Minutes of the February 2018 meeting were unanimously approved.

ANNOUNCEMENTS

- **REMINDER:** Summer work approval - faculty who intend to work full-time for more than 2.5 months between 6/16 - 9/15 need to request approval from Prof. Waas first and then submit an online form to the College.
- **REMINDER:** Any faculty planning to do non-UW work for compensation over the summer need to submit the Outside Professional Work for Compensation form BEFORE the work starts.
- **REMINDER:** Managers that evaluations need to completed for classified and professional staff before the end of the quarter. Tony will send out an email reminder soon.
- The front desk email has changed to frontdesk@aa.washington.edu.
- Introduction of new staff: Winnie Lin is our new Fiscal Specialist 2. She will be in charge of payroll and travel. Michael Domar is working for us temporarily as a Fiscal Technical 3. He is assisting with the large amount of purchasing we have at this time of year. Danyel Hacker is our new Academic Advisor in charge of the graduate program.
- A reminder to eligible faculty about the Voluntary Retirement Incentive Option (VRI). This program allows tenured faculty to forego their vested right to five years of partial (40%) reemployment in exchange for a tax free health reimbursement arrangement. We are in the open election period which ends September 28th. If interested, more information can be found at http://ap.washington.edu/ahr/working/retirement/vri/
- Missing documentation for purchasing. For any purchasing, invoice and proof of receipt of goods is required. Check off items received on the invoice or packing slip. Also, sign and date on either invoice or packing slip.
- There will be Pro Card required training in sometime in fall. More details will come soon.

REPORTS FROM STANDING COMMITTEES

**Undergraduate Committee:** Prof. Ferrante - The committee has taken the following actions:

1. Reviewed and taken decisions for few students petitions
2. AA440 title change from Flight Mechanics I to Atmospheric Flight Control
3. The A&A UG committee recommended removing submitting final grades as one of the duties for a Teaching Assistant.
4. The A&A UG committee was asked to review a draft document of the COE Statement of Principles of Academic Honesty, Integrity and Responsibility. The A&A UG committee reviewed the document and has recommend few minor changes.

No report from the following committees: Computer Committee, Faculty Search, Graduate Committee, Peer Evaluation Committee, Safety Committee, Aero/Astro Working Committees, Space Allocation Committee, Strategic Planning, AIAA, Sigma Gamma Tau, Boeing Professor Selection, Diversity, MAE-CMS Advisory, Space Systems Center, UWAL, PSI Center, Accreditation, Educational Policy, COE EDGE/UWEO, COE Executive, Promotion & Tenure, College Council, Academic Conduct, Engineering Manufacturing, FAA Center of Excellence, GISE, Technical Japanese, Certification Program, Faculty Fellows, Faculty Senate

JOINT PROTOCOL ON STUDENT HEALTH AND SAFETY
There is a protocol to follow when a student has presented an articulable and significant threat to the health or safety of themselves or others. Faculty should also be aware of FERPA constraints on providing student contact info (email, address, etc) to anyone.
   1. Contact SafeCampus at safecampus@uw.edu or by calling:
      a. Bothell 425-325-7233
      b. Seattle 206-685-7233
      c. Tacoma 253-692-7233
   2. SafeCampus will liaise with the appropriate university professionals to provide support, referrals, and possible intervention.
   3. The Office of the University Registrar will record the appropriate information disclosed by the reporting party. The comments should include the date, a description of the situation, the specific information released, and to whom the information was released.

For more details, please visit https://registrar.washington.edu/staffandfaculty/protocol-when-disclosing-personally-identifiable-student-information-related-to-a-health-or-safety-emergency-situation/?mkt_tok=eyJpIjoiTW1JMU1EUXINamd5WW1VeilsInQOiI0aWJLUml9YmtuVkk93bE5ISitqdEdh0Um5iXCB3TnRj3bmbtUYSWUInKzVVR2RKm1tZ1VpWUJ2NUFpaHNU3p1dkJGZjYwckM0RTIxK293dnpkSFSEU1dzQUVsUGE9PM3pZbZvJNjwekx4ZjJ6RU9NQ1hxWIpZV2JmUMEfQ%3D%3D

NEW BUSINESS
Nothing to report

EXECUTIVE SESSION BEGINS

- Owen Williams 2nd 3-Year Term Vote – motion passed
- Discuss performance and merit of assistant professors individually (assistant professors dismissed)

EXECUTIVE SESSION ENDS

ADJOURNED
Meeting adjourned at 1:40pm.