



Department Faculty Meeting
Friday, November 8, 2024, 2:30pm
Location: Denny 212, remote option on Zoom: <https://washington.zoom.us/j/97156603511>

Attendance

Voting-eligible faculty (28): Ahmad, Atkins, Bahrawi, Bhowmik, Cao, Chandekar, Cho, Choi, Handel, Iwata, Jesty, J. Kim, U. Kim, Lu, Ma, Mack, Marino, Matsuda, Nishikawa, K. Ohta, Pauwels, Rominger, Sandjaja, Takeda, Turner, Wang, Won, Yu

Others Present (5): Zoie Hancock, Kirk Van Scoyoc, Xinyue Yu, Jieyu Zhou, Frances Zielonka

Minutes

- I. **Call to Order 2:30pm**
- II. **Vote:** Approval of Minutes (October) (*standing item*; Handel) 2:30-2:35
Minutes approved.
- III. **Announcements** (*standing item*; Handel) 2:35-2:47
 - TA budget (effectively a cut)
 - Chair searches (AL&L and other departments)
 - Department 10-year review
 - Hiring for Chris Hamm's winter courses (and delegation of authority)Announcements made. Discussion of item moved up meeting schedule.
- IV. **Discussion and Vote:** Delegation of Authority for Certain Appointments (Handel; Appendix 1) 2:47-3:00pm
Proposed and seconded. Discussion and vote took place.
YES 24. NO 0. ABSTAIN 0. Motion passes.
- V. **Presentation:** Community Standards and Student Conduct ([CSSC](#)) (Zoie Hancock) 3:00-3:30
The presentation slides will be circulated to faculty after the meeting.
- VI. **Updates** (*standing item*; Handel) 3:30pm
 - Search for Assistant Teaching Professor of Vietnamese (Sandjaja)
 - Search for Assistant Professor of Telugu (Mack)Updates provided.
- VII. **Update and Discussion:** By-Laws Committee (Atkins; Appendix 2) 3:35-4:01

Update provided. Discussion took place.

VIII. Adjournment 4:02pm

Appendix 1: Delegation of authority for certain appointments

October 2023 Motion:

“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 and (2) 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.”

In August, the Faculty Senate affirmed the following:

- The delegated faculty committee is advisory to the chair and therefore should not include the chair
- Throughout the Faculty Code, the term ‘committee’ is interpreted to be plural and, therefore, the expectation is that it includes two or more persons

Proposed Motion:

“The members of the faculty of the Department of Asian Languages and Literature delegate to the program faculties the authority to recommend appointments and renewals of appointments of (1) affiliate faculty and (2) part-time lecturers (both annual and quarterly). The faculty members of each of the five programs (Chinese, Japanese, Korean, South Asian, Southeast Asian) shall constitute a committee with authority to recommend appointments within that program.”

Appendix 2: By-Laws Proposal (Committees)

Organization: Committees

Up for discussion:

1. Which standing committees should we have (as opposed to ad hoc)?
2. What should they do, should some be consolidated?
3. How should they be appointed?
4. Should we have an elected executive committee?

(NB: In English it is the Executive Committee that appoints the chairs and members of all the standing committees with the exception of the Program directors who function ex officio.)

Currently we have eight standing committees, all are appointed by the chair and serve as an advisory body to the chair. They serve also as contact for other faculty to raise issues and they can take up related matters, at their own discretion.

1. Undergraduate Education Committee

The Undergraduate Education Committee (UEC)'s membership should represent different faculty lines (both tenure-track professor and teaching professor) and programs.

The UEC is charged with the general oversight of undergraduate education in the Department, in particular curricular changes. The Chair of the UEC also serves as the program coordinator of the undergraduate Asian Languages and Cultures major and minor.

2. Graduate Education Committee

The Graduate Education Committee shall consist of a minimum of three members. The Graduate Program Coordinator (GPC) shall serve as chair and at the same time represent their area within the Department. The other members shall come from other programs or areas to ensure each program is represented.

The GEC is charged with the general oversight of graduate education in the Department, in particular changes in requirements and the addition/elimination of programs. It oversees yearly the process of selecting students for admission to our graduate programs, coordinates applications and nominations for graduate student awards, and makes final recommendations.

3. Peer Teaching Review Committee

(In English, the Undergraduate Ed committee has this task)

The Peer Teaching Committee of three faculty members to be responsible for arranging evaluation of the teaching of department members.

The PTRC is charged with the general oversight of peer teaching evaluation in the Department. It arranges yearly the evaluation of peer teaching reviews as appropriate according to rank, assigning reviewers in consultation with the faculty member to be reviewed. It reviews annually the guidelines for pre- and post-observation meetings and propose changes to the faculty as necessary.

4. TA Training Committee

(In a survey, the majority of faculty, graduate students, and TAs expressed the view that specific pedagogical training should be conducted by the individual programs.)

The TATC should consist of two faculty members to be responsible for arranging some common training for *and evaluation of* the TAs of the department.

The TATC is charged with organizing TA training sessions at the beginning of the year, special training seminars throughout the first quarter, and nominating students for TA awards.

5. Advancement (and outreach?) Committee

The AC should represent diverse programs within the department in order to contribute knowledge of and to foster connections to a wide variety of individuals and organizations in the community. The AC is charged with identifying new relations for targeted fundraising.

6. Diversity Committee

(current task unclear now that statements are written)

7. Technology Committee

(should this be a standing committee? or ad hoc when there is a workstation initiative? If standing, should it include AI and Digital Humanities?)

The TC is charged with the general oversight of technology. It periodically updates the website and keeps track of the functionality and fair and timely updates of departmental equipment, including faculty and staff workstations and loaner equipment.

8. Executive committee

Do we want to rethink this to work on tasks delegated by the faculty as a whole?

(cf. Hiring plan)

If so, do we want to consider, like in English, to make this committee elected

A Department Executive Committee shall be constituted consisting of the Chair, Associate Chair, ensuring there is one faculty member from each of the programs, the Undergraduate Advisor and Graduate Program Coordinator.

The purpose is for the chair to meet and consult with faculty on problems concerning the Department. *(Adopted at Faculty Meeting on April 15, 1988)*