BFCC
Oct 9, 2023
Minutes
Approved 10/16/2023.

Meeting called to order at 4:15 pm

Members present: Peter Klosterman, Mary Radeke, Melissa Schiel, Nathan White,

Guests: Andrea Eklund

Minutes from April 24th, 2023 approved by Melissa Shiel, Nathan White, and Mary Radeke

Chair report: None

EC report: None

Review of Charges
- Andrea Eklund reviewed the 2023-2023 charges from EC.
- Standard template will be used for written reports (every other month beginning November.

BFCC23-24.01   Review of Bylaws for all committee titles and abbreviations. **Timeline**: Fall Quarter.

- Update committee abbreviations and outdated committees/titles.

BFCC23-24.02   Clarify Bylaws, Section VII D. Senate Hearing, 1. (corresponds to Code IV.H maybe F.4?). **Timeline**: Fall Quarter.

This charge was included on end of year report (2023). Mary asked for clarification – Andrea stated that the committee will be responsible for making sure the Bylaws matches Code and that the language in Bylaws is correct.

Peter asked for context for this charge – Mary reported that there may have been a discrepancy between Code and the procedure in Bylaws. The following was the recommendation made in BFCC end-of-year report: "The BFCC proposes clarifying Bylaws – Section VII D. Senate Hearing, 1. (corresponds to Code IV.H)."

BFCC23-24.03   Consult with Evaluation and Assessment Committee regarding whether or not Associate Deans should be added to faculty assessment of deans. **Timeline**: Fall Quarter.

BFCC will need to wait for EAC's recommendation to add Associate Deans to the assessment and if so, EAC will let BFCC know to change Code language.

BFCC23-24.04   Research and identify potential conflicts of interest related to department chairs being senators and consider updating bylaws. **Timeline**: Winter Quarter.

BFCC will need to research this. Chairs are eligible to be senators, however there may be a conflict of interest here. What would these potential conflicts be? How many senators are currently department chairs? Are these departments small enough to need chairs to be senators (not enough workload)? Senators are voted positions, this may not be an issue. Send all findings to EC and then EC will review and BFCC will draft language to present at Senate.

BFCC23-24.05   Rework Code, Section II. 2. College Budget Committees. **Timeline**: Winter Quarter.

- Review for consistency with the new budget model. Specifically, what is the role of the BPC with the new model? (Section IV. D. 1. f. – BPC duties).

We will receive information after BOT meeting (Value Based Budgeting model). Update code as needed.

BFCC23-24.06   Review CBA and update Faculty Code for alignment. Consider updating faculty code to directly reference the CBA when appropriate for reduced BFCC code updates and clarifying the governing body (I.e. Faculty Senate or UFC) for clearer faculty direction. **Timeline**: Winter Quarter.

BFCC need to identify how many areas of Code/Bylaws this will affect. Kara will send CBA (with track changes). Decide how much of Code/Bylaws this will affect and decide if/what sections should be referenced rather than having entire sections of CBA reiterated in Code/Bylaws.

BFCC23-24.07   Consider the benefits and drawbacks of adding Non-Tenure Track (NTT) faculty as permanent members of Faculty Senate standing committees. Make recommendations as appropriate. **Timeline**: Winter Quarter.

- NTT faculty make up the majority of our faculty yet have the least say in academic policies and procedures.

- Adding NTT would further strengthen the Faculty Senates equity and belonging.

NTT large part of the university – BFCC need research and identify where NTT should be represented (which committees). BFCC will then make recommendations

to EC. Melissa brought up the issue of workload and if the university is trying to "tighten the belt" wouldn't this be contrary to the university's position right now? Andrea stated that the recommendations put forth by BFCC to EC for NTT representation would then be brought to the Provost for review. Mary - The idea here would be that we are potentially making the argument that NTT need to be included and compensated for participation on these committees. Andrea made the point that if we really want to be an institution of equity and belonging, we need to have NTTs represented on these committees. Mary – this is potentially a CBA change (Andrea pointed out this would be in the CBA in two years. Peter – we should pay attention to recommendations that Kris De Weld has for this (equity in review).

BFCC23-24.08   Clarify scope of Faculty Code Section I. B. 2. d. ii. Emeriti use of computer services to assure within state requirement and update code as needed. **Timeline**: Spring Quarter.

- Meet with Stacy Swayze to review the Office of Financial Management state code on emeriti computer use.

Andrea - had meeting with Stacy Swayze – he mentioned that we are currently out of compliance with state requirements. Office of financial management code – Emerit can't take computers home for use.

BFCC23-24.09   Review committee procedures manual through an equity lens, including committee functions, processes, and membership. **Timeline**: Spring Quarter.

- Identify existing procedures that incorporate equity and update procedures to align with CWU's mission of equity and belonging.

Andrea – what is BFCC already doing to address equity and are there things that we could be doing differently. Keep in mind CWU's mission. Andrea will provide a definition of "equity" and the President is willing to bring in someone to help with this. Possible to have chairs of each committee to meet to discuss.

BFCC23-24.10   Review committee procedures manual and update as required. **Timeline:** Approve updated procedures manual by second committee meeting of spring quarter.

BFCC23-24.11   Recommend revisions to Code and Bylaws to improve clarity and fix typos and errors. **Timeline**: Ongoing.

- Review Code and Bylaws for wording issues discovered when reviewing Code during AY 23-24.

Mary asked about charge that has been on our list for the past two years:

BFCC22–23.02   Consider changes to Bylaws, Section I.C.1 regarding senate representation for departments. Timeline: Fall Quarter.

- Work with the Provost's Office to clarify the definition of "department" at CWU.
- Clarify the minimum FTE required for the definition of department based on the Provost Office definition.

The BFCC was not able to resolve this charge during the 2023-2024 AY. We are hopeful that this charge will be carried over to the 2023-2024 AY and with the definition of 'department' provided by the Provost's Office, we will be able to address this charge.

Andrea reported that this is a charge on her list to get definition from a number of different terms (department, program, etc.). She will let us know when this comes through. This charge may be added later.

Discussion of first charge and plan of action.

- Charge 1 – make sure committee titles and abbreviations are correct. BFCC members review Code and Bylaws and bring any changes to next meeting (10/16/23). Melissa asked where to find these. Mary suggested Faculty Senate web page, and other places on CWU's website. Melissa pointed out that this may be difficult because website is still under construction.
- Mary will take a closer look at charge 2. Melissa suggested reviewing last year's minutes for clarification on this charge.
- Charge 3 – BFCC needs to wait until EAC has made recommendations.
- Charge 4 - Research and identify potential conflicts of interest related to department chairs being senators and consider updating bylaws. **Timeline**: Winter Quarter. We can start researching this. Mary - probably due to lack of workload and size of departments.
- Peter – clerical errors – wait until end of year to correct clerical errors? Yes and then we will address all at the end. Peter – address anything not clerical now? Yes.

Adjourned at 5:00pm
Next meeting will be 10/16/2023

Status Report
Green = in progress
Blue = completed
Red = on hold or discontinued.

BFCC23-24.01   Review of Bylaws for all committee titles and abbreviations. **Timeline**: Fall Quarter.

- Update committee abbreviations and outdated committees/titles.

BFCC will begin working on this at the 10/16/23 meeting. All members will look for inconsistencies and will be reviewed on 10/16.

BFCC23-24.02   Clarify Bylaws, Section VII D. Senate Hearing, 1. (corresponds to Code IV.H maybe F.4?). **Timeline**: Fall Quarter.

Mary and Melissa will identify (based on previous minutes) and will discuss at 10/16 meeting.

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