# **Department Meeting**

**January 14, 2019**

**Noon – 1:20 Gould 440**

# **Agenda items**

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| 12:00- 12:10 | **Approve minutes** | Campbell |
| 12:10 - 12:35 | **Review Teaching Plan for 2020** | Campbell/Maziak |
| 12:35 - 12:50 | **Brief Teaching Policy Discussion** | Campbell |
| 12:50 - 1:05 | **Brief Workload Discussion** | Campbell |
| 1:05 - 1:20 | **Good of the Order** | Campbell |

Present: Mark Purcell, Manish Chalana, David Blum, Christine Bae, Sofia Dermisi, Dan Abramson, Bob Mugerauer, Rachel Berney, Branden Born, Jan Whittington, Himanshu Grover, Larissa Maziak, Christopher Campbell, Diana Siembor

Absent: Qing Shen, Marina Alberti

Discussion:

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| **NOTES:**  |   |   |   |   |
| 1) The UW and College expect a teaching load of 4 courses per year. |
| 2) UW policy requires all full time faculty to teach at least 1 course per quarter |
| 3) Faculty in substantial administrative leadership roles have 1 course reduction. Marked with \* |
| 4) Junior faculty have 1 course reduction prior to tenure and 1st year as per UW policy |
| 5) A course is defined as a regularly scheduled 3-5 credit class, with a course number,  |
|  syllabus, method of assessment, and minimum of 5 students enrolled. |
| 6) Regular faculty should teach 3 required courses within any of the department's degree. |
|  programs plus one additional elective |   |
| 7) Last updated 1/13/19 |   |   |   |

Approve Minutes: moved, seconded

9 Yes 2 Abstain 0 No

There is not an “official” department teaching policy but we do follow faculty code in line with the college per above.

Today we are looking at the two-year teaching schedule for all URBDP faculty for 2019/2020 and 2020/2021.We understand this is not a complete picture of all the other responsibilities of faculty including research and service. There are some holes where we need to find instructors for some courses and we need to find classes for some instructors. Please connect with Christopher if you have and concerns and or if you need to fill a hole

 4 is a reasonable number of courses to teach.

Faculty are given course reduction for substantive leadership role. Director of a program, PhD, and LCY for example. We can look at this policy to make sure there is equity. If you feel you have additional role(s) that require a course reduction please reach out to Christopher

Could we look at amending number 5 above? *A course is defined as a regularly scheduled 3-5 credit class*… For example, if a course is offered all three quarters but is only 1 credit, could that count for one course?

It would be helpful for us to visualize teaching requirements once we do the curriculum transition.

We will gather info on who is on thesis committee (After the meeting, Rachel provided a spreadsheet showing faculty to student detail for the following faculty: Berney, Abramson, Chalana, Campbell. Can the rest of the faculty email Larissa their info?)

What is the URBDP TA policy?

Regular courses that have 30 students are given a TA and Studios are given a TA based on need and availability of PhD students.

Each spring, the department emails the two PhD programs and lets them know which courses need a TA. Phd students then let their respective advisors know which courses they think they would be a good fit with based on experience and interest.

Courses are assigned to TA’s based on where they are in the program and whether or not they need funding and if they are a good fit for the course.