

# Faculty Meeting Minutes

## Urban Design & Planning

November 21, 2023

Noon - 1:20

In person: Gould 208J

<https://washington.zoom.us/j/96471410721>

### Faculty Present

24. Dan Abramson
25. Marina Alberti
26. Christine Bae - Zoom
27. Rachel Berney
28. Branden Born
29. Christopher Campbell
30. Manish Chalana
31. Karen Chen
32. Keith Harris
33. Helen Pineo
34. Mark Purcell
35. Qing Shen
36. Dylan Stevenson
37. Jan Whittington
- Robert Freitag
- Andy Dannenberg

### Staff Present

1. Edith Olguin
2. Diana Siembor
3. Ulises Herrera
4. Wendy Freitag

### Approval of Minutes:

Approve minutes from October 31, 2023 faculty meeting - **Approved**

Introduction: Ulises Herrera, CEP and Undergraduate Program Manager by Christopher Campbell, CEP Director.

### New hiring considerations:

New audit effort: UWHR will initiate follow-up actions for staff and student employee Form I-9s that remain incomplete beyond the initial three-day hiring period. If documentation is not produced by the end of the third day, the employee must not be allowed to work and be paid. Employment may be terminated if the Form I-9 is not completed within seven (7) business days of hire.

I-9 Coordinators must continue to physically inspect required documents within three business days after an employee's first day of employment. Remote review of I-9 documents is not allowed at UW. The I-9 Coordinator for CBE is Jenner Jonhson.

Additional information may be found on the [Form I-9 requirements](#) webpage.

The Department Administrator will send a ballot to e-vote for annual reappointments.

### Affiliates and Part-time Lecturers: aligning titles, salaries, fees and removal from rank:

Information shared to faculty related to practices for temporary faculty in UDP:

- Salaries are very different between programs, depending on when they were hired, etc.
- The Chair is suggesting to have a similar salary policy to the other departments.
- This policy will have a rationale about the hiring, title and compensation for this group of faculty.
- It will be a 3 tier system.

- Faculty was informed that there is a fee of about \$1200 that the department pays annually for each affiliate related to Computing services such as email, canvas, library, etc.
- Possible not to reappoint temporary faculty that is no longer affiliated with the Department. **Faculty support to keep relations with Paul Waddell.**

**Discussion: providing additional departmental funding (in addition to Grad School and PhD Program) for PhD student travel:**

Open question: Funding PhD student for Conference travel.

Graduate school provides \$300 every two years for travel.

The PhD Program provides \$300 for travel every year (temporary policy) to each PhD student invited to present.

Proposal: The Department will match \$300 every year they want to attend a conference. A faculty indicated it is important to explain expectations to students requesting the funds. **Faculty agrees with this proposal.**

**Discussion: class sizes-grow where possible, address workload:**

Grow classes pedagogy appropriate.

Chair suggested to the faculty to consider adding seats and make it efficient. (Is there demand?)

Related to the workload that this can cause, the department will assist by assigning a Reader/Grader or a TA as the class grows to a scale.

It will be an evaluation of what classes need a TA or Reader/Grader. Unknown as yet what the cost tipping point is, but if faculty try with larger enrollment, department will try to support that with a grader.

Observation: URBDP 200 will meet in fall 2024, K. Harris is developing a class URBDP 250 for winter and URBDP 300 will be taught in Spring.

This discussion will continue later this academic year.

**Departmental thesis advising expectations:**

A group of faculty met earlier to start the discussion about thesis advising: Qing Shen, Jan Whittington, Manish Chalana, Dan Abramson, Rachel Berney and Branden Born.

Original proposal for discussion: each faculty would have 4 thesis students (~15 faculty x 4 = 60 of 90 advising slots for thesis. ~10 covered by adjuncts+ and ~20 by the capstone studio).

Variations:

“3 plus 2” - for faculty with multiple PhD students, would take 3 MUPs and 2+ PhD students

“4 plus 2” - applies if the Capstone class is canceled due to increased advising needs

Considerations: faculty without PhD students would be expected to take more MUPs than 4.

Sabbaticals

UDP has several adjuncts (encourage students to utilize other faculty who can contribute to their thesis)

Many faculty have PhD students or outside commits (Adjunct and other appointments are in addition to departmental responsibilities)

There is more demand for some specialties than others (eg UD and transportation).

Having a minimum load for thesis advising will be considered for merit. Tentatively the minimum is 3, but likely 4 given capstone cancellation.

The goal is to bring workload equity and equivalence across the faculty and provide a good service to students.

Suggestion from former chair; could assign students to faculty, as done in LA.

Alternative: allow a period of voluntary matching, then assign to meet needs and finish committee assignments. This is essentially what we are proposing, but with the assignment being more formal and timely.

Adjourned at 1:26