Department Faculty Meeting

Friday, April 9, 2021, 3:30pm

Location: Zoom, <https://washington.zoom.us/j/95685462578>

*Minutes*

1. **Meeting Called to Order at 3:32**  
     
   In attendance: Handel, Hamm, Schnell, Bhowmik, Bi, Iwata, Turner, Lu, Self, Won, Takeda, Cho, Pauwels, Nishikawa, Matsuda, Dubrow, Marino, Kim, Jesty, A. Ohta, K. Ohta, Yu, Bi, Atkins, Wang, Pahlajrai, Nguyen, Ahmad, Cao, Mack, Matsuda-Kiami
2. **Vote**: Approval of Minutes (*standing item*; Hamm): Minutes approved.
3. **Update**: Brief Announcements (*standing item*; Handel)
   1. Planning for Summer Quarter, Autumn Quarter  
        
      Autumn: University planning to be largely in-person. Larger classes (>100) might not meet in person and no faculty member will be forced to go into a classroom if he/she does not feel safe. This is all subject to change depending on status of the pandemic. Department will make any necessary adjustments. Language classes may be better online if masks are required.  
        
      Summer: Registration about to start. We will monitor to make a final decision about which classes will be run and which will be cancelled. Our department suffers financial consequences if a class loses too much money due to under-enrollment, so we must watch enrollments. Classes will be remote and that is unlikely to change.
   2. Department Awards/Convocation  
        
      Will be held remotely in a format similar to last year's. Dr. Andrew Glass will be our speaker. We will give our usual slate of awards. They will be especially meaningful this year. Please give extra consideration when you receive solicitations for nominations. Also thinking about asking a graduating student to give a brief address to their classmates. If you know a major in the department who might be interested, please contact the chair.
   3. SE Asian hire  
        
      The vote totals were accurate. Moving forward with the offer to Dr. Nazry Bahrawi. We do not yet know how it will turn out. Pauwels: may we contact him? Handel: you may, but at the current stage, but the issue at the moment is not the candidate's desire to come.
   4. Faculty Senate nominations and elections  
        
      We are part of a group of 4 departments that nominate a senator. We have two senators representing us (of which Jesty is one.) Their two-year terms are expiring, but they both would like to serve again, so we have put them forward again. Jesty: will not want to serve a third term. Louisa Mackenzie is a great senator, and he supports her. One project Jesty has in mind is to create a faculty council at the Humanities level. They would meet with the dean and other administrators.
   5. Faculty course loads  
        
      Trying to reach a more manageable work-life balance through a reduction of workload. Hoping to have something to propose to the faculty by the end of Spring quarter to have in place for 2022-23 academic year.
   6. User Authorization Agreement for accessing UW web pages  
        
      Jesty and Handel are trying to find out where it came from and if it can be modified. They are talking with a personnel lawyer at the UW who found it unreasonable. He will also help us look into it, though it is not a high priority for him. No one who has tenure should have any fear of getting into trouble from this. If you are non-tenured, you need to be careful. He would not recommend signing the agreement and then violating it, if that can be avoided.
   7. Debrief of search process (best practices for future searches) – April 16, 3:30-5:00  
        
      Confidential personnel meeting scheduled to debrief on search. We have an opportunity to learn from this recent search and update our processes in alignment with our values and the goals of the University, so that we might hire the best candidates. Chad Allen, Associate Vice Provost for Faculty Advancement, will join us to talk with us about best practices.
   8. Items for future faculty meetings (not today) (listed here so we won’t forget)
      1. Reconsider role of ASIAN-prefixed courses
      2. Discussion of teaching-load reduction proposals
4. **Update**: Faculty Senate (*standing item*; Jesty)  
     
   A lot of activity at the Senate.   
   1. Secretary of the faculty will be re-elected this year. Two candidates. Important position.  
   2. Legislation to establish a new grievance procedure (re: promotion, interpersonal issues, etc.) is being put together. Could affect anyone. The President objected to it because it was not clear how costs would be borne and training done. On pause.   
   3. Proposing to change the makeup of the Senate Committee on Planning and Budgeting. Jesty is against it. New permanent seats for the Bothell and Tacoma campuses. But also tacked on is a seat for the School of Medicine. Other seats not specified. Representatives from the Arts and Sciences had problems with this legislation.  
   4. Proposed new council on IT, which include copyright, trademarks, etc.  
   5. Some title changes of councils.  
   6. Proposal to create new language for temporary amendments to Faculty Code.  
   7. Changing the name and process of "hardship withdrawals." Grades will be removed from transcript.  
   8. Slight change in way Incomplete grades are handled. No longer automatically converted to 0 for graduate students.
5. **Update**: annual evaluation/warning procedure for graduate students (Mack)  
     
   Mack explained new procedures for annual graduate student evaluations and for any problems that are conveyed to students throughout the year. Our policy to date has been one of informality and discretion. This must change to adhere to Graduate School policy, which prioritizes transparency and clear, documented communication about problems. These communications do not become a part of any sort of "public record" that may harm students' chances in the future. We will be providing faculty and students with revised forms to complete. Forms completed by faculty will be overseen by the given student's advisor but should include input from all program faculty. Upon submission to the department, the evaluation will be sent to the individual students. This is the first step in a new approach centered on transparency.  
   1. Henceforth, any problems must be clearly communicated with students, not only through the annual evaluation, but throughout the year. This must be documented via email. Any conversations that happen in person, by phone, or by Zoom must be recapped in a summary email to the student.  
   2. Problems must be presented as **concretely** as possible, and with a clear statement of what the student would need to do in order to **resolve** the problem, with an explicit **deadline** when possible. Potential **repercussions** of not addressing the problem (losing a TA-ship, being given a warning, not passing a PTP, etc.) must also be made explicit.  
   4. That any such email must be cc'ed to the GPA, Liz Self, so that she can keep a record of the communication.  
   5. Finally, that from an institutional perspective, **no problems exist** unless they are documented in this way.  
     
   Jesty requested a training session. A. Ohta asked that all forms that are filled out as part of the review process have statements on them that clearly identify who will receive them.
6. **Presentation**: Department social media and community outreach (Schnell)  
     
   Department has an increasingly large social media presence. Anna has been in charge of it. She made a presentation (attached). If you use social media in a professional capacity, please follow our department accounts and have us follow you. The department will only repost your material with permission. Lu: French and Italian automatically subscribe graduates into its mailing list. Perhaps we should talk with them about that.
7. **Presentation**: Activity-Based Budgeting at the College/Department level (Handel); *see appendix 1*Handel made a presentation of how the College understands and applies Activity-Based Budgeting to Department budgets. He was given permission to share the information in the meeting, but not to circulate the documents, so they are not attached here.
8. **Discussion**: College Council voting (Handel)*; see appendix 2*Our division has two members. We are asked to vote. After the votes come in, the top four are considered nominees and asked if they are willing to serve. If they are, they are put on a ballot. Jesty: we should consider coordinating to vote, as some other departments do. Jesty mentioned that Eva Cherniavsky (English), Monika Kaup (English), and Marianne Stecher-Hansen (Scandinavian Studies) have all expressed interest in serving. Handel made a call to the eligible faculty members in our department to express interest if any would like to be considered.
9. **Adjournment at 5:11.**

**Appendix 1**

The ABB (Activity-Based Budgeting) method allocates a portion of the UW’s overall budget to the Colleges and Schools according to a formula whose inputs are Student Credit Hours (SCH) and number of majors, weighted at roughly 80% and 20% respectively. This determines the operating budget of the College of Arts & Sciences each year.

**ABB is not used to determine what share of the College’s budget is received by each department** within the College. Department budgets are decided by the College deans.

While the ABB formulas and details are complicated, the implications are fairly straightforward: **the more students who take our department’s courses and the more majors who graduate from our programs, the more money the College receives**. Note that the College also receives more money when students take courses that our faculty teach in other units within the College (like CMS, Linguistics, JSIS, etc.).

The university makes high-level ABB data publicly available. If you want to get into the weeds, see the ABB allocation table for the 2021 fiscal year here:

<https://s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/162/2020/12/08164720/FY-2021-ABB-Allocation-Table-November-Distribution.pdf>

*Two charts relating ABB income to expenses in the College will be screen-shared during the faculty meeting. The Divisional Dean has requested that these not be distributed.*

**Appendix 2**

**Faculty eligible for election to the College Council from the Humanities Division of CAS**

|  |  |
| --- | --- |
|  | **Paul S. Atkins Asian Lang & Lit** |
|  | **William G. Boltz Asian Lang & Lit** |
|  | **Chris Hamm Asian Lang & Lit** |
|  | **Heidi Pauwels Asian Lang & Lit** |

Yomi Braester Cinema & Media  
James Tweedie Cinema & Media  
Gary Handwerk CHID  
Phillip Thurtle CHID  
Robert E Abrams English  
Linda Bierds English  
David Bosworth English  
Eva Cherniavsky English  
Laura Chrisman English  
David Crouse English  
Thomas Foster English  
Gillian Harkins English  
Sydney Kaplan English  
Monika Kaup English  
Richard Kenney English  
Paul Remley English  
David Shields English  
Juliet Shields English  
Maya Sonenberg English  
Henry Staten English  
William Streitberger English  
Pimone Triplett English  
Alys Weinbaum English  
Shawn Wong English  
Kathleen Woodward English  
Richard Block Germanics  
Brigitte Prutti Germanics  
Emily M. Bender Linguistics  
Sharon L Hargus Linguistics  
Fei Xia Linguistics  
Terri L DeYoung Near Eastern Lang & Civ  
Scott Noegel Near Eastern Lang & Civ  
Naomi B Sokoloff Near Eastern Lang & Civ  
Christine Ingebritsen Scandinavian Studies  
Andrew Nestingen Scandinavian Studies  
Marianne Stecher-Hansen Scandinavian Studies  
Jose Alaniz Slavic Lang & Lit  
Gordana P Crnkovic Slavic Lang & Lit  
Galya Diment Slavic Lang & Lit  
Anthony Geist Spanish & Portuguese  
Ana Gomez-Bravo Spanish & Portuguese  
Edgar O'Hara Spanish & Portuguese