1. **Call to Order & Meeting Minutes**

2. **Announcements & Introductions**

3. **Updates**
   a. Diversity Committee Report (Cecilia Bitz)
      - The incoming class has more men than women
      - The admission spreadsheet doesn’t show the genders
      - Did not knowingly have biases
   b. Undergrad Report (Lyatt Jaeglé)
      - No update
      - This Thursday - undergrad curriculum meeting
        - Working on ATMS minor
      - The University of Alaska want its students to take classes at UW
   c. Grad program (Cathy Liao)
      - March 1, 2024 - Visit Day
      - Email Rob about the Recruitment Plan
      - Slate
        - Next year: review applications in Slate directly instead of downloading the packets
        - SAFS is the only department that moved the reviewing process
      - Waive application fee or no
        - Who pays/how will it be covered
        - Need to be further discussed
   d. Course Registration
      - Add code
        - Cathy email the professor to add code
          - Cathy plans to email the code to the professors so they can give it out directly
   e. Career Service at the college level
      - Feb 15, 2024 undergrad career fair
        - Faculty to email Cathy to recommend employers
   f. Send Cathy class flyers for advertising
   g. Postdoc (Chris Kenseth)
      - Secondary mentors
        - Schedule lunch with mentee for check-in

Next meeting: December 12, 2023
○ Reach out to Joel if you don’t know if you are a secondary mentor

**e. Graduate students (Amy Liu, Lily Zhang)**
- Started machine learning journal club
- Bake off will be back
- GSDVL
  - Theme: climate
- Key deposit
  - Students are being charged upwards of $100
  - Shana: can pay month by month
  - Financial challenges for some students
    - First year: don’t get paid until later so paying upfront can be financially challenged (e.g. unable to get groceries)
    - Students who need lab access would need more keys
    - Shana: the key deposit is requested after payday
  - David Warren: key card access for 2 doors is $35,000
- Zoom calls
  - Not enough room
  - Shana: trying to get more conference rooms, and will look into the room approval process

**f. Facilities (Dennis Canuelle)**
- 108 can be a flexible use room in the future but needs time to clean up
- Can directly ask Christina or contact Dennis to relay the request for spot cleaning
- Dale: get the shower clean once a month, Dennis: will ask
- Hardback books can be tossed in the bin on the first floor
- Continue to purge papers

**g. Computing (David Warren)**
- TV on the wall is a work in progress

**h. Office (Shana Ava)**
- Looking into making 425 a conference room
- Will make more offices for visiting scholars/faculty
- Cliff: surplus sometimes has good furniture
- Hired more student assistants to cover shifts, new faces in the department
- 308 is officially on the UW website as a lactation/wellness room

**i. Grants Team (Shana Ava)**
- The attempt to hire a budget analyst was not successful
  - The candidate pool provided by UW is not qualified
  - Negotiating with central HR to hire from a different pool
- Plan more ahead for grant applications
- Faculty can download their financial spreadsheet now
- Non-catalog purchasing requires Shana’s permission
- Fellowship is very challenging
  - Paying the difference requires a multi-level approval process
- HR issues are constantly showing up due to the Workday/Financial Transformation

Next meeting: December 12, 2023
Grant Manager interview

- By early next week, we might be able to select a candidate for this.

College Council (Qiang Fu)

- The college will have a unit adjustment for faculty, which will be effective on April 1, 2024. The adjustment amount will be 1% of the academic faculty salary in the college, which will be distributed to each unit based on the unit's size (i.e., FTE) (1/3) and need (i.e., the summation of the difference between each faculty's salary and the goal salary) (2/3). Our FTE and need are 13.2% and 7.7% of the college, respectively, so we will only receive 9.5% of the total adjustment amount.

- The College Council needs to fill two members at large, calling for at least 4 candidates. Our department should put forward at least one candidate (noting that Maya is serious about shared governance).

Faculty Senate (Cecilia Bitz)

- First senate meeting
  - Priority of the year
    - A new teaching and learning framework, creating a structure for teaching evaluation, and guidance for the use of AI.
    - Discuss the merit review process and continue to monitor faculty salaries.
    - New faculty liaisons were announced.
  - University Budget
    - Only 7% coming from the state
      - Due to the large denominator
    - Increase in enrollment for all state schools till 2018, then enrollment lowers afterwards

4. Old Business

- 10-year Program Review
  - Submitted
  - Need to work on the Site Visit Agenda
- Faculty search updates
  - Coming up with rubrics
  - Interviews are coming in the Winter Quarter
- Recent ballot results
  - Merit Raise Process: passed
  - In-town Buy-Out: passed
  - Salathe (adjunct) & Kim (affiliate): passed
  - Summer voting: TBD

5. New Business

- Possible Changes to PhD Program Qualifying Process**
  - Rob sent out a proposal

Next meeting: December 12, 2023
- To move all grad students non-thesis track
- Drop Master’s thesis
- Eliminate COGS committee
- Qualifying Exam (2nd year) will be evaluated by the grad committee
  - Need to happen before RA letters are signed by the Autumn Quarter
- True Colors Mentoring Bootcamp
- Department Name Change Consideration
  - Need a faculty vote

6. **Adjourn to Executive Session**
   - Promotion and Tenure cases

Next meeting: December 12, 2023