Academic Assembly Meeting No. 6
Monday, November 14, 2022
2:05 – 3:35 p.m.
Casey Commons & Zoom

MINUTES

Members Present: Carol M. Adams, Mark Cohan, Marc Cohen, Douglas Eriksen, Nalini Iyer, Angie Jenkins (*ex-officio*, SUSC), Benjamin Jones-Rice (*ex-officio*, SGSU), Shane P. Martin (*ex-officio*, Provost), Margit McGuire, Kyle Peet, Russell Powell, Bryan Ruppert, Patrick L. Schoettmer, Frank J. Shih, Gregory Silverman, Kirsten Moana Thompson, Glenn Yasuda and Valentina Zamora.

Guests: Colette M. Taylor and Katherine Raichle.

I. **Opening Remarks**, *Frank J. Shih*   **2:11 – 2:12 p.m.**

    a. Meeting was called to order at 2:11 p.m. by Academic Assembly (AcA) President, Frank Shih.

    b. **MOTION** Moved by Frank Shih: Move to approve the agenda for the November 14, 2022 meeting of the AcA. Seconded. **Approved.**

    c. **MOTION** Moved by Frank Shih**:** Move to approve the meeting minutes from October 17 and October 31, 2022 as revised, out of session, by AcA members. Seconded. **Approved.**

II. **Annual Performance Review**   **2:12 – 3:11 p.m.**
Shane P. Martin, Colette M. Taylor and Katherine Raichle

In his first year at Seattle University, Provost Shane P. Martin received input that the Annual Performance Review (APR) process needed to be updated to a comprehensive, university-wide system. To do this, the University needs to develop a policy defining faculty workload and performance with clear categories of work that also allows for flexibility. The initiative to update the APR is addressed in the university's *Reigniting Our Strategic Directions* (RSD) through the structure of faculty-led working groups and Provost Fellows, which are charged by RSD's leadership and populated by AcA's Committee on Committees (ConC). The pilot APR process was expected to launch this year, but AcA feedback urged the APR working group and Provost Martin to delay the launch to ensure the new process would be comprehensive and supportive, not burdensome and biased. There should be continuous dialogue between the working group, Provost Martin and AcA. Any AcA recommendations for the new APR process can be formally suggested through resolutions to the APR working groups and the Provost. AcA members suggested that work spent on certain tasks (e.g.., informal mentoring, advising, etc.) needs to be accounted for in workload assessment. Furthermore, members acknowledged that relying solely on quantitative data is inequitable across different professions and categories.

Currently, the APR working group is consulting with various faculty groups at each school and college. They are working to create a proposed policy on faculty workload, which will be the foundation of the new APR process. This year's interim APR process will be similar to last year's interim process. However, it will be updated after receiving feedback from faculty. Deans will be consulted before launching the interim process. Lastly, AcA members suggested developing an appeals system for rank.

III. **Program Review Committee**, *Margit McGuire*   **3:11 – 3:19 p.m.**

MOTION Introduced by Margit McGuire: Next meeting, AcA will vote on a motion to update Seattle University's Course Catalogue, which currently has over 190 courses that have been dormant for five or more years. This effort was requested by main campus' Registrar, Joyce Allen; and will be undertaken by her, Associate Deans and Department Chairs. AcA members discussed the motion. Members noted the University has previously suspended courses, rather than terminate them. Others suggested increasing the threshold, for example, to six years since chairing a department is a six-year commitment in some schools and colleges.

IV. **Committees on Committees**, *Gregory Silverman*   **3:19 – 3:23 p.m.**

During the nomination period for the special election for AcA's Vice President for Committees, a reading of the Bylaws expedites the process which will proceed over the next two meetings. The voting period will remain open for 48 hours through a confidential balloting system via Qualtrics. This position is to serve out the remaining term of the former VP for Committees and will end this academic year.

V. **Executive Session**, *Frank J. Shih and Marc Cohen*   **3:23 – 3:40 p.m.**

Ex-officio AcA members were excused.

Private conversation.

Meeting was adjourned at 3:40 p.m.

Minutes taken and submitted by the AcA Administrative Assistant,
Caroline Pedro, Senior Administrative Assistant, Office of the Provost