

October 3, 2023

Noon - 1:20

In person: Gould 208J

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

Faculty Present

1. Dan Abramson
2. Christine Bae (Zoom)
3. Rachel Berney
4. Branden Born
5. Christopher Campbell
6. Karen Chen
7. Himanshu Grover
8. Keith Harris
9. Helen Pineo
10. Mark Purcell
11. Qing Shen
12. Dylan Stevenson
13. Jan Whittington

David Blum

Lynne Manzo

Robert Freitag

Andy Dannenberg

Staff Present

1. Edith Olguin
2. Diana Siembor
3. Wendy Freitag

Approval of Minutes:

Approve minutes from June 6, 2023 faculty meeting - Approved

Guest Lynne Manzo - invites faculty to participate in three workshops from 12-1:30, virtual. Flyers were left in mailboxes.

Introductions: All individuals attending the faculty meeting introduced themselves.

Meeting process and suggestions

Proposal - use of a consent agenda as possible. Post items that probably do not need a discussion, however the items can be taken from the consent agenda and moved into the regular faculty meeting agenda if people want to discuss. At the beginning of every faculty meeting, a motion to approve minutes and consent agenda will be done. It is advised to make sure everyone reviews the consent agenda before the vote. It is allowed to make comments on the consent agenda before the vote. The consent agenda will be dropped if it is not useful for the department.

Overview of T&P for next two meetings

Chair presented an overview of the process for the two promotion cases.

Promotion materials will be provided to faculty eligible to vote on each case.

Key dates:

October 17, 2023 will be a discussion and vote on the mandatory case (Grover)

October 31, 2023 will be a discussion and vote on the non-mandatory case (Chalana)

Travel reimbursement

The department will use Spend Authorizations to encumber travel funds each academic year. This funding can be accumulated by faculty members for up to three years in a row and a maximum amount of (accumulated plus annually allocated funds) of \$6,000 to allow for planning for more expensive, and/or international conferences. At the end of third year, the balance will be returned to the department for other activities. For the time being, it is not a continuous rolling account. We will revisit this in one to two years to see how it is functioning for faculty and the Department Administrator.

The Administrator recommends to faculty to submit reimbursement requests directly to Workday to speed the process, second option is to use UW Connect. The Administrator can meet individually to walk through the process.

Good of the order

The Director of the Urban Design and Planning Interdisciplinary Program (Qing) recommends responding to emails from PhD students or referring them to Simon Reeve-Parker.

Adjourned at 1:20pm