

Faculty Meeting Minutes
(Non-executive session)
June 6, 2017

Present: Bernard Deconinck (chair), Hong Qian, Mark Kot, Ivana Bozic, Matt Lorig, KK Tung, Anne Greenbaum, Nathan Kutz, Sasha Aravkin, Randy LeVeque, Eric Shea-Brown, Tim Leung, Ulrich Hetmaniuk

Absent: Emo Todorov, Chris Bretherton (sabbatical), Eli Shlizerman (on-leave)

Others present: Brian de Silva (student GSR), Donsub Rim (web committee), Lauren Lederer (staff representative), Heather Wozniak (CAS Web Developer), Lauren Caple (CAS Asst. Director for Department Web Services)

Proceedings:

- Lauren C. and Heather from the CAS web development team walked faculty through the departmental website remodel demonstrating some of the pages pertinent to faculty. Lauren L. will email a link to the development site and collect feedback for one week. Please review the website and also edit your pages by June 12th. Ideally the site will go live around June 14th.
- Meeting called to order by chair at 12:20pm.
- Prior meeting minutes were approved.
- Bernard reminded faculty to enroll in DUO as soon as possible. DUO replaces the previously required Entrust Token as the security protocol for various university web tools, such as ESS or MyGrad Program. With the arrival of Workday (UW's new payroll program) DUO will be a requirement for employees to access their employment information (pay, benefits, etc). Bernard urged faculty to have some patience with Staff as Workday arrives, as there are bound to be hiccups. Similarly, faculty are urged to respond to any requests from Keshanie in a timely manner, to make our transition as smooth as possible.
- Lauren informed that effective immediately, students traveling internationally for academic purposes must now register their travel under the new Student International Travel Policy from the Office of Global Affairs:
<http://www.washington.edu/globalaffairs/global-travelers/travelregistry/>. Additionally, the student will be required to either purchase travel insurance (comprehensive medical and evacuation coverage) or sign a travel insurance waiver. Lastly, if the student is traveling to a country where the CDC or U.S. State Department has issued a travel warning, he or she must sign an additional waiver acknowledging the high-risk. Faculty and staff are automatically covered by international travel insurance, but should register their travel. To clarify, the travel registration is not an approval process; instead the information is used to support the traveler in the case of an emergency.
- Beginning with spring quarter 2018 (due before fall), the Time Schedule office has outlined a Learning Spaces Policy:

- The instructional day is now defined as 8:30am-6:20pm.
 - Classes will need even distribution, so only 12% of our classes may meet at any given time during the instructional day.
 - Block scheduling will be implemented beginning at 8:30 and ending at 2:30.
 - Lauren is seeking clarification on whether EDGE classes are impacted.
- Bernard reminded faculty of the formal procedure now required for the existing faculty absence policy: if faculty will miss 8 consecutive instructional days (weekdays excluding university holidays) or more during the academic year while they receive any funding from the state, this must be communicated to the dean by the department chair. Even if the faculty member is not teaching, or if the faculty had a “buy-out,” this policy still applies. It applies to all faculty paid on state funds.
- Currently the MS Data Science evening degree has about 35-40 enrollees. Nathan and Eli serve on the admissions committee for the program, but no courses are taught by Amath faculty. Bernard proposed approaching the program manager to suggest making a few applied math classes available as electives for the students in the Data Science program, for example 515 and/or 582. Eric noted he was on board and that we should leverage the opportunity. KK suggested the long term financial prospect. Tim said he would send a list of possible CFRM course options to Bernard and noted having additional expected enrollment might help protect CFRM classes from low enrollment. Discussion ensued as to whether to create a competing program, but Bernard advised this would not be approved through the various departments, nor ultimately the university curriculum committee. The decision was made to inform the MS program manager Deborah Alterman that Amath is interested in making these courses available online for the MS in Data Science students.
- Bernard informed that all Wan endowments are now paid off in full. There are two new endowed professorships beginning September 16th: Hong will be the Olga Jung Wan Professor of Applied Math and KK will be the Fred and Julia Wan Professor of Applied Math. In total, the department now has 5 endowed professorships.
- Next fall and winter, Eric will join the Executive Committee while Bernard is on sabbatical.
- Brian de Silva has finished his term as the student GSR and Jeremy Upsal will replace him. Thanks to Brian for his work!