



**Academic Assembly Meeting No. 2  
Monday, October 3, 2022  
2:05 – 3:35 p.m.  
ADAL Stuart T. Rolfe Community Room & Zoom**

**MINUTES**

**Members Present:** Carol M. Adams, Connie G. Anthony, Mark Cohan, Marc Cohen, Douglas Eriksen, Nalini Iyer, Angie Jenkins (*ex-officio*, Staff Council), Benjamin Jones-Rice (*ex-officio*, SGSU), Shane P. Martin (*ex-officio*, Provost), Margit McGuire, Carrie Westmoreland Miller, Jodi O'Brien (*ex-officio*, Associate Provost), Kyle Peet, Russell Powell, Gayle Robinson, Bryan Ruppert, Patrick L. Schoettmer, Frank J. Shih, Gregory Silverman, Phillip Thompson, Rev. Michael Reid Trice, Glenn Yasuda and Valentina Zamora.

**Guests:** Colette M. Taylor, Amelia Derr and Katherine Raichle.

**I. Opening Remarks, Frank J. Shih**

**2:08 – 2:13 p.m.**

- a. Meeting was called to order at 2:08 p.m. by Academic Assembly (ACA) President, Frank Shih.
- b. Introductions and welcoming Marc Cohen as the new President-Elect.

**II. Provost Update, Shane P. Martin**

**2:13 – 2:23 p.m.**

Seattle University continues to monitor COVID-19. After a week into Fall Quarter, self-reported cases are extremely low on and off campus. We are staying current with CDC recommendations and continuing to practice preventative measures. The University is preparing for the flu season and will provide vaccination clinics in November. More information [here](#). Tracking flu cases has not yet been considered, though, it is an appropriate idea to explore.

One of the goals for Reigniting Our Strategic Directions (RSD) is rethinking how we measure faculty success. The Faculty Performance and Evaluation Working Group (RSD Goal 2.2.e) is working toward some level of uniformity to reduce biases in evaluation processes across schools and colleges. It is undertaking how to give students an opportunity to evaluate their learning experiences while ensuring faculty are examined by those who are in the best position to evaluate pedagogy, teaching style and so forth. More details below regarding *Professional Development for Faculty*. These efforts are including undergraduate and graduate student voices. Student proposals for faculty evaluations will go live in the near future. Assembly members requested an official announcement notifying faculty about these pending revisions for evaluations.

Enrollment numbers and acceptance rates will be finalized and released to the community in the coming weeks.

**III. AcA Orientation, Frank J. Shih****2:23 – 2:54 p.m.**

President Peñalver and the Annual Performance Review (APR) Working Group will visit AcA on October 17. President Peñalver will discuss what he learned in his first year and his vision for Seattle University. The APR Working Group will provide updates on piloting a new APR process—this launch date is to be determined. Moving forward, AcA should invite the new Vice President of Human Resources and the new Vice President of Mission Integration so they can share their trajectories.

AcA's effectiveness is progressing. Its relationship with campus leadership is improving, and its Faculty Handbook Revision Committee released a new Faculty Handbook in July 2022. AcA Bylaws were updated in 2020, though, the Bylaws Committee has revisional work pending. Approved Motions in AY22 will be consolidated into one document and posted to the AcA website when it is ready. This list keeps AcA and campus leadership accountable to improving the university as a whole.

**IV. Professional Development for Faculty, Jodi O'Brien & Colette M. Taylor 2:54 – 3:06 p.m.**

There are six areas of focus regarding RSD's [Goal 2.2: Professional Development for Faculty](#). Overall, Faculty Development connects deeply with Diversity, Equity and Inclusion work. Therefore, this team is working closing with RSD's [Goal 4](#) to *LIFT SU*. The overarching goals are comprehension, inclusion, and defining who faculty are and how to best support their professional development.

- a. *Institutionalize SU ADVANCE (2.2.a)*. This work centers faculty careers and expertise in the identity of Seattle University—to shift our culture to committing to faculty development, recognition and reward.
- b. *Scholarship Mission, Culture and Infrastructure (2.2.b)*. This working group is identifying which activities the University needs to engage in to become the most innovative, progressive Jesuit Catholic university in the nation. The infrastructure of this goal is oriented around faculty talent and professional development through which cultivates a distinctive scholarship mission and identity.
- c. *Scholarship Support and Recognition (2.2.c)*. This working group closely collaborates with Scholarship Mission, Culture and Infrastructure. Their focus is to enhance faculty support and recognition in their scholarship endeavors.
- d. *Enhancing Term Faculty Status and Policy (2.2.d)*. This is an active working group. New titles for term-faculty were included in the revised Faculty Handbook released in July 2022. Thus, market equity assessments can be performed this year. This group is currently focusing on how to recognize term-faculty and their belonging in a long standing culture that is partial to tenure-line faculty. As Seattle University matures, it is important to recognize and support the various paths faculty might take in their careers at Seattle University and in their industries of expertise. This fall, each school and college will undertake their own promotion guidelines; associate professors in the College of Nursing may see changes to promotion guidelines as early as this year.
- e. *Faculty Performance and Evaluation (2.2.e)*. The feedback from the past several years indicate that the current evaluation processes are biased and burdensome. This group is currently assessing how making changes to evaluations on a university level may impact all schools/colleges, and any accreditation requirements. Since the law school is on a different academic calendar than the main campus' calendar, new evaluations may launch at different times. This group will visit AcA in the coming weeks to give more updates

- f. *Faculty Leadership Development and Support (2.2.f)*. The key leaders in this working group are Department Chairs and Program Directors (DCPD). They are developing an intentional and comprehensive curriculum that fosters leadership development for DCPDs.

A website for *Professional Development for Faculty* is being built and will become available to the Seattle University community very soon.

**V. AcA Open Business, Frank J. Shih**

**3:06 – 3:20 p.m.**

The Assembly broke out into small groups to discuss topics to focus on this AY.

- a. The following registration forms are areas of concern—
  - i. *Grade Change Form*. Takes a lot of unnecessary time.
  - ii. *Ten-Day Census Form*. The new form's drop-down menu is not user-friendly and takes more time compared to the previous form. If takes too much time to complete these forms, how can faculty dedicate time to institutional building, research, etc.
  - iii. *Major Change Form*. Now this form is inaccessible to faculty. Many forms have to be initiated by students, who may be new to the University. If students are unaware of registration processes and forms, how can professors intervene and initiate change to better support students.
- b. AcA should request updates from Marketing and Communications regarding the implementation of marketing upgrades and website redesign.
- c. AcA should request updates from Graduate Enrollment.
- d. AcA should continue to follow-up on HR's progress toward implementing a system for preferred names and pronouns. Notably, the College of Arts and Sciences will be launching their own procedures for preferred names and pronouns.
- e. SGSU would like to give a presentation on their involvement at Seattle University.

*Meeting was adjourned at 3:20 p.m.*