty Senate

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- ❖ Chris Laws, Faculty Senate Chair
- ❖ Gautham Reddy, Faculty Senate Vice Chair
- ❖ Robin Angotti, Chair, Senate Committee on Planning and Budgeting
- ❖ Mike Townsend, Secretary of the Faculty
- ❖ Jacob Vigdor, Faculty Legislative Representative
- ❖ JoAnn Taricani, Deputy Faculty Legislative Representative
- ❖ Jordan Smith, Assistant to the Chair
- ❖ Joey Burgess, Assistant to the Secretary
- ❖ Alexandra Portillo, Council Analyst

# Faculty councils

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- ❖ Address issues of the faculty as a whole for the general welfare of the university
- ❖ Standing committees appointed by the Senate Executive Committee and confirmed by the Faculty Senate
- ❖ Advise both the provost and the Senate Executive Committee on issues of faculty and university concerns
- ❖ Roles include:
  - ❖ Prepare legislation and resolutions to the Senate Executive Committee
  - ❖ Submit reports to the senate chair
  - ❖ Receive and make recommendations on behalf of university faculty
  - ❖ Request information/assistance and appoints ad hoc committees to address university concerns
  - ❖ Receive reports from university administrators and provides recommendations/feedback
  - ❖ Represent faculty through service on university-wide committees

# Faculty councils and subcommittees

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- ❖ Academic standards
  - ❖ Admissions and programs (SCAP)
  - ❖ Admissions and graduations (SCAG)
  - ❖ Honors
- ❖ Benefits and retirement
- ❖ Faculty affairs
- ❖ Race, Equity, and Justice
- ❖ Research
  - ❖ Classified/restricted research
- ❖ Student affairs
- ❖ Teaching and Learning
- ❖ Tri-campus Policy
- ❖ University facilities and services
- ❖ University libraries
- ❖ Gender, Equity, and Justice
- ❖ Information Technology and Cybersecurity

# Faculty council chairs

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- ❖ Provide leadership of council activities and meetings
- ❖ Represent university faculty and their concerns to stakeholders across UW
- ❖ Work closely with Faculty Senate leadership to pass legislation/resolutions
- ❖ Work with other council chairs on issues that impact multiple stakeholder groups
- ❖ Serve as ex officio voting members of the Faculty Senate

# Council membership

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- ❖ Voting members of the university faculty (3-year terms)
  - ❖ Appointed by the Senate Executive Committee
- ❖ President's designees (1-year terms; non-voting member)
  - ❖ Appointed by the president
- ❖ Ex officio members (1-year terms; voting member on certain councils)
  - ❖ Associated Students of the University of Washington (ASUW)
  - ❖ Graduate and Professional Student Senate (GPSS)
  - ❖ Association of Librarians of the University of Washington (ALUW)
  - ❖ Professional Staff Organization (PSO)
  - ❖ University of Washington Retirement Association (UWRA)



# Meetings

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- ❖ Meetings last 1.5 hours
- ❖ Quorum is 50% of all voting members
- ❖ When quorum is met councils can take official actions (approve minutes/legislation/etc.)
- ❖ When quorum is not met councils can still meet, but not take official action on agenda items

# OneDrive

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- ❖ Used to host council meeting materials and facilitate council collaboration
- ❖ Folders all accessible via a hyperlink sent in meeting announcements/calendar invitations
  - ❖ Click the link to confirm you have access – let Alexandra know if you have difficulties

# Senate legislative process – class A

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- ❖ “All changes to the Faculty Code”
- ❖ Begins with a faculty council
- ❖ Approved by the Senate Executive Committee (1<sup>st</sup> round)
- ❖ Approved by the Senate (1<sup>st</sup> round)
- ❖ Reviewed by the code cops and the president
- ❖ Approved by the Senate Executive Committee (2<sup>nd</sup> round)
- ❖ Approved by the Senate (2<sup>nd</sup> round)
- ❖ Approved by a full faculty vote
- ❖ Approved by the president

# Senate legislative process – class A

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- ❖ Faculty Council title changes
  - ❖ New faculty councils
  - ❖ Updates to the Faculty Code – housekeeping
  - ❖ Academic Freedom and Responsibility
  - ❖ Modifying Procedures and Promotions
- ❖ All legislation is published here: <https://www.washington.edu/faculty/senate/legislation/>

# Senate legislative process – class B

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- ❖ “Legislation that is not class A”
- ❖ Begins with a faculty council
- ❖ Approved by the Senate Executive Committee
- ❖ Approved by the Senate
- ❖ Approved by the president
- ❖ Legislation is sent to the full faculty for feedback
- ❖ If less than 5% of voting members object, the legislation is approved
- ❖ If 5% or more object, the legislation returns to the senate to consider feedback

# Senate legislative process – class B

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- ❖ Updates to Scholastic Regulations Chapters 101-117
- ❖ Revisions to Student Conduct Code
- ❖ Grading Policies
- ❖ Medical Excuse Notes
- ❖ Procedures related to Honorary Degrees.

# Senate legislative process – class C

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- ❖ Senate resolutions, not legislation
- ❖ Begins with a faculty council
- ❖ Approved by the Senate Executive Committee
- ❖ Approved by the Faculty Senate
- ❖ Announced to the entire voting faculty
- ❖ Non-binding; therefore used sparingly to support specific policy actions or garner awareness on exceptional issues
- ❖ Alternatives to Class C's:
  - ❖ Collaborating with other councils
  - ❖ Consulting with Senate Leadership to find the most effective way to address the issue

# Senate legislative process – class C

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- ❖ Equity for caregivers at UW
- ❖ Diversity credit requirement
- ❖ Reconceptualizing merit
- ❖ Importance of Reproducibility, Openness, and Transparency in Research at UW





Questions?

2021-2022

Professor Thomas Halverson  
Chair, Faculty Council on Teaching and Learning

Dear Professor Halverson:

The Faculty Council on Teaching & Learning is charged with responsibility “for all matters of policy, both academic and non-academic, relating to improvement of teaching and learning in the university; including distance learning, educational outreach, and summer quarter, and the use of educational technology in instruction” (Faculty Code, Section 42-33). Activities historically performed include addressing a prioritized list of student and faculty-related concerns, inquiries, and interests relating to the effectiveness and overall well-being of pedagogy at the UW, especially by way of inviting key administrators and stakeholders to council meetings for providing supplementary information, and for receiving council and student guidance on the topics at-hand.

Our recommendation is that the council identify specific goals that can be accomplished by the end of the 2021-22 academic year.

The Senate office did a background review to help identify goals for your council. This included review of minutes from last year’s meetings, review of discussions at Faculty Senate meetings, and selected outreach for topics. Recommended goals and / or topics for discussion include:

- Review accessibility of courses for Disability Resources for Students (DRS) with the Faculty Council on Student Affairs
- Analyze faculty peer review and teaching evaluations, including their impact from COVID in conjunction with the Faculty Council on Gender, Equity, and Justice and the Faculty Council on Race, Equity, and Justice
- Review the assessment of student learning in undergraduate education, specifically pre-major general education and the diversity credit requirement with the Faculty Council on Academic Standards
- Assess the standardization of Undergraduate major GPA calculations with the Faculty Council on Academic Standards

After your first council meeting, we will be available to discuss the goals your council identified. Thereafter, we will post your council’s goals on the Faculty Senate website to communicate the important work you are doing.

Many thanks to you and the members of your council, on behalf of Senate Leadership and the faculty of the University, for all your time and work this coming year. I wish you all the best and look forward to working with you.

Sincerely,