



Department Faculty Meeting
Friday, October 9, 2020, 3:30pm
Location: Zoom

Minutes

I. **Meeting Called to Order at 3:35 (28 participants including 23 faculty)**

Attendees: Bi, Cao, Carlyle, Cho, Dubrow, Hamm, Handel, Iwata, Jesty, Kim, Lu, Mack, Marino, Matsuda, Nishikawa, Ohta, A., Ohta, K., Pauwels, Salomon, Sandjaja, Schnell, Self, Takeda, Turner, Wang, Won, Yoon, Yu

II. **Vote:** Approval of Minutes (*standing item*; Handel) **Approved by consensus.**

III. **Update:** Brief Announcements (*standing item*; Handel)

1. Cancellation of Lunar New Year potluck
2. Searches this year: Dean of College of Arts & Sciences, Dean of University Libraries
3. Planned revision of W course requirements

There are no proposed changes yet, but we've been told they will be coming. There is a university task force working on it. Please contact the Chair if you want to see the preliminary report of the task force.

4. Status of Yen Nguyen (Assistant Teaching Professor, Vietnamese)

The University is hoping to get her visa to begin in Winter quarter.

5. Libbey Estate endowed gift, future meeting about departmental endowments

6. We have received an endowed gift from an estate to support marine and army veterans studying Chinese. The Chair and office staff will prepare guidelines for advertising and awarding fellowships.

7. Upcoming matters for future faculty meetings (each is a document that must be renewed)

- i. Update retention policy for counteroffers
- ii. Update merit review procedures
- iii. Update five-year hiring plan

IV. **Vote:** Renewal of authority (Handel); *see appendix* Motion read (Moved by Handel, seconded by A. Ohta), **passed by unanimous vote.**

V. **Update:** Faculty Senate (*standing item*; Jesty) Online security overseas, which was discussed. Jesty shared the following resources:

<https://itconnect.uw.edu/learn/tools/international-availability/>

UW-IT information on best apps to use for students in China <https://itconnect.uw.edu/learn/tools/international-availability/>

Some more useful information hosted at Cornell University <https://knight.as.cornell.edu/guidance-faculty-getting-staying-connected-intl-students>

VI. **Update:** Southeast Asian assistant professor search (Dubrow); job description being reviewed by the University.

VII. **Update:** Flagship Program (Lü)

VIII. **Update:** Department newsletter and e-news (Self); new quarterly e-newsletter will be produced.

IX. **Discussion:** COVID-19 site-specific plan for Gowen (Yoon & Self) Discussion held, particularly about bathroom ventilation.

FAQ about ventilation from the university: <https://www.chs.washington.edu/system/files/resources/COVID-19-RTW-Ventilation-FAQs.pdf>

X. **Adjournment at 4:40**

Appendix: Renewal of authority

Annual renewal of authority to recommend certain appointments and renewals

Proposed motion (no substantive changes from last time, wording slightly adjusted for clarity):

“The members of the faculty of the Department of Asian Languages and Literature delegate to the department chair the authority to recommend to the dean appointments and renewals of appointments

of (1) affiliate faculty; (2) research associates; and (3) part-time lecturers (both annual and quarterly). The chair will consult with appropriate faculty members as necessary or desirable in each individual case.

In the case of spousal or other appointments that present a conflict of interest for the chair, the associate chair will exercise this authority.”