

Bylaws and Faculty Code Committee
November 7, 2022
Minutes approved on November 14, 2022

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

1. Meeting called to order at 4:00pm.
2. 10/24/2022 minutes approved
3. Chair report.
 - Received feedback from Mark Samples with regard to online and proxy votes for Election of Department Chairs, discussed below.
 - Sent CWUP language to EC, waiting to hear back

4. EC report.

No EC report, will likely get feedback this week. Andrea forwarded questions to EC. Regarding secret ballot definition from Robert's Rules. Andrea sent images from Robert's Rules to BFCC.

Robert's Rules definition for voting by ballot:

"Voting by ballot, (also known as secret ballot), is used when the secrecy of members' votes is desired. A ballot vote is a vote taken by slips of paper, or electronic devices by which members can initiate their choices without revealing how individual members voted."

Who votes for department senators (Senior lectures, TT and T) - Andrea will bring up at EC meeting tomorrow.

5. 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. Holding pattern for this until we hear back from EC and Kara Gabriel (UFC President). Make all changes together.

Mark's question about Election of Department Chairs - "How does this section of the Code (Election of Department Chairs) handle voting by online ballot? It lists that a ballot may be cast by certified proxy, but that typically means someone else casts the vote for you. What are the committee's (BFCC) thoughts on this?"

Code has to match CBA language - nothing mentioned about online. Nathan pointed out that ballot is defined as a vote taken by paper or online (Robert's Rules). Are there any situations in which a person can't access an online ballot? Committee decided that no proxy vote allowed for online balloting, proxy only for in person voting. Problem with online vote is that who is voting can't be controlled - since only certain faculty can vote for Department Chairs and vote must be anonymous. Ask Kara if union would allow for online vote.

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

Melissa asked - is there a FAQ or what does one consult to get information about submitting nominations or materials for this award? Would be really nice to have specific instructions for submitting materials.

There aren't really any instructions other than in code or minimally on Faculty Senate web page, including misinformation regarding the format (Faculty 180 or binder).

Specific points addressed:

Time eligibility for applicants: extending eligibility to 10 years for TT/T to 10 years. Only makes TT faculty eligible if they were first NTT. Melissa said that it would good to talk to previous members to discuss how this would be helpful. Potentially excluding almost all TT faculty unless having been NTT. Nathan's point: NTT award should probably include time limit similar to T and TT (10 years), should it be harder for T/TT than NTT to get distinguished teaching award. What impact does this have (more background needed)? What is the committee's reasoning?

Makes sense to have applicants use lay language - emphasize within Faculty Code. Glossary would be helpful to have in the materials presented. Nathan pointed out this is common sense - all agreed it is. Andrea suggested that applicants add hyperlinks, etc. Committee should provide examples, FAQ on the website, so that applicants know what should be submitted and how. This is more extensive that what should go into the Code. Word limits are part of instructions and should not go in code (more than what is currently there).

Again, instruction page on website are needed with regard to things like SEOIs, interpretation of data, etc.

Add to Code - all materials should go into online evaluation platform (currently Faculty 180 but could change).

BOT scoring sheet - all should be part of instructions, not included in code. ANY scoring sheets should be made public, including scoring sheets used by committee to evaluate all recipients. Maybe it isn't a time eligible issue but whether or not the person met the requirements on a scoring sheet.

Student advisement vs. mentorship - needs to be consistent. Andrea - mentorship and advisement are different things, for faculty workload they are two different things. Committee needs to define what they consider advisement and mentorship - don't actually have criteria for it. Needs to be included on the scoring sheet - needs to be included on instructions for putting materials together. Melissa -how does one provide evidence of student advisement? Sounds like committee is asking for evidence of mentorship and not advisement - is the committee asking for BFCC to define this in the code. Nathan - add a point (f.) in the code (evidence of mentorship). Ask Jeff what they are wanting here - further clarification.

Melissa - BOT scoring sheet (feedback mentioned that Teaching should come first) - Code doesn't own scoring sheet, is it our responsibility? Code states "Teaching, service, scholarship" (Appendix). BFCC should advise committee that in code states service before scholarship, teaching already comes first. This information needs to be made public if that is not the case and then we can change in the Code. What does the BOT want? (Teaching, scholarship, service?).

Next Faculty Senate meeting is Nov. 30, gives us two more weeks to get this before Senate.

6. Adjourned at 5:02pm

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. **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.

Received communication from EC regarding by proxy and online vote. Mary talked to Kara Gabriel and discussed simply referencing CBA in code rather than restating CBA. Mary notified EC of discussion, waiting for reply.

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.**

Waiting for EC’s response

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.

BFCC will need to compose letter regarding feedback.

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.

