



**Academic Assembly Meeting No. 4**  
**Monday October 18, 2021**  
**2:05 p.m. – 3:35 pm, on Zoom**

**MINUTES**

**Presenters:** Shane P. Martin, John Fleming, Wilson Garone and Charles Tung.

**Members Present:** Carol Adams, Mimi Cheng, Mark Cohan, Marc Cohen, Yancy Dominick, Doug Eriksen, Holly Ferraro, Paul Holland, Nalini Iyer, Angie Jenkins (Ex-Officio, SUSC), JaHun Kim, Shane P. Martin (Ex-Officio, Provost), Kelly McBroom, Margit McGuire, Carrie Miller, Katie Oliveras, Adeline Ong (Ex-Officio, SGSU), Russ Powell, Bryan Ruppert, Patrick Schoettmer, Frank Shih, Heath Spencer, Kirsten Thompson and Charles Tung (Ex-Officio, Provost).

**Guests:** Michelle DuBois, Steve Hanks, Joanne Hughes, Kevin Krycka, Agnieszka Miguel, Christina Roberts, Teodora Shuman and Donna Teevan.

- I. **Opening Remarks and Minute Approval, *Frank Shih*** **2:06 p.m. – 2:14 p.m.**
  - a. Meeting was called to order at 2:06 pm by Academic Assembly's (AcA) President, Frank Shih.
  - b. **MOTION** Moved by Frank Shih: "Move to approve the agenda for the October 18, 2021 meeting of the AcA." Seconded. **Approved.**
  - c. **MOTION** Moved by Frank Shih: "Move to approve the meeting minutes from October 11, 2021 as revised, out of session, by AcA members." Seconded. **Approved.**
  
- II. **Provost Updates, *Shane P. Martin*** **2:14 p.m. – 2:17 p.m.**
  - a. Provost Martin referenced the motion by AcA made at the end of Spring Quarter for minimum requirements for school/college governance. Provost Martin shared his plans to have a document from the Provost outlining expectations for each Dean and school/college, for a school/college governance body. There will be movement on this in the next few weeks.
  - b. Regarding the process for Dean evaluations, Provost Martin requested 3-4 names be surfaced by AcA of faculty that would like to work with the provost Office on this process.
  
- III. **Budget Planning Proposal, *Wilson Garone*** **2:17 p.m. – 2:26 p.m.**

Vice President and Chief Financial Officer Wilson Garone shared information with AcA about the budget planning proposal and highlighted the document that was sent out. Members of AcA provided questions and feedback regarding the document and how it aligns with the five-year plan, budgeting cycle, and shared governance structure. Wilson shared that the budget will be presented to the Board of Trustees in mid-November. AcA President Frank Shih invited Wilson to return to AcA after the November Board of Trustees meeting.

**IV. PRC Planning & Interim Solution Feedback** **2:26 p.m. – 2:47 p.m.**  
*Margit McGuire, Charles Tung and John Fleming*

- a. This year will be an interim process. Charles Tung and Margit McGuire have been tasked with getting the process underway and looking at program changes.
- b. Highlighted priorities this year:
  - i. Streamlining the current process and creating a working group for this purpose.
  - ii. PRC will continue its work as described in the proposal of Oct 27, 2021 and approved subsequently at the AcA November 1, 2021 meeting.

**V. AcA Conversation with Provost, Mark Cohan and Kirsten Thompson** **2:47 p.m. – 3:27 p.m.**

- a. Dean's Evaluation
  - i. What is the role of the Dean at Seattle U?
  - ii. In what ways can faculty give meaningful input in the role and evaluation of the Dean and what follow up mechanisms are there for professional development and improvement for the Deans?
  - iii. What is the role of outside consultancies in the evaluation process (Korn Ferry Hay Consultancy was used last time)?
  - iv. The development of a Dean position description was discussed.
  - v. The development of a written timeline/process for Dean evaluations was discussed. AcA President Frank Shih called for volunteers: Kirsten Thompson, Carrie Miller, and Nalini Iyer volunteered.
  - vi. The rate of participation (especially among part-time and non-tenure faculty) was discussed, as well as the measures in place to ensure protection of faculty in this process. It was shared that faculty feedback in presented to third party and identifiers are removed, and that previous participation rates were high (for example, 70-80% in CSE).
- b. Admin Hire/Dismissal – Mark Cohan (CAS)
  - i. Questions were raised regarding the processes related to special appointments, open calls to faculty, and hire/dismissal. Provost Martin answered the raised questions and shared information with AcA about current processes and procedures.

**VI. Call for ConC Volunteers, Katie Oliveras** **3:27 p.m. – 3:29 p.m.**

An email will be sent out listing open positions on various committees as well as marketing materials to share within schools and colleges.

**VII. Conversation on Qualtrics Survey**

The meeting ran out of time and this topic was not discussed.

*Meeting was adjourned at 3:30 pm by Frank Shih.*

*Minutes taken and submitted by*

*Lindsey Jeske, Senior Administrative Assistant, Office of the Provost with  
Caroline Pedro, Senior Administrative Assistant, Office of the Provost*