

**College of the Built Environments  
Minutes for the College Council Meeting,  
April 3, 2023**

**Attendees:**

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

The meeting minutes from March 7, 2023, are approved and will be posted shortly on the CBE website.

**Chair Updates:**

Jeff Hou reported back re: feedback from the CBE leadership regarding that the proposed amendments to CBE bylaws have been minimal to date. However, in an email, Jeffrey Ochsner raised the question as to whether the proposed change from FTE to an absolute number of faculty might impact Architecture's representation on the College Council. In an email exchange between Jeff Hou (Council Chair), Jan Whittington (Chair-elect), and Brian McLaren, (Architecture chair), it was determined that this change would not tip the current balance of membership representing the different departments.

Jeff Hou reported the proposed amendments to the CBE Bylaws were shared with the CBE administration and college leaders on March 21, 2023. Dean Cheng responded on March 29, 2023, to thank the Council for the work so far, ask for some clarification re: terminology, and to inquire about the involvement of Mike Townsend on the Faculty Senate. Lynne Manzo, co-chair of the Diversity Council also responded stating she and Laura Barrera will review the proposed changes carefully about the Diversity Council and its role in the governance structure of the College. Jeff Hou reported that this item has been put on the agenda for the Chairs + meeting on Thursday, April 6<sup>th</sup>.

In response to concerns about the removal of proxy voting raised by Ken Yocum, Jan Whittington pointed out that proxy voting is no longer allowed in the Urban Design and Planning Department. In a later email, she provided details of her department's decision in the URDP Voting Policy Memo (dated Feb 2022) which states that the policy of "delegating a vote to an eligible representative so that a vote may be cast in their absence" is not recognized in the faculty code or the Academic HR Voting Procedures- and is "explicitly not permitted in the UW Regents Bylaws." Kimo and Louisa have shared this information with their department chair, Brian McLaren.

Jeff Hou reported that he received an update from Dean Cheng on the NOMAS board follow-up. Dean Chang stated that she expects to receive a letter from the students soon. After reviewing the letter and speaking with the students, she invites us to work with Rickey Hall at Minority Affairs in structuring the dialogue moving forward.

**Faculty Senate Updates:**

Rebecca Walter reported on Faculty Senate Class resolutions related to Gender-neutral language in the faculty Code, the addition of a new faculty title that impacts the Medical School for the most part, and the revision of merit review procedures. She described the latter proposal that is coming up for a vote has gone through many revisions but that some in the Faculty Senate felt the process was rushed and questioned the removal of language about faculty raises being tied to merit review. She, Jan Whittington, and Jeff Hou all stated that they would not be voting in favor of the changes to the merit review procedures in their current state.

#### **Curriculum Committee Updates:**

Yong-Woo Kim reported that there will be a BE curriculum meeting sometime in April. Other minor course changes are coming up and the decision will be made by April 10<sup>th</sup>, 2023.

#### **Budget Subcommittee:**

Rebecca Walter reported that the Budget Subcommittee has not met since putting all their efforts into the recent communication re: budgets with the CBE administration. They plan to reconvene before the end of the year to set goals for next year in terms of the role of the subcommittee, timelines, and guidelines and build their capacity to review budgets and make budget-related decisions. She and Jan Whittington recommend that the College Council submits a memo to the Dean's office either by the end of this year or early next year to outline the process and deadlines for information, Jeff Hou will put this on the agenda for a later meeting of the College Council.

#### **Discussion: Curriculum Committee Criteria and Protocols:**

Jeff Hou reported that he received comments back from Sofia Dermisi, chair of the Curriculum Committee last night who is in the process of reviewing the information in detail. He stated that the Curriculum Committee is planning to schedule a meeting with College Council and that the goal is to get these approved by the end of the academic year.

#### **Discussion: Proposed amendments to CBE Bylaws – next steps**

Jeff Hou pointed out that timing is tight to meet the goal of getting the proposed amendments to the CBE Bylaws approved by the end of the academic year. The concern is balancing the release of the document without it being final (while awaiting comments from other committees) and allowing the proper time for feedback and comment. He proposed one option which would be to introduce the changes in the next College-wide meeting on May 3<sup>rd</sup>- and then have an online vote. Jan Whittington stated that it was important to have meetings where the voting faculty is present and voting. Jeff proposed scheduling a second all-college meeting in late May to convene the voting faculty. Once all the feedback has been received and the revisions made, Jeff will follow up with Mike Townsend on the Faculty Council to have the document vetted. Jeff will report back after the Chairs+ meeting on Thursday, April 6<sup>th</sup>.

#### **Discussion: CBE Fabrication Lab Committee**

As Chair of the CBE Fabrication Lab Committee, Kimo Griggs raised the issue of the need to formalize the policies and procedures for the Fabrication Lab and to define the process of the formation of the committee and its responsibilities. He provided a brief history of the relationship

between the Labs and the Dean's office- up to the current state where the Labs, a research facility for faculty and students, are being overseen by the Director of Operations in the Dean's office. Jeff Hou suggested that the current Fabrication Lab committee led by Kimo make a proposal re: what the governance structure should be to ensure the facility continues to provide its current benefits to the entire College and the University. Kimo indicated he will follow up with the Fab Lab committee.

The meeting was adjourned at noon.

Schedule: The upcoming College Council Meetings will be held on May 2 (Tues) — from 11:30 am to 12:30 pm (Jan is only available from 11:30 to 12 noon).