Minutes
Woodring Faculty Affairs Council
January 13, 2017, 10:00 am - 1:00 pm
Miller Hall 158

Committee: Trula Nicholas (Chair), Leanne Robinson (Chair Elect), John Korsmo, Keith Hyatt, Joanne Carney, Kristen French, Lauren McClanahan, Vero Velez, Francisco Rios
Guests: N/A
Support: Cheryl Mathison

DISCUSSION ITEMS

1. Approval of minutes: Committee members reviewed minutes from the December 2, 2016 meeting. A motion forwarded by LeAnne Robinson and seconded to accept the minutes with a few adjustments was passed unanimously with abstentions by Trula Nicholas and Joanne Carney.

2. Tenure and promotion process:
   a. The primary responsibility of the T&P process rests with the tenured faculty and the Chair of each department.
   b. Discussion – ‘Do we see this review process as a ‘supportive-processes’ or a ‘punitive-processes’?’
   c. Discussion – Concerns about the quality of feedback given during the portfolio review process.
      i. Action – John Korsmo and Keith Hyatt will draft a set of guiding principles for portfolio review. Ultimate goal is for FAC representatives to engage faculty in their departments about the portfolio review process.

3. Dean search:
   a. Skype interviews and reference checks are happening now.
   b. Discussion of the FAC’s role in candidate visits:
      i. Asking for 1 hour with each candidate.
      ii. Shared governance a focus of discussion with all candidates.
      iii. Relationship between Dean and FAC a focus of discussion with all candidates.
      iv. All Woodring faculty will be invited to the FAC meeting with each candidate.
      v. Action – FAC Chairperson will contact search chairs to request time with each candidate.

4. Strategic plan:
   a. The strategic priority list will be sent to the President’s office on January 17.
   b. Next step is getting the Woodring strategic plan completed, as current plan ends June 2017.
   c. Needed to do:
      i. Define goals and values.
      ii. Create metrics so that our progress can be measured.
      iii. Identify current activities we are currently engaged in that link them our goals.
      iv. Be mindful of how WCE strategic plan aligns the University’s strategic plan
      v. FAC strongly recommends that the Woodring strategic plan be complete by end of this academic year [June 2017] and that current committee members continue to serve if they, and the constituents they represent, wish this continued service.
      vi. Discussion of FAC taking an active role in annually reviewing the progress of our strategic goals.

TO DO LIST

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<tr>
<th>Task</th>
<th>Responsible Person(s)</th>
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<tr>
<td>John &amp; Keith will work on guidelines for T&amp;P review process</td>
<td>John &amp; Keith</td>
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<td>Lauren will check with Victor and Kate on language for the college level UEP</td>
<td>Lauren</td>
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<td>Trula will invite President Randhawa, UFWW President, and others [see below] to future FAC meetings</td>
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<td>Vero will send out announcements on campus visits by Angela Davis and Nikita Oliver</td>
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<td>Kristen will gather directors together and draft a “role of Director” statement</td>
<td>Kristen</td>
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<td>Trula will communicate with Dean search committee chairs</td>
<td>Trula</td>
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5. **Sanctuary:**
   a. Discussion regarding how FAC wants to address and response to the issue of sanctuary.
   b. What is the union perspective on sanctuary and what are faculty rights?
      i. Action – **FAC Chairperson** will invite UFWW President to provide this perspective.
   c. Suggested reading: *Underground Undergrads* [see attachment]
   d. How do we prepare our students who will be working with undocumented students?
   e. Action – **FAC representatives** will encourage their department Chair to include discussion around working with undocumented students and sanctuary during department meetings.

Meeting adjourned at 1:00 p.m.

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**From Woodring’s Bylaws (2016 pp. 8-10)**

The Woodring Faculty Affairs Council (WFAC) will ensure faculty views are considered in significant actions related to college governance. Consistent with University policy regarding shared governance, the WFAC will represent the faculty of all departments of the Woodring College of Education in all significant matters relating to budgeting, planning and formulating, implementing, and evaluating college policy. The WFAC is an advisory body that reviews and makes recommendations regarding policies and procedures that govern the college. Working in conjunction with other governance bodies and committees in the college, the WFAC will facilitate meaningful participation by the faculty in the governance of the College through timely exchange of information with the college’s administration, and by clearly and publicly representing faculty views to the college’s Dean.

The WFAC represents the voice of faculty at Woodring College of Education and will solicit faculty input through various means. WFAC meetings are open. Any faculty member can bring to the WFAC concerns consistent with the purview of the council. Members of the WFAC will represent Tenured, Tenure-Track and Non-Tenure Track faculty appointed to their department, including faculty assigned to off-campus and extension programs.

**Voting:**
Recommendations from WFAC will be based on one of two processes: college-wide vote or council vote. Either of these processes will lead to an advisory statement that the WFAC delivers to the Dean.

**College-wide vote:** WFAC will seek a college-wide vote if a majority of WFAC members decide that a given recommendation needs the direct endorsement of WCE faculty. The decision to seek a college-wide vote may be based on one or more of these criteria: (A) if the recommendation will have a major impact on faculty across WCE, (B) if the recommendation will involve a major change in policy or institutional organization, (C) if the recommendation will have a major impact on one or more departments, (D) if direct faculty input is more appropriate than representative decision-making, or (E) if the issue cannot be resolved in a WFAC vote. The WFAC will consult with stake-holders to determine if a college-wide vote is needed. When such a vote is held, the WFAC will administer a ballot to all eligible faculty in WCE. A simple majority of faculty responses will guide the WFAC recommendation.

**Council vote:** If a majority of WFAC members determine that a college-wide vote is not needed, WFAC will make a recommendation based on WFAC member votes. A simple majority will approve a recommendation. In the event of a tie, WFAC members will poll faculty in their respective departments. A simple majority of faculty responses will guide the WFAC recommendation.

**Duties:**
The Council will have advisory responsibilities as listed below. Additional items that meet the general parameters expressed below should be reviewed by WFAC:

**Governance**

- Facilitate meaningful faculty participation in college governance by soliciting faculty opinions and views on a regular basis, particularly on matters pertaining to overall planning and budget.
- Ensure that faculty in the college are fully informed about important issues regarding the governance of the college, particularly those pertaining to overall planning and budget.
• Advise the Dean on matters pertaining to overall planning and budget
• Review and make recommendations regarding any plans pertaining to the organization or governance of the college.
• Provide one representative of WFAC to serve on search committees for all college level administrative positions.

Policy

• Review all college policies, plans, and procedures on a regular basis, including the College by-laws and strategic plan.
• Review the College Plan for Faculty Development and Evaluation and Departmental Faculty Evaluation Plans when there are substantive changes for compliance with the College Recruitment and Retention Plan, UFWW Collective Bargaining Agreement, and WWU Faculty Handbook.
• Based on WFAC review of College policies, plans, and procedures, make recommendations for changes.

Resources

• Review changes in allocation of tenure-track lines.
• Review all plans for significant budget reductions or increases.

WFAC should be involved early in the process regarding any of the duties listed above. Such involvement should provide WFAC enough time to fully consider the issue(s) and an opportunity to obtain feedback from constituencies. In the event a budget issue first becomes apparent during summer break and a decision is required during the break, the Dean will contact WFAC for advice.
WFAC may call for the formation of ad hoc faculty committees to address needs that are beyond the resources or expertise of WFAC. Such ad hoc committees may include faculty who are not WFAC members. The WFAC Chair will consult with the Dean and department chairs to identify non-WFAC members who might serve.

Membership:
The WFAC includes at least one and no more than two tenured or tenure-track faculty representatives from each department in the College. Department representatives to the WFAC are selected through direct election by eligible department faculty. The Dean is an ex-officio member of WFAC.

Terms:
The term of office for WFAC representatives is three years.

Chair:
The WFAC will have a chair and co-chair with one-year terms. The co-chair assumes the role of chair at the end of her or his term. The role of chair will rotate among the departments.