

**UW College of the Built Environments
Minutes for the College Council Meeting,
Jan. 3, 2023**

Attendees:

Jeff Hou (LA) (Chair), Kimo Griggs (Arch) (Past Chair), Yong-Woo Kim (CM), Rebecca Walter (RE), Jan Whittington (UDP), Louisa Iarocci (Arch) (Note-taker)

The meeting minutes from December 6, 2022, are approved.

There were no public comments.

Executive session: T/P case no. 3 (vote)

Non-mandatory Promotion Application Review

Exempt from minutes due to personnel confidentiality. The discussion will be recorded in College Council letters to the Dean

Executive session: T/P case no. 4 (vote)

Non-mandatory Promotion Application Review

Exempt from minutes due to personnel confidentiality. The discussion will be recorded in College Council letters to the Dean

Chair's Updates:

Jeff Hou reported on his exchange with Rachel Ward of the Dean's office in his efforts to obtain more complete information for the College Council to properly review Tuition Recommendations and Enrollment Data. The one-page spreadsheet titled "CC- AY23-24 Provost Report Data Needed" was sent to the CC Chair and then shared with the College Council on Jan 2nd, 2023. However, members of the Council expressed their dissatisfaction with the type and amount of data provided in this one-page spreadsheet indicating it was insufficient. The Chair expressed his concerns in an email to the Dean's office on Jan 4th, 2023 that the Council cannot comment on tuition recommendations without more complete knowledge of the forecast of program revenue and expenses and background on recent increases and their impact on the students. Rachel Ward responded via email that the data included was based on this year's enrollment and the response of Chairs to provide estimates of enrollment for the next three academic years. She stated that drafts of the budget narrative and college budget are currently in process and that she plans to send drafts to the Chairs, and then College Council in the next few weeks before they are due to the Provost in March.

Faculty Senate Updates:

As one of the CBE representatives on the Faculty Senate, Rebecca Walter thanked the Council for communicating the importance of the vote on amending the Faculty Code related to Community-Engaged Scholarship/ Class A Bulletin #162 that closed on December 29th, 2022. She asked Council members to be aware of an upcoming vote on Class A legislation regarding who can serve on the Faculty Council and other related committees. Also, she stressed the

importance of supporting colleagues in the Medical School re: a forthcoming poll discussion on the titles given to clinic faculty. An Executive Meeting of the Faculty Council is coming up next week.

Curriculum Committee Updates:

Yong-Woo Kim reported that there are no updates from the Curriculum Committee- but that questions from last year remain, concerning the processes by which the curriculum committee reviews proposed classes. The members of the Council were asked to research the process by which their individual units approve classes. Jan Whittington recommended that an interim meeting of the College Council be arranged before Feb 3rd, 2023 that includes available members of the Curriculum Committee. The goal is to discuss how course proposals are being evaluated and the financial effect of new courses that are being proposed on existing units and the college as a whole. Yong-Woo Kim stated his support for this joint meeting. The issue was also raised as to how amendments to the Council Bylaws could help set policies about this process. Rebecca Walter reminded the Council of their critical role in providing guidance to the Curriculum Committee. Council Chair Jeff Hou stated he will follow up to arrange this meeting.

Budget Sub-Committee Updates:

Rebecca Walter and Jan Whittington reported again on concerns about the inability of the Budget Sub-Committee and the College Council to collect complete detailed financial data about the financial health of the College as a whole. They reported that major issues remain in regard to the substantial increase in expenditures of the College without an accounting of how these expenses are being paid for, if not through increased enrollment or increased credit hours. Members of the Budget sub-committee, Rebecca, Jan, and Arthur Acolin continue their efforts to collect data, broken down by units, that includes a fuller accounting of the past seven years that includes but is not limited to Revenue (from Tuition, Grants and Gifts/Endowments, etc.) and Expenditures (Salary, Operating Costs, Expenses (Supplies, Memberships in Professional Organizations, etc.) to ascertain the fiscal health of CBE and how budgeting should be planned in future years.

Amendments to College Bylaws

Jeff Hou stated that he will begin a Google doc with the said College Bylaws in order for the Council to draft amendments before the next meeting of the College Council. The Council has been asked to assist in the proposal of these changes that include but are not limited to: more inclusive language, the inclusion of teaching track faculty, and revisiting the article on Research Centers. Also, the Dean's office has drafted a procedure for the development of their office policy and procedures that they have asked to be incorporated into their bylaws. These bylaw changes would require a vote of the entire CBE voting faculty.

Conflict of Interest Policy:

Jan Whittington suggested that the CC consider the inclusion of a Conflict of Interest Policy as part of the amendments to the College Bylaws. Rebecca Walter offered to draft language for this policy for the Council's review.

Schedule: The upcoming College Council Meetings will be held on Feb 7 (Tues) — 9:30 am to 11:00 am and Mar 7 (Tues) — 9:30 am to 11:00 am

The meeting adjourned at noon.