

Bylaws and Faculty Code Committee  
October 24, 2022  
Minutes approved on November 7<sup>th</sup>, 2022

Members present: Nathan White, Melissa Schiel, Mary Radeke, Andrea Eklund  
Guests: None.

1. 10/17/22 minutes approved (Melissa motioned, Nathan second, all in favor).

2. Chair report

- Charge .01 revised document sent to EC on 10/19/2022, waiting for EC feedback.
- Charge .04 revised document sent to EC on 10/19/2022, waiting for EC feedback.
- update from Jim Johnson (BPC) re: BPC description in code, waiting for response.

3. EC report

No report.

4. Review charges:

**BFCC22–23.05** Review the process for departments to conduct elections for senators and make recommendations for updates as appropriate. **Timeline:** By the end of Winter Quarter.

Committee members reported their findings from college reviews/inquiries:

Nathan (COTS) reported that most departments while they had policy document accessible online, no procedures for electing senators.

Andrea (CEPS) - looked at CEPS, just have faculty standards, and are currently working on procedures manual now. PESHM, Health Science, ETSC, ITAM all had nothing regarding senator elections.

Melissa (CAH) - could not find anything specific to the college for voting in senators. Music - does not specify vote for senators but committees voted via Qualtrics. English dept.- elected by ballot also discusses NTT senators. Art and Design dept., left inquiring message with depart. World Languages, admin was new hire and not familiar with process of voting for senators. Theater Arts, talked to admin but was also new hire, Melissa will try to call dept. Chair (Tina). History, nothing online. Communication dept. has section in department handbook on voting for committee members (votes undertaken by “a show of hands” unless motions for secret ballot or electronic ballot is made (not specified for senators). Philosophy, nothing online but spoke with Chair; senators are rotated for 2 terms, very informal process. Mary (CB) contacted CB will continue to try to get info for college policy. Accounting and Economics takes volunteers for senator positions, Dean takes the confidential vote. Sr. lecturers, TT/T eligible to vote. Finance and Supply Chain Management, TT/T only vote and confidential vote. Management and Marketing same.

These two departments are combined at this time because of loss of office admin.

Nathan brought up the issue that this may be something important for Charge .02 (department FTE and allocation of senators), however, Mary stated that the two departments, while operating together, seem to be operating independently - hopefully - this is something we may need to address when we address charge .02.

Melissa asked for clarification regarding NTT and NTT senators - NTT (university wide) are represented by 2 NTT senators, which is why in some departments, NTT are not allowed to vote for department senators.

Committee discussed the definition of “secret ballot” as defined by dictionary and Robert’s Rules (Nathan). Committee agreed that a definition of secret ballot should be added to Faculty Code, possibly

also to Bylaws, Nathan stated that Bylaws mentions the use of secret ballot. Robert's Rules indicates that secret ballot, by definition should be anonymous vote. [Andrea will check with Greg Lyman regarding the Robert's Rules definition.](#) Key issue here is that confidential vote is not the same as secret ballot.

Committee discussed some of the ways in which departments vote (Qualtrics survey, email vote, etc.).

**This brought up the issue of how departments vote for Chairs (reference charge .04) - should Department Chairs be elected via secret ballot? Vote to remove/recall chairs is done via secret ballot according to Faculty code - Andrea will ask EC about this.** May be that Chair election needs to be in person to make sure only eligible faculty vote.

Potentially define secret ballot in Code- BFCC will wait on committee vote for this until we have full definition from Robert's rules from Andrea.

Bylaws Section I.B.1. included election by secret ballot (section I.B.4). It appears that we don't need to change Bylaws. Andrea said that our charge was simply to review departments and determine if they are following the Bylaws. Nathan and Andrea stated that we can simply report back to EC that most departments either don't state process for senator vote or don't appear to be following Bylaws, all agreed. Committee discussed allowing Sr. Lectures vote. One possibility would be to have Sr. Lectures vote for dept. senators but not vote for NTT senators. Then only lectures vote for NTT senators.

Code IV.B.1.i potential amendment:

One senator and an alternate elected by **Sr. Lecturers, TT and T faculty** from TT and T faculty from each academic department and library.

**Then only Lecturers will vote for NTT senators.**

**Andrea will ask EC how they feel about this.**

**BFCC22–23.06** Review feedback and recommendations from the Distinguished Faculty Selection Committee, and consider changes to Code as appropriate. **Timeline:** Winter Quarter.

Committee discussed this briefly, Mary requested that each member review the feedback from the Distinguished Professor Committee and identify areas that appear to be within the scope of the Faculty Code and Bylaws.

BFCC will not meet 10/31/22, any changes to motions to be presented at November Senate meeting will be done via email. Next meeting will be 11/7/22.

5. Adjourned at 5:11pm.

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## Status Report

**BFCC22–23.01** Continue working and moving forward language for the **CWUP** policy language that strengthens the code and shared governance and that would protect the Senate. **Timeline:** Fall Quarter.  
**BFCC revised point 1. In the document (see above). Waiting for EC feedback.**

**BFCC22–23.02** Consider changes to Bylaws, Section I.C.1 regarding senate representation for departments. **Timeline:** Fall Quarter.  
**Not yet addressed, waiting on communications from Mark Samples and Provost's Office.**

**BFCC22–23.03** Review the Code and Bylaws for “gendered” language (his/her, etc.) and make recommendations for revisions as appropriate. **Timeline:** By the end of Winter Quarter.  
**Not yet addressed.**

**BFCC22–23.04** Compare CBA and Code language regarding department chair elections and make recommendations for bringing them into alignment. **Timeline:** By the end of Winter Quarter.  
**Committee completed the review of CBA and alignment of Code with CBA. Waiting for EC feedback**

**BFCC22–23.05** Review the process for departments to conduct elections for senators and make recommendations for updates as appropriate. **Timeline:** By the end of Winter Quarter.

- *For example, Senior Lecturers can currently vote for department chairs, but not department senators. Explore why this is currently the rule, and if Senior Lecturers should be added to senator elections.*
- *Departments are using several different methods, and votes may not be anonymous.*

**Andrea will take the following questions to EC:**

- **Robert’s Rules definition for secret ballot (to be included in Faculty Code definitions list).**
- **Should Chair election be conducted via secret ballot? Altering this would mean altering CBA. Removal/recall of chairs is done via secret ballot.**
- **Potential change in who votes for department senators: Sr. Lectures vote for department senators; lectures only vote for NTT senators.**

**Faculty Bylaws states that vote should be done via secret ballot, committee members determined that for most colleges and departments, not procedures in place.**

**BFCC22–23.06** Review feedback and recommendations from the Distinguished Faculty Selection Committee, and consider changes to Code as appropriate. **Timeline:** Winter Quarter.

**Committee members to review feedback from Distinguished Faculty Award Committee and decide what we are responsible for. Will discuss at next BFCC meeting.**

**BFCC22–23.07** Consider revising the Budget and Planning Committee description in Code to improve clarity. **Timeline:** Winter quarter.

**Committee is waiting for communication from Jim Johnson (BPC Chair) regarding who will address the BPC description. (email correspondence occurred on 10/13/2022).**

**BFCC22–23.08** Recommend revisions to Code and Bylaws to improve clarity and fix typos and errors. **Timeline:** Ongoing.

**To be addressed later in Winter quarter due to changes/revisions that will occur in Code.**

**BFCC22–23.09** Review committee procedures manual and update as required. **Timeline:** Approve updated procedures manual by last committee meeting of year.

**To be addressed at year-end.**