

University of Washington
Faculty Council on Teaching and Learning

October 12, 2023

10:30 a.m. – 12:00 p.m.

Zoom

Meeting synopsis:

1. Call to order
 2. Welcome & Introductions
 3. Meeting Norms
 4. Council Orientation
 5. Consent agenda
 - a. Minutes from June 8, 2023
 6. Sean Gehrke - examining bias in course evaluations update
 7. Charge letter 2023-2024 initial review
 8. Subcommittee sign-up
 9. Good of the order
 10. Adjourn
-

1. Call to order

The meeting was called to order at 10:32 a.m.

2. Welcome & Introductions

Chair Self began the meeting with council member and guest introductions.

3. Meeting Norms

Members were asked to assist in developing meeting norms based on a Faculty Council on Gender Equity and Justice (FCGEJ) policies and procedures document (Exhibit 1).

4. Council Orientation

The council reviewed an orientation to university faculty councils.

5. Consent agenda

a. Minutes from June 8, 2023

Chair Self asked for any discussion of the consent agenda. There was no discussion. The consent agenda was approved.

6. Sean Gehrke - examining bias in course evaluations update

It was noted that the Office of Educational Assessment has created a study on how measurement tools capture bias in course evaluations, particularly around race and gender. OEA plans to share data at a future meeting.

7. Charge letter

In previous years, the council had worked on accessibility in a subcommittee. This item was removed from FCTL as the provost working group focused on accessibility issues, consisting of faculty and students' representation, plans to continue this.

Council members made suggested language edits to better highlight collaborative efforts with other provost level working groups.

There were concerns about the development of additional guidance on AI tools as much has already been created. The council considered developing communication pathways to highlight the current work and educate community members.

8. Subcommittee sign-up

Members were asked to join subcommittees via email.

9. Good of the Order

Tom Lewis stated Karin Roberts would be joining the council as a regular guest to lead several UWIT initiatives with FCTL.

CTL shared a series of workshops for faculty: <https://teaching.washington.edu/learn/workshops/>

10. Adjourn

The meeting was adjourned at 11:53 a.m.

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

Present: **Faculty Code Section 21-61 A:** Fred Bookstein, Rania Hussein, Casey Self (chair), Anne-Marie Gloster, Sunita Iyer, Duong Than, Leighann Chaffee, Stuart Reges, Laura McGarrity, Allison Crowe, Kimberly Ambrose
Faculty Code Section 21-61 B: Brancy Lawrence, Nandana Jaideep
Guests:

Absent: **Faculty Code Section 21-61 A:** Mathew Gliboff, Ranjini Grove
Faculty Code Section 21-61 B: Lauren Ray (ALUW), Ryan Wicklund (ASUWT), Puneet Birk (ASUWB)
Faculty Code Section 21-61 C: Tom Lewis, Penelope Moon, Sean Gehrke, Tina Miller, Bree Callahan

Exhibits

Exhibit 1 – FCGEJ Policies & Procedures - to share with other faculty chairs (1)

Original drafted by co-chairs Lauren Lichty and Samantha Robinson. Improved by the 2022 members of FCGEJ.

Faculty Council on Gender Equity and Justice (FCGEJ)
Policies & Procedures
A Living Document

Table of Contents

- Template Agenda
- Template community norms
- Committee Representative Process and Instructions

Original drafted by co-chairs Lauren Lichty and Samantha Robinson. Improved by the 2022 members of FCGEJ.

Template Agenda

Call to order

- **Welcome**
- Name, pronouns if you wish, campus connection, friendly connecting prompt
- Review of meeting norms
- Access needs check
- Role designation:
 - Chat monitor
 - Action item compiler

Consent Agenda

- "The next item is the consent agenda. Is there any discussion of the consent agenda?"
 - A member has requested an item be removed from the consent agenda for discussion. -discuss-
 - can we have a vote to approve the item removed for discussion? Use the Zoom reactions menu.
- "Is there any additional discussion of the consent agenda?"
- "Hearing none, the consent agenda is approved."

Guests, if applicable

- Always recap why guest is present, introduce themselves

Senate Update from Chairs

- Report on activities in the most recent Senate meeting(s)

Committee or Council Rep Updates

- Report from representatives serving as FCGEJ ex-officio members on outside committees and councils
 - Committee on Work-Life ([COWL](#)) (Contact: Jessica Cole) **Rep:**
 - [UW Diversity Council](#): **Rep** Lauren Lichty
 - [Campus Climate Oversight Committee](#), **(currently inactive)**
 - Title IX Steering Committee (?)

Old Business

- Following up on ongoing activities

New Business

- Introducing new activities

Original drafted by co-chairs Lauren Lichty and Samantha Robinson. Improved by the 2022 members of FCGEJ.

Action Item Summary

- Before closing the meeting, summarize next steps for all agenda items

Good of the Order

- Announcements, other information sharing that feels important for the Council to know about

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Our Commitments and Agreements

Guiding Values

- Sense of community
 - We want this to be a space where members can build meaningful ties across our institution.
 - We want people to feel a sense of belonging and care from this group
- Access and participation
 - All council members' voices and perspectives are important and deserve to be heard. This includes voting and non-voting members (Section A, B, and C members as listed on the [FCGEJ website](#)).
 - We recognize there are power differences between chairs and members, staff and faculty, students and staff/faculty, and teaching and tenure-line faculty. We will be conscious of these and adopt practices to disrupt them.
 - We recognize variation in our cognitive processing needs and are committed to adopting practices that allow all members the space to take in information and engage meaningfully.
- Shared power and collaboration
 - Rather than centralize power with the chair(s), we value the distribution of power and responsibility across members of the council.
- Reflective practice
 - We recognize that we are all people doing our best who may also make mistakes. As a Council, we will make space for reflection on items up for discussion, we will offer feedback to one another from a place of gracious curiosity, and we will communicate if we need additional support to fully participate.

Practices

Building on our guiding values, we adopt the following practices:

To build community.

- We will welcome each other into the space by sharing our names, pronouns, institutional location
- To help us get to know each other, we will start each meeting with a brief opening prompt

To share power and workload.

Outside of Meetings

- Council Representation. FCGEJ holds seats as members of several committees and councils at UW. To share power and workload, all Council members will be asked to serve as the FCGEJ representative
- Working groups and leads within FCGEJ. As new initiatives come up, we will work together to create structures that support the work getting done in a collaborative way rather than centralizing this work with the chair(s).

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During Meetings

- Meeting Roles:
 - Conveners and facilitators: Chair(s)
 - Chat monitor: rotating
 - Monitor the chat
 - Monitor and read out comments in the chat in the order they are received
 - Action Item compiler: rotating

To support full participation from all members.

- **Access needs check.** Recognizing some people's needs for participation may change from meeting to meeting, we will pause to ask if anyone has any access needs or barriers to participation they want the group to know about
- **“Jargon/Name Check:” Terminology and Acronym Explanations.** We will work together to make sure we spell out acronyms, explain meaning of terminology when first introduced in each meeting. We also support someone interrupting by saying “jargon check” and asking for clarification before the conversation continues.
- **“Pause” or “Ouch”**
 - We recognize that in our conversations things may be said that are not aligned with our social justice commitments. These may impact any of us personally or be related to groups or experiences we do not represent
 - If harmful things are said during a conversation, we assume it comes from a place of misunderstanding and invite a pause in conversation
 - We invite each other to name explicitly what has happened and why we called pause
 - As a group we will discuss the point raised and work toward building a shared understanding and supportive way forward
- **Topic Summaries for “old” Business.** We will not assume people remember the context for topics raised in a meeting. Anyone leading a topic will be asked to provide a brief synopsis of their agenda item before moving forward.
- **Time for reflection.** Incorporating time to reflect on new topics/documents. Recognizing we have a lot of variation in our cognitive processing, we will either send documents in advance or provide time in the meeting for quiet reflection before moving into discussion
- **Discussion Practices, Making Space for all Voices.**
 - **Round robin to start:** After the reflection period, when the floor is opened for discussion, then go “round robin” to invite each council member to share a comment or pose a question. If you have nothing to add or your ideas have been represented, you can just say that. We will have an open floor after every person has had a chance to speak.
 - Council members can direct questions to guests; guests will have an opportunity to respond before moving forward with the round robin or comment list
 - **Open Floor Process: Adding your voice to the Comment List:** If someone has something to add, they will type “comment” in the chat. This adds them to the speakers list. Everyone, including the chairs, will participate in this. At the start of each meeting we will identify a chat monitor who will call on people.

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- **Chat:** Comments in the chat are understood to be from someone without the capacity to unmute and speak for whatever reason. Comments will be read out in the order received in the Comment List and then discussed. We will avoid cross-talk in the chat. Chat monitor will also make sure any comments typed in the chat are read out.
- **Voting.**
 - All of our votes are public within the council. No roll call vote is registered in our official council minutes.
 - Any member can request a private vote. Votes will then be direct messaged to the Council Analyst on the zoom call.
 - For all votes, we will restate the item up for vote verbally and in the chat
 - All voting members will use the green check marks in zoom to register their vote
 - Senate executive committee and faculty senate always strictly follow Robert's Rules
 - ADD Robert's Rules language here

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Committee Representative Process and Instructions

Ex-officio Membership

The Faculty Council on Gender Equity and Justice has ex-officio membership on several campus committees, councils, and working groups:

- Committee on Work-Life ([COWL](#)) (Contact: Jessica Cole)
- [UW Diversity Council](#)
- [Campus Climate Oversight Committee](#) (**currently inactive**)
- Title IX Steering Committee and Working Groups

Assigning Roles

At the first meeting of each academic year, the Council will designate one member to serve as the primary representative to each of these bodies. A secondary representative will also be named.

Responsibilities

When you are serving as the **primary representative**, your responsibilities will be to:

- reach out to the chairperson or point of contact for each council to ensure you are included in their email list and aware of the meeting schedule/location
- attend any meetings held
- take summarizing notes and include them with the meeting agenda (if available) in the appropriate [FCGEJ OneDrive](#) folder
- report back to FCGEJ at our next meeting any points of interest or potential business

When you are serving as the **secondary representative**, your responsibilities will be to:

- attend any meetings the primary representative cannot attend
- take summarizing notes and include them with the meeting agenda (if available) in the appropriate [FCGEJ OneDrive](#) folder
- report back to FCGEJ at our next meeting any points of interest or potential business

End of Year:

Letter of Gratitude for service

The Faculty Council on Gender Equity and Justice will issue a letter to each member that can be included in promotion materials/etc. to thank them for their service to the council.