

Minutes

Urban Design & Planning

Department Meeting

April 23, 2019

Noon - 1:20 **Gould 440**

Agenda items

12:00- 12:05	March 12 minutes - VOTE	Campbell
12:05 - 12:20	Outside Work for Compensation discussion: Richard Cordova, UW auditor	Campbell
12:20 -12:40	College Council update	Abramson
12:40 -1:10	Curriculum Update - Capstone; HEFT; Syllabus Development	Campbell; HEFT group
1:10 - 1:20	FAR template (tentative)	Campbell

Attendees: Himanshu Grover, Larissa Maziak, Wendy Freitag, Rachel Ward, Richard Cordova, David Blum, Christopher Campbell, Dan Abramson, Manish Chalana, Bob Mugerauer, Sofia Dermisi, Qing Shen, Rachel Berney, Mark Purcell,

Late arrival: Branden Born, Christine Bae, Jan Whittington, Phil Hurvitz

Absent: Marina Alberti,

March 12 minutes vote:

move, second

7 yes

2 abstain

0 n0

Outside Work for Compensation discussion: Richard Cordova, UW auditor:

In addition to auditing, he is the ethics advisor and provides training, and is here to answer any questions.

WA Ethics Act – Outside Work – Conflict of Interest

Outside Professional Work

Policy articulated in EO 57

Focus on Consulting:

- The first obligation of members of the faculty and staff is the preparation for and carrying out of official University duties.
- Outside professional work must be pre-approved
- Outside Professional work must not conflict with discharge of official duties
- For Faculty may not exceed 13 days per Quarter
- Outside work does NOT apply to nonprofit professional associations and societies re: scholarly, editorial and advisory bodies, governmental bodies, public commissions – these are considered community service
- Research Employee exemption: Researchers may conduct outside work which may not meet WA State Ethics Act requirements under RCW 42.52.030 if all University administrative policies have been met:
 - Completion of approved outside work Form 1461 – approved by Chair, Dean and possibly Provost

Ethics Act - Conflict of Interest

WA State Ethics Act – Outside work

- No state officer or state employee may receive any thing of economic value under any contract or grant outside of his or her official duties. The prohibition in this subsection does not apply where the state officer or state employee has complied with *RCW 42.52.030(2) or each of the following conditions are met:
 - Contract or grant is bona fide
 - Not within course of one's official duties
 - Not with organization one would be prohibited from receiving a gift
 - Would not require disclosure of confidential information
- If State employee has a beneficial interest in contract or grant with State, processes must be in place to prevent conflicts. (competitive bid process, preapproved by ethics board)
- If State employee is hired by another state agency, must be through normal hiring processes or must be preapproved by EEB
- State employee may not receive special privileges or exemptions

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WA Ethics Act – Outside Work – Conflict of Interest

Outside Professional Work

Policy articulated in EO 57

Involvement with Commercial Enterprise, Deeper than Consulting

- University employee's involvement with commercial enterprise may exceed the usual consulting relationship
- Especially when attempting to market university research based technology and intellectual property (IP)
- Offers a greater risk of potential conflicts of interest and commitment and for interference with employee's primary allegiance to the University
- IP which the University may have an ownership interest may not be transferred while consulting
- University may conduct more in-depth review when a faculty member has a relationship deeper than consulting
- Much more information needs to be reviewed and evaluated and conflict management plans may need to be created.

Ethics Act - Conflict of Interest

WA State Ethics Act – Use of Resources

- Generally, State resources are to be used only for State purposes, not for private benefit or gain
- Some limited personal use is allowed if brief and no cost to the agency
- **Zero Tolerance** for using State resources for **campaigning** or to support **non-University business**
- One exception – Research employees can make minimal use of University resources if they have followed all requirements for the Research Exemption

WA State Ethics Act – Deserves your attention

- If you violate Act you can be fined up to \$5,000 per incident
- University does not stand between you and the Executive Ethics Board (EEB)
- The Act was not originally conceived with a large research University in mind

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In regards to outside work, there have been complaints that faculty have not been reporting all outside work

EO 57: outside work needs to be PRE APPROVED [via form 1461](#).

Federal grants also need to be PRE APPROVED to make sure there is no conflict of interest.

What is outside work?

Typically, means outside work for pay but it could also be voluntary

For example, there is a conflict if you are using University resources (computer etc) to do outside work

You may work 13 days per quarter or 52 days a year on outside work. You may exceed this amount in special circumstances. This has to be pre-approved.

Summer quarter: Most faculty are 9 months but during that 2-month period, you may be using that time for research. Richard will get back to us with a very clear answer.

What the vice provost asks? Can they meet their academic load if they are working a full time job outside of that.

The LAW says if you work for the state, you need to make sure your outside work doesn't create a conflict of interest.

The UW FACULTY code, allows 13 days a quarter and 52 days a year

Outside work does NOT apply to non profit professional...This would be part of your work load.

College Council Update: Dan Abramson and Sofia Dermisi

College Council MEMO:

To: The Faculty of CBE

From: CBE College Council (CC)

April 4th, 2019

Subject: Intent of Upcoming meetings with faculty, and All College Meeting

Given that we have a new Dean, we are taking the opportunity to rethink the effective role of CC in the representation of the faculty and governance of CBE. Department level meetings with faculty, and the follow-up College-wide meeting on the 22nd of May (Noon -1:20, Gould 140), are intended to generate a dialogue with the faculty to determine the ways in which CBE CC can be most effective in communicating faculty issues to the Dean's office.

CBE CC is the representative body of the *faculty* and a critical advisory body to the Dean. CBE by-laws give extensive responsibility to CC. The functions of the CC include:

- to advise the Dean on faculty personnel actions for tenure, promotion and new appointments at tenured ranks;
- to advise the Dean on matters of educational policy, including curriculum and academic programs;
- to advise the Dean on matters of budget, including resource and salary allocations and faculty salary policy;
- to advise the Dean on matters of College administrative policy and procedure;
- to advise the Dean in appointing standing and special committees of the College faculty;
- to form its own standing committees or ad hoc committees to address specific issues in the College;
- to interpret the College Bylaws governing Organization and Procedure.

We feel the CC can play a more effective role in facilitating greater faculty engagement in College-wide matters, particularly in dialogue with the Dean. We believe that CC can be a(n):

- Independent voice of the faculty
- Cross-departmental and cross-disciplinary voice of the faculty
- Advocate of faculty interests
- Stronger advisory body to the Dean (including on matter of budget and promotion)

To that effect, we are:

- Building a new web presence: <http://intranet.be.uw.edu/leadership/college-council/>
- Conducting outreach to departments
- Trying to make our required annual meeting more effective by developing actionable items
- Conducting a survey of Associate level faculty regarding promotion
- Conducting the search for a new Associate Dean of Research
- Planning to hold College level events promoting interdisciplinary research and education
- Improving the Curriculum review process (CC Curriculum Cmte review committee)

We are meeting with faculty in each department to discuss the question:

Do you feel the CBE College Council has been an effective by representing faculty interests and concerns?

Are there additional ways in which you think CC can best/most effectively represent the interests of the faculty?

Conversation from Dan and Sofia

CC is independent of the college

CC is involved with curriculum change

CC has created a new website

CC would like to make the annual meeting, more useful, meaningful

Questions:

Q. How often do you meet?

A. Currently once a month.

Q. In regard to the college council having a “more robust” role in TPMR for junior faculty...what exactly does that mean? What do they do now?

A. Currently, they review packages and put other eyeballs on.

For example, they reviewed a package and found a discrepancy.

The point of the CC in the TPMR process is to make sure all faculty are treated the same and that they are catching any inconsistencies. Another layer of oversight outside the departments

Q. Is it possible for other CC members to be involved with TPMR in departments, earlier in the process??

Or is that too much? Or it could be seen that the current method is appropriate

What else would you want the CC to be involved with?

This is a great opportunity with the new Dean on board in that it's a good time to get more clarity around the role of the CC

One issues...What about gender issues in the college?

Could that be an ad hoc committee?

Moving forward, as our department rep, Dan could report at each faculty meeting with any reports?

Curriculum Update: Capstone, HEFT, Syllabus Development

Capstone/Thesis Update

UDP CAPSTONE UPDATE, 4.23.2019

Continued gives: 9 credits, taken over two quarters in 2nd year

Options:



Overview:

1 FT Grad School Faculty
1 Professional Advisor

May involve a client
Can accommodate internship projects
Can incorporate LCY or other project
Language on roles & responsibilities to be developed in support

1 FT Grad School Faculty Coordinator
w/reviewer support

Can incorporate LCY or other project
Autumn – Solicit/select projects (LCY, CLC good sources)
Winter – Assign projects/start work
Spring – Complete work in studio environment

2 FT Grad School Faculty
Chair from UDP

Can incorporate LCY or other project

UDP CAPSTONE UPDATE, 4.23.2019 – Combined Defense/Public Presentation Event

Summary:

Consolidate multiple defenses and the UDP poster night into a scheduled and well-advertised public presentation event with invited guest reviewers (this event will serve as the defense for the MUP presenters unless their committee members have a time conflict, in which case a defense will be scheduled). Students will create an advertisement poster, however the main presentation will be slides (similar to CEP Senior Night products)

Opportunities:

- o More visibility for student work & UDP
- o Positive pressure for student performance
- o More consistent work across student projects
- o More celebrational
- o Opportunity to incorporate and expand awards from former poster night
- o Easier to manage; centrally organized
- o Could add low pass, pass, and high pass to our evaluation

Constraints:

- o Need to schedule everyone around one evening
- o Less flexibility

The curriculum committee had a meeting with the PC which was very positive. In looking at the Professional Project option, there would have to be clear expectations. Others may see this option as holding the final work to less of a standard. Biggest change would be allowing a professional advisor

Some people want to continue their education with a PhD. If they miss out on doing a thesis, it could hamper them in their further efforts

Need to make sure students are held to a certain standard. But is there a danger of only having 1 full time faculty member providing oversight?

Feedback on the presentation?

Suggest we could add high pass

One complexity...logically, you don't have the final project and how do you decide who has the best?

The Presentation would serve as a defense presentation? The final decision would be made by the committee.

Next Steps? At our last meeting can we get a stake in the ground on the first slides?

HEFT Presentation

Dan has been taking urban form syllabus and distributing content over all the quarters to make sure form is covered

Starting with native cities and ending with climate change

HEFT is almost ready to be done

Syllabus Development

We need to take these new courses and develop syllabi

We are looking to provide \$1200 per syllabus which faculty would create over summer quarter.

One factor is to incorporate EDI in all syllabi.

Updates:

Return your updated CV's and FAR's to Larissa

There will be a template for the FAR in the future which Christopher will send out soon for input

