# **Department Faculty Meeting**

**October 4, 2022**

**Noon – 1:20**

**In person: Gould 440**

# Agenda items

|  |  |  |
| --- | --- | --- |
| **12:00 - 12:10** | Welcome Back | Campbell |
| **12:10 - 12:15** | Approval of minutes – June 7, 2022 | Campbell |
| **12:15 – 12:35** | Annual Goals & Announcements | Campbell |
| **12:35 – 1:10** | Committee Assignments | Campbell |
| **1:10 – 1:20** | Open | All |

# Attendance:

|  |  |  |
| --- | --- | --- |
| ***Faculty Present***   1. Dan Abramson 2. Rachel Berney 3. Branden Born 4. Christopher Campbell 5. Manish Chalana 6. Sofia Dermisi 7. Himanshu Grover 8. Mark Purcell 9. Qing Shen 10. Jan Whittington   Dylan Stevenson  Bob Freitag  David Blum  Andy Dannenberg | ***Staff Present***  Edith Olguin  Diana Siembor | ***Grad Student Present*** |

**Approval of minutes**

Motion to approve minutes from Jun 7, 2022 faculty meetings – **Approved**

**Annual Goals (Campbell)**

* Teaching Assistant Professor Hire (fall quarter) – completing this hire before the end of the fall quarter is priority.
* Department Strategic Plan (fall-winter) – Dr. Campbell suggested the department should initiate it this fall or winter as the other four departments are doing it. This will be discussed more later in the quarter.
* MUP Curriculum Transformation Phase 3 (specializations) – Dr. Campbell suggested to continue, most of the changes of the core curriculum are completed, changes to the Campston requirement for the MUP degree is almost done, the Curriculum committee will finish this work this quarter. Last phase is to decide on updating the 5 specializations in the curriculum MUP program.
* T&P Guidelines update – The Tenure and Promotion guidelines needs to be updated, last update was around 4-5 years ago. The Teaching Professor language needs to be included. In addition, include Academic Personnel and CBE most updated guidelines.
* Other Policy Updates – Faculty that supervises hourly student employees have to approve timesheets, Faculty supervising student with a TA or RA salary position will approve time off requests. Information of the type of time offs that they are eligible for will be sent by E. Olguin the coming days.
* Onboarding New Faculty – New faculty as an Acting Assistant Professor, Dylan Stevenson. Update on Karen Chen’s hiring; due to a delay of 7-9 month for H1B visas, Dr. Chen will be hired around mid-spring quarter. You are welcome to connect with Dr. Chen and introduce to others but only as future hire.
* CBE Space Analysis/Planning – This project starts this year, there is a space committee and an external Consultant company that will meet with faculty, staff and students and produce a report that will guide the next step of the project that will be seek out funding.
* Department Leadership Transition – Dr. Campbell is stepping down as a Department Chair on June 15, 2023. It will be an interim chair while the chair search is in progress.

**Committee Assignments**

* Reminder about vote policy:
  + For fall quarter there are 12 eligible votes in the department
  + Requires six people for quorum
  + A vote to pass requires “a majority of those members voting at a meeting at which at least half the members entitled to vote are present”
  + ‘Abstain’ is equivalent to a ‘no’ vote. All should vote yes or no.
* Eligible to vote fall 2022:
  + Dan Abramson
  + Marina Alberti
  + Christine Bae
  + Rachel Berney
  + Branden Born
  + Christopher Campbell
  + Manish Chalana
  + Sofia Dermisi
  + Himanshu Grover
  + Mark Purcell
  + Qing Shen
  + Jan Whittington
* **Motion. Do you approve the roaster for each committee for AY22-23?** Raise hand – **Approved**

College Council Representative Christine Bae

College Council Alternate Jan Whittington

Department Curriculum Committee Himanshu Grover

Rachel Berney

Dan Abramson

CBE Curriculum Committee From UDP CC

UDP Diversity Committee Manish Chalana

Branden Born

MUP Admissions Committee Sofia Dermis

Dylan Stevenson

Christopher Campbell

Teaching Assistant Professor

Search committee Marina Alberti

Branden Born

Mark Purcell

CBE Space Committee Jan Whittington {Note: since amended by evote to Christine Bae and Diana Siembor}

**Open**

* (Campbell) Reminder: CEP is making its 26th year with a homecoming celebration. Saturday, Nov 5th 2022 at 6pm.
* (Olguin) To be in compliance with the [Washington State’s Open Public Meeting Act (OPMA)](https://apps.leg.wa.gov/rcw/default.aspx?cite=42.30) all faculty must take the Open Government Training. E. Olguin will send the instructions to sign in to the website and take the training.
* (Shen) Chair and Dr. Shen, Director of the PhD program will discuss TAs assignments in late October/early November. Faculty can inform any student recommendation to Dr. Shen.
* (Olguin) Reminder: Submit vote to appoint Robin Mayhew as an Affiliate Instructor for the MIPM program to teach on Winter 2023.