

## Faculty Meeting Minutes

Urban Design and Planning

April 8, 2025

Noon - 1:20pm

In person: GLD 440

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

### Faculty Present

1. Marina Alberti
  2. Branden Born
  3. Rachel Berney
  4. Christopher Campbell
  5. Manish Chalana
  6. Karen Chen
  7. Mark Purcell
  8. Qing Shen
  9. Dylan Stevenson
- Bob Freitag

### Staff Present

1. Edith Olguin
2. Terri T. Randall

### Approval of Minutes:

Motion to approve minutes from March 4, 2025: Tabled for next faculty meeting

### Announcements:

Anne Moudon, a long-standing faculty member, passed away. She was a foundational figure in the department and the planning field. Multiple faculty members shared tributes highlighting her mentorship, education, and distinguished research.

- A departmental and college-level memorial is being planned.
- A recording of her final lecture (approx. 10 years ago) may be posted.
- Her work with the PacTrans board and contributions to non-motorized transportation education were noted.
- Faculty encouraged to contribute ideas for honoring her legacy.

### Budget & Financial Overview

- **Severe Budget Constraints:**
  - Due to federal cuts, state-level deficits (\$8-15B), and UW internal reallocations, all units face potential funding reductions.
  - The department could face a **\$250,000 shortfall**, despite being on budget in prior years.
  - Provost directive: only “survival” expenditures are essential.
  - Hiring freezes and reduction in part-time lecturers (PTLs) anticipated.
  - Strategic reallocation of teaching assignments underway to minimize cost.
  - SCH share decline due to real estate program growth—impacting department’s ABB revenue.

- **State Proviso Grant:**
  - \$1.6M funding proposal submitted; current House version allocates \$300K solely to Western Washington University.
  - Follow-up with Rep. Pollet underway to address funding equity among WA planning schools.

## Program and Academic Planning

- **Yearly Activity Reports:**
  - Due in May, covering Spring 2024-Winter 2025.
  - A new automated system is in development but not ready for this cycle.
  - Templates may be “TurboTax”-style fill-in forms in the future.
- **Course Reviews & Faculty Meetings:**
  - Some faculty are due for overdue course reviews.
  - Reviews will be conducted in May; faculty asked to coordinate pairings early.
- **Thesis Advising & Capstone Support:**
  - Drafts expected by the first week of May.
  - A new one-credit capstone support course is helping students stay on track.
- **PhD Completion Timelines:**
  - Focus on improving time-to-degree due to financial constraints.
  - Priority for TA funding is given to early-year students; students past five years are low priority.
- **Curriculum Changes:**
  - Some courses canceled due to low enrollment.
  - Focus shifting to undergraduate course offerings aligned with proposed Urban Studies major.

## Faculty Promotions & Reviews

- **Associate Dean Reviews:**
  - Reviews of Associate Dean for Student Services and Associate Dean for Research in progress.
  - Participation via surveys, Zoom focus groups, or one-on-one meetings encouraged.
- **Chair Review:**
  - Department of Construction Management - chair’s role is also under review this quarter.
- **Non-Mandatory Promotions:**
  - Faculty are encouraged to notify the Chair if considering promotion.
  - Concerns raised about potential freezes on non-mandatory promotions in some units.

## Student Performance & Incomplete Policy

- **New Incomplete Grade Policy:**
  - Students must submit an official form.
  - Incompletes must be resolved within one quarter (extensions require a Dean’s petition).
- **Proposal for “Failing with Merit”:**
  - A system to offer students who demonstrated prior success an incomplete rather than a fail.
  - May grant a 3.0 if agreed requirements are met post-quarter.
  - Discussion ongoing; informal faculty vote may follow next meeting.
- Suggestion to establish a departmental grade average target (e.g., 3.6) to improve grading consistency.
- Potential for future standardization across syllabi and evaluations.

## Exit Survey

- **College-Wide Exit Survey results:**
  - 42% response rate.
  - 75% of students are working during their programs.

- Few report high debt loads (> \$20K).
- Data may be disaggregated to department level for actionable insights.

### **Elections**

- Election processes for college faculty council representatives will be aligned with bylaws.
- All departments must follow formal procedures with Dean's office notification and eligibility verifications.

### **Dean Search Update**

- 75 applications received.
- Top 10 candidates identified; Provost conducting interviews.
- 4 finalists expected to be invited for campus visits and talks later in April.

**Suggested to submit nominations or faculty/staff awards.**

**Adjourned 1:22pm**