

Academic Assembly
June 3, 2019
2:05-3:35pm, STCN 130

MINUTES

Present: Felipe Anaya, Pat Buchsel, Terri Clark, Mark Cohan, Marc Cohen, Miles Coleman, Clara Cordova, Arie Greenleaf, Naomi Hume, Nalini Iyer, Kate Koppelman, Kathleen La Voy, Shane P. Martin, Agnieszka Miguel, Michael Ng, Frank Shih, Gregory Silverman, Mo Sin, AJ Stewart, Mark Taylor, Kirsten Thompson

Minutes taken by Nicole E. Moses

- I. Review 5-20-19 Minutes
 - A. Motion to approve
 - 1. 12 approve, 0 oppose, 2 abstain
- II. Provost Update
 - A. AcA worked earlier this year to populate committee that will be called "Faculty Pay Committee"
 - B. Committee has launched, and it is looking at faculty issues
 - C. Committee wants to bring work to BoT early next academic year
- III. Approval of Draft Bylaws
 - A. "Academic Assembly approves the AcA Bylaws discussion draft dated May 14th in principle. AcA will work with the Provost Office, along with University Legal, to finalize the document details and will again seek approval from AcA for adoption during the first meeting of AY 19-20."
 - B. Discussion
 - 1. Latin language was removed
 - 2. We can't unilaterally accept bylaws because it needs to be accepted by Provost
 - 3. We'll come back in the Fall to approve whole Bylaws document for formal adoption, the approval now is approving bylaws in principle
 - 4. Rather than saying we can adopt whole document by the first AY 19-20 AcA meeting, we should say as soon as possible, and it can always be tabled
 - C. Motion to approve
 - 1. 16 approve, 1 oppose, 0 abstain
- IV. Approval of Committee Restructure
 - A. "Academic Assembly approves the Seattle University Committee Structure Draft dated March 6, 2019 in principle. It is a working document collectively crafted by the Provost office and AcA that seeks to organize and clarify future shared governance structure at Seattle University."
 - B. Motion to approve
 - 1. 17 approve, 0 oppose, 0 abstain
- V. Program Review Committee Updates
 - A. We started a string of comments for anyone who would like to provide input on proposals for program reviews who have been asked to come back after three years
 - B. A letter was generated from academic affairs with input from PRC that had to do with improving the quality of program reviews that come to PRC
 - C. With direct input and suggestions from others, the future program review process should be easier the first time around

VI. Strategic Plan Update (*Bob Dullea, Henry Louie, Natasha Martin, Katherine Raichle, Lucas Sharma SJ*)

A. Overview

1. A survey went out in the fall and winter of AY 18-19 and have since consolidated information and created document to send out to SU, which includes vision, statement, and commitment to future
2. They are calling this phase “Engagement 2A” and phase “Engagement 2B” will follow
3. We want to know what’s missing, what we’ve done wrong, what we’ve done right
4. Feedback can be submitted through open forums around campus, online through website feedback forms, or email
5. Faculty can also host small group conversations about strategic positioning document and work together to establish concerns/issues
6. Putting this process in conversation has been most fruitful way to get information
7. It would be helpful if AcA would promote the work Strategic Planning is doing

B. Discussion

1. We’re asking for faculty feedback to be submitted by end of June
2. We’ll be reaching out to those who work over summer to get feedback from more groups, i.e. facilities, staff
3. Recognize that timeline for feedback is short, but it’s important to have this information for “Engagement 2A”
4. Each commitment we’ve listed is specific to feedback we’ve received thus far
5. Originally, a lot of the work was going to be frontloaded, but decided to focus more on engagement and feedback in “Engagement 2A”
6. “Engagement 2B” will involve flushing out the strategic plan and working with campus community
7. The bullet points on page 8 of handout should read as “or” rather than “and”

VII. Student Enrollment Projection AY 19-20 (*Melore Nielsen*)

A. Overview

1. We are behind about 100 students in first year enrollment, but we have strategies in place to hopefully reach that goal
2. Enrollment is up for completed applications for transfer students and they still have time to submit. Goal is 440 transfer students
3. Although we are behind in new applications, we are ahead in continuing students
4. We are behind in graduate student applications, but they vary from program to program
5. No information on law school

B. Discussion

1. Discussion around these numbers can happen soon, but IR won’t release update until 10th day but can give some insights on these numbers now
2. If the numbers hold, we’ll see a 2-3% increase in enrollment
3. Due to declining national trend on higher education enrollment, the higher education demand index and high school graduations will lower in 2025
4. Students are also reporting they want to stay closer to home
5. We receive the highest enrollment from California
6. Natural disasters also affect enrollment numbers, i.e. wildfires
7. We’ve found that this upcoming generation does everything last minute and about 1/3 of applications came in on day of deadline
8. We implemented a new CRM for outreach and will continue to reach out to parents and international students

9. Will continue to recruit in Asia using agencies that have large presence
 10. It's standard to only use digital marketing for graduate students and this year we'll try digital marketing for undergraduate
- VIII.** Update on SU Athletes Academics (*David Arnesen, Shaney Fink*)
- A. The process we go through to review the academics of student is quite complex and involves several departments, i.e. registrar, program, and we look at their grades, degree programs
 - B. There are 281 student athletes total
 - C. The cumulative GPA for all student athletes is 3.316
 - D. Every quarter, the women student athletes hold 3-5 spots for top 5 highest GPA's
 - E. Students who have lower GPA's are monitored and are evaluated every quarter to make sure they are following their program and being supported
 - F. Discussion
 1. When a student falls below a certain GPA, eligibility comes into play based on SU and NCA standards
 2. Biggest challenge we face is traveling around schedules and classes
 3. GPA numbers were compared to Seattle University and we are on par with the college average
- IX.** Revamped Office of Sponsored Projects (*Jenna Isakson*)
- A. There has been a high turnover of employment in 2018-2019 but we are back on track and reestablishing ourselves
 - B. Short term plan
 1. Want to stabilize office and focus on immediate, internal projects
 2. Hired a second SRO and had OSP retreat to establish team norms
 3. Reviewed the website, policies, procedures, and external facing handbooks
 4. Developed an internal procedure manual and created an annual report
 - C. Medium term plan
 1. Looking at next academic year to plan, prepare, and pilot new initiatives to engage with campus
 2. Going on "summer tour" of other colleges in the area and attended their meetings to make ourselves known
 3. Plan to launch a new funding search database in collaboration with library
 4. Will create academic calendar of workshops and campus engagement
 5. Developing workshop series and communications plan
 6. Will relaunch faculty advisory council
 7. Celebrate proposals, awards, and research milestones
 8. Elevate presence on campus
 - D. Long term plan
 1. Planning through summer 2020 to develop a long-term vision and strategy
 2. Want to explore professional development programs for OSP team
 3. Develop more in-depth strategic plan
 - E. Discussion
 1. OSP is made up of grants and primarily work with faculty and staff for funding requests
 2. Sometimes students come into office, but they are usually working with faculty on research
 3. There was almost no mention of strategic plan for faculty research funding at last budget meeting
- X.** Staff Council Update / Approval of Ex-Officio participation at AcA (*Leann Wagele*)

- A. Staff council was created based on feedback received from staff and this was the only group on campus who didn't have a voice
 - B. Steering Committee was created about two years ago to create staff council group
 - C. Specifically looked at other Jesuit schools to see if they had staff council and if so, how it was run
 - D. 35 candidates ran for Staff Council and 61% of staff voted in the election
 - E. First meeting consisted of creating bylaws, designation priorities, developing processes and procedures, and working on communication to staff
 - F. Currently working in engaging with campus community and creating survey for staff feedback
 - G. Discussion
 - 1. Staff Council has been in touch with CAS Faculty and Staff Assembly regarding their management system and will partner with them at this capacity
 - 2. Staff Council Ex-Officio member is HR representative and was determined because a lot of the work overlaps with HR
 - H. Motion to approve Ex-Officio participation at AcA
 - 1. "Academic Assembly approves the participation of an ex-officio member from the Staff Council to future AcA meetings, starting in AY2019-20."
 - 2. 16 approve, 0 oppose, 0 abstain
- XI.** Ombuds Office Report (*McKenna Lang*)
- A. Ombuds office was created by AcA to resolve faculty conflicts
 - B. Office is always open for faculty concerns and provides a safe space
 - C. The last two quarters were the busiest office has seen since opening
 - D. Faculty are coming back for often and for repeated visits
 - E. Faculty can provide anonymous feedback
 - F. 3 big issues office frequently sees
 - 1. Poor interdepartmental communication
 - 2. Feeling stuck in issues and concerns
 - 3. Finding new strategies for communication methods
 - G. We use a lot of questions to help people reengage with each other and deconstruct language to help others communicate
 - H. The importance of dialogue can help people reconnect and solve issues
 - I. Discussion
 - 1. Office is currently in transition because they originally reported to the CFO. With new CFO coming in, there has been talk about where this office will move to
 - 2. Faculty come in for a range of issues such as workload balance, grading, communication with peers, misunderstandings, bias and diversity
 - 3. There is talk about moving this office under the Office of Diversity and Inclusion due to most problems/concerns involving racial bias
- XII.** Closure comment for AY18-19 (*Shane P. Martin, Frank Shih*)
- A. Thanking all committee members collectively and individually for being on this committee, dedicating time, and giving thoughts
 - B. There is a lot of work to be done, but a good start has been made and feel confident in moving forward
 - C. Thanking executive leadership team for their service and input