Department Faculty Meeting

January 24, 2023
Noon – 1:20
In person: Gould 440
https://washington.zoom.us/j/97032024504

Agenda items

12:00 - 12:05	Review Agenda	Campbell
12:05 - 12:15	Approve Jan 10 minutes (vote)	Campbell
12:15 – 12:25	Fac Senate updates; College Council updates	Chalana; Whittington
12:25-12:45	MUP applications	Campbell
12:45 – 1:05	Thesis/Pro Project committees	Campbell
1:05 – 1:20	Approve Dec 13 minutes – CLOSED MEETING	Campbell

Attendance:

Faculty Present

1. Dan Abramson
2. Marina Alberti
3. Branden Born
4. Christopher Campbell
5. Manish Chalana
6. Sofia Dermisi
7. Himanshu Grover
8. Qing Shen
9. Jan Whittington
10. Dylan Stevenson

Staff Present
1. Edith Olguin
2. Diana Siembor

Approval Minutes:

Approve minutes from January 10, 2023 faculty meeting – **Approved**

Faculty will vote on the 'closed' part of the Jan 13 minutes next faculty meeting.

Updates and Announcements

(Whittington) College Council – CC is reviewing budgets for the CBE departments and revision to bylaws. As mentioned last faculty meeting, it will likely to be 2 all voting faculty of the college meetings. Do not confused with the Dean's call for a meeting. Had learned that CBE is a little bit behind a number of policy development and policy advancement that other colleges are making to keep up with changes in the faculty code and provide formalism to faculty needs such as merit review and provide fairness.

(Campbell) Reminder: CBE Faculty meeting is mandatory. CBE has been informal including this department, make decisions based on consensus, tradition and the way things have been done in the past. The college and UW are doing a shift towards a more formal approach to manage internal affairs. This will impact workload things like hiring process, teaching assignments, travel, etc.

(Whittington) An illustration is to have a up to date published template for doing the Faculty Activity Report.

(Manish) Faculty Senate - will resend the email from the Office of the Provost informing that the President has launched a national search for a new Provost and a new Executive Vice President. There is a survey link attached to the email asking for your feedback about the current search. The Faculty Senate will meet with the Committee Search to share some of the comments.

(Olguin) New Prior Approval for Travel form – Faculty must fill out the form prior to travel out of Washington and submit to the Chair for approval. The form must be part of the Travel Reimbursement paperwork. Will share the link to the policy.

(Shen) Is the form required if the trip is sponsor by a non-UW institution?

(Olguin) Form is not required in that scenario but should be communicated to the unit about the travel, more information on how to report this, it will be communicated after consulting with the College. The website states this: Required for out of state travel defined as travel to a location outside the state of Washington, Oregon, or Idaho. For example, travel from Seattle, WA to Portland, OR does not require pre-trip approval. Approval must come from an 'authorized person' defined above.

(Abramson) If another unit sponsor the trip?

(Olguin) The other unit should have their own approval process. More information on how to communicate travel sponsor by other units.

(Campbell) On behalf of C. Bae - The CBE Roadmaps Charette will be held in-person Friday, February 3, 8:30-12:30 in Gould Court. In this charette, participants will co-create roadmaps for CBE's future, identifying potential projects of various scales across the four CBE buildings for further development. People representing all fields within CBE are encouraged to participate and bring their knowledge, experience, and ideas to the event. Please share this with your colleagues and departments! We understand that not everyone will be able to attend this day, so there will be a follow-up virtual event for those who missed it but would like to participate (date TBD). Encourage students to participate. Reminder that C. Bae and D. Siembor are our representatives on the space planning steering committee.

(Campbell) Reminder: Google drive changes, please connect with CBE IT office to plan the migration of your information.

MUP Applications (Campbell)

(Campbell) shared a slide with a table with MUP applications data.

2023 applications have dropped to a 141.

They picked during COVID19 to 244, from there they have been dropped steadily but not quickly. This year is a big fall but classes may be filled out. Usually UDP makes offer to 120.

Options: Make offers to 140 applicants, or 120 as usually. Another options it to score the same way that always and make the cut off and maybe get a smaller class which is not good for budgets. It is very important to write comments when reviewing the applications, the Selection Committee will read this comment to understand the score.

Of the 141 applications, roughly 29% are international. Only 11 applicants of color, this is disappointing.

Nationally, master programs applications have dropped slowly, we need a more aggressive recruitment strategy.

(Dermisi) Expressed a concern about Chinese applicants due to issues on getting an interview at the US Embassy or Consulates in China, uncertain how many students will actually be able to come to the US.

(Shen) The understanding is that the situation in China is temporary.

(Grover) suggested to set up recruitment in India

(Siembor) explained the recruitment strategies for this year:

- Online info sessions with Q & A with faculty
- At the National level, contacted Historical Black Colleges and Universities.
- Contacted 1500 undergraduate individuals of color
- At the local lever, contacted Washington state schools, sister campuses, Gonzaga.
- Professional Council
- 75% of the info attention attendance is drive by this outreach and the rest is from UDP website.
- 1:1 attention, a 2nd year MUP does advising in individual basis in Zoom.
- Application review for underrepresented students operated through the PCA include LGBT+, student of color, 1st generation.
- UDP has a profile in Planetizen.
- Open House

(Alberti) Use other techniques such as social media or YouTube.

(Whittington) sometimes students are attracted because there is a certificate that gives them a skill set that can be useful.

(Alberti) Students looks for inspiration of what to do with their life.

(Manish) There is a challenge to recruit African American, there are schools that fund them completely. There is not faculty or staff that look like them. there's research that shows that African Americans and other people of color generally don't go to schools when their races are not represented among faculty and students.

(Shen) Suggest to identify what successful graduates from our program are doing.

(Whittington) Is any data on how many MUP students get an internship?

(Siembor) Around 75% of students will be working during their time in the program, includes: internships, hourly work in labs.

(Whittington) That is an important message to put out there, this is not necessarily something people know.

(Campbell) D. Siembor has a script that she uses in the info session, this information could be added there. Also, improve the website to showcase this information. When looking at in- state students and out of state students, the most concerning is the in-state applicants. In state students usually fill out half of the classes. Most of the recruitment funds goes to out-of-state recruitment such as stipends. We offer about $100,000 of direct student aid that's not in tuition waivers, every year.

(Abramson) Every year received about 10 inquiries about having a fellow's research assistantship, it would be helpful to have instruction sheet to respond them.

(Shen) It is important to reply these inquires, forward them to D. Siembor for the MUP program and to Simon and me for PhD inquires.

(Grover) Many schools have online courses, students take the course and start connecting with the professors.

(Whittington) they have Coursera channels.

(Dermisi) How many international students do you want to capture? Some things to do: get STEM designation and talk more about the package; It's not always education. It's also the context, events, mentoring,

internships, it is a possibility of work, emphasizing the multiple labs, opportunities around the university, applicants do not about Handshake. Seattle is expensive to live, offering a package to applicants that is attractive.

(Campbell) Focus on bringing students from the 141 applicants, when the process is over, we are going to start with the recruitments process for next year. Ideally to get another 50 applicants.

Thesis/Pro Project committees

(Campbell) the conversation is based on a Google sheet that everyone has access to. It is presented on a slide a sheet organized by advisor not by students.

The most urgent need is to assure that MUP students are graduating on time and they can't do that without committees. Would like to help faculty with high advising load by moving some students to other advisors.

(Whittington) received several requests of help and accepted because others do not respond to students having a unworkable advising load right now. Had some students that can easily be handed to others because they are advanced.

(Alberti) Students should be know and understand what it takes to work on a dissertation/thesis in advanced.

(Campbell) our process is for students to reach out to us late December, early January. Student coming on the 1st or 2nd week of January, they are on schedule.

(Whittington) some students reached me after trying other two or three faculty.

(Dermisi) have a list of the students' topic, everyone can see it.

(Campbell) Hope to have a studio that can absorb some of these students.

(Grover) Agree to see Jan's students and take some.

(Abramson) In the past was talked about Campston experience, that will reduce the number of these. Have not heard more about that discussion.

(Alberti) Research thesis does not take a month, told students in orientation that they need to have a topic in the fall, a proposal and a draft a month before deadline.

(Born) What M. Alberti said it is consistent with what it is explained in URBDP 512. Tell them to use this class to write at least a generally well-articulated proposal.

(Whittington) need some agreement of what a minimum number of students are that we can process.

Adjourned at 1:20pm