



Department Faculty Meeting  
Friday, January 15, 2021, 3:30pm  
Location: Zoom, <https://washington.zoom.us/j/97490152729>

### Minutes

#### I. **Meeting called to order at 3:35 PM**

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

#### II. **Vote:** Minutes approved by consensus (standing item; Mack)

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

1. Welcome to Yen Nguyen, Assistant Teaching Professor of Vietnamese
2. Language Testing Coordinator position

Language Testing Center closed at the beginning of this academic year. Both testing and communicating results to students, Registrar, etc. is now to be overseen by the Department. We will provide a teaching release for the faculty member who takes on this responsibility. Hoping to have someone in place by end of January. Some testing will be done externally, by for-profit companies such as Avant. Details and strategies will be developed with the new Language Testing Coordinator in consultation with Liz and department faculty.

3. FLAS awards (deadline: January 31)

Applications are down so far this year, so encourage students to apply. Also, some languages are covered by more than one center, with separate applications.

4. AL&L faculty teaching loads

AL&L has higher-than-typical teaching loads for both tenure-line and instructional-line faculty. We are pressed to keep up FTEs, and we have very different enrollments, etc., through the department, so determining equitable teaching loads is a challenge. Exploring solutions used by other departments and gathering data; hope to have concrete proposals later this academic year.

5. Signing forms during the pandemic (e.g. for non-matriculated students)

Almost every form at the University allows email confirmation or electronic signatures. Please contact the office staff for alternative methods of signing documents.

6. Different voting method

No standard for remote voting at the University. Department is experimenting with votes by Google Forms. Will test at the February meeting.

7. Upcoming matters for future faculty meetings (not an exhaustive list)

- i. Update merit review procedures
- ii. Update by-laws on College Council and Faculty Senate election procedures
- iii. Revise teaching loads for instructional-line faculty and tenure-line faculty
- iv. Reconsider role of ASIAN-prefixed courses

IV. **Update:** Faculty Senate (standing item; Jesty)

Not much important legislation in process. Graduate student applications contain a lot of private information about students. Best way to do it is to use the online system and do not download to your own computer.

V. **Update:** Southeast Asian assistant professor search (Dubrow)

51 applications narrowed down to long list of 10 applicants. Virtual meetings will be held with each of these individuals. Demographically, disciplinary, and regionally diverse pool of applicants.

VI. **Update:** New South Asian course prefix (Dubrow)

SOASIA prefix is being proposed by the program.

VII. **Discussion:** Format of meeting minutes (Handel); see appendix 1

Historically we have had detailed minutes. Discussion was held about the value of detailed minutes, though it was proposed that individual names may be left out of informal discussion. This approach was supported by consensus. This is a public meeting, so care should be taken by participants.

VIII. **Discussion:** Merit review procedures (to be continued in February and March); see appendix 2

We approved a provisional process last year, but due to the pandemic it was neither approved by the College nor tested in practice. We can go forward this spring with that process or revisit the issue. A

question was raised about what can be done when an individual writing a report has a question for the individual being reviewed. We will continue the discussion at the next meeting.

**IX. Meeting adjourned at 5:00.**

## Appendix 1

- Advice from Bob Stacey to new chairs in October 2020 regarding department faculty meeting minutes

Record the meeting was called to order.

Record the agenda.

Record the results of any decisions.

Details of discussions don't need to be included and **shouldn't be**, other than saying "a discussion was held". **Less is preferable.**

- Follow-up email from Bob Stacey in December 2020 about his October advice:

My advice on department minutes was merely advice. If AL&L wishes to take full minutes and even to record the names of individual speakers, it is free to do so. Just keep in mind that all department minutes (except when the minutes deal with privileged personnel matters, which should be addressed in an executive session of the department, separated from the rest of the meeting) are public records, and so can be requested and read by ANYONE in the entire world who wishes to file a public records request. So whenever a department is taking minutes, it should keep in mind the possibility that these minutes could be printed on the front page of the Seattle Times (or Breitbart, or simply on some private individual's Twitter feed or blog post). If the minutes record details that you would not wish to see in the newspaper, then you are taking a calculated risk if you are recording such details in the departmental minutes.

## Appendix 2a

Summary of recent departmental decisions on spring merit review procedures

- Last year the College asked that all departments submit written merit review procedures
- The Department voted on new procedures on March 13, 2020 (see Appendix 2c)
  - We agreed that the procedures were a work in progress and should be revised again in future years
  - Because of the pandemic, the College never provided feedback on the procedures
- On May 29, 2020, we decided to adopt temporary, simpler merit review procedures because of the lockdown (see Appendix 2b)
- It is not clear what merit review procedures are currently operational. We should decide on new procedures this March.

## **Appendix 2b**

Motion to Establish Abbreviated Merit Review Procedures (passed unanimously)  
May 29, 2020

1. These abbreviated procedures are valid for this year only.
2. They are necessitated by the disruption to normal operations due to COVID-19 and the likely prospect that there will be no money available for merit raises.
3. Each faculty member will be evaluated by a colleague of a higher rank, with the exception of full professors who will be evaluated by colleagues of the same rank. Evaluators will read the online file and succinctly summarize the file at the merit review meeting. Reports will be oral; there will be no written reports this year.
4. All faculty members eligible to vote on the case will have access to the digital file, not just the committee members.
5. Categories on the ballot will include Exceptional Merit, High Merit, Merit, Low Merit, No Merit, and Abstain.
6. We anticipate that most faculty members will be recommended for High Merit. Discussion should therefore focus on the desirability, if applicable, of a higher or lower rating. We understand that ratings of High Merit are required for faculty wishing to receive competitive counteroffers.

## **Appendix 2c**

Merit Review Procedures passed on March 13, 2020

25 votes were recorded (there were 27 eligible voting members present):

17 Yes

5 No

3 Abstain

(The two co-hosts, Atkins and Handel, were unable to vote due to Zoom poll limitations.)

See the minutes of our March 13, 2020 meeting to review the issues that were discussed before the vote was taken.

The merit review procedures are attached in the separate pdf file “AL&L Merit Review procedures of March 2020.pdf”. They are identical to the procedures listed in our faculty meeting agenda for March 13, 2020.