

BFCC
November 6, 2023
Minutes
Approved 11/13/2023

Meeting called to order at 4:04pm

Approval of minutes from 10/30/23 – correction to Bylaws changes: “the Senate is committed to enabling faculty to provide quality academic programs...” (added ellipses after “programs” to indicate missing text). Also corrected, “If there the Mission statement is linked to another source/parent document, we can’t change it”(removed “there”). All members approved minutes with these corrections.

Chair report

Mary emailed Janet to ask about 1) connection of Bylaws mission statement to a parent document, if so, we can’t make changes to the mission statement without also changing the parent document, 2)some of the changes made to Code and Bylaws may or may not be clerical in nature (asked Janet to let us know if not clerical), 3) asked about the purpose of “Senate Hearings”. As of our meeting time, Janet had not yet responded to the email. Janet did report at the Senate meeting on 11/1/23 that the original purpose of the Senate Hearings was to provide a forum for any changes to Code and Bylaws. It is possible that we may be able to remove this Senate Hearings section (or significantly abbreviate this section) from Code and Bylaws since all changes to these documents are voted on in Senate meetings.

EC report

Peter reported that he checked with EAC and the assessment of administrators is distributed during spring quarter. This will mean that in order to vote on the inclusion into Code/Bylaws this will need to be presented at the beginning of winter quarter in order to get three readings and vote by Spring. Could off-set the assessments for Deans and Associate Deans (alternating years).

Nathan brought up the issue that this could make more workload to deal with the assessments - essentially doubling the workload by adding the assessment of Associate Deans. Peter said that this is what EAC is evaluating now. Peter was not sure if changes that EAC makes are voted on in Senate. Nathan also brought up the issue of what is done with these assessments – will faculty want to do more assessments if the data isn’t used. Peter also offered to check with EC about the Senate Hearing section in Code and Bylaws.

Review of charges:

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 identify how many current senators are also department chairs. Nathan also suggested that we ask Janet how often this has occurred in the past.

BFCC will go through each department and will identify if senators are department chairs:

Peter -> COTS

Nathan -> CB

Melissa -> CAH

Mary -> CEPS

Melissa asked how we would do this because websites are troublesome. Peter pointed out that by Thursday (11/9) the department directories will be launched which will make it easier to see who chairs are in each department. Try to have done by Monday. We will have to rely on the Faculty Senate webpage. Mary will try to remember to provide link to the Faculty Senate webpage so these are easier to find.

Also, identify some potential conflicts that may come up when a chair is also a senator. Bring these potential conflicts to the meeting on Monday (11/13). Peter also brought up the point that we should also note the size of this department. It may be the case that these chairs/senators are from very small departments.

Additionally, Mary asked that we also note the number of TT/T and NTT faculty. This would allow us to begin addressing **charge .07** (the benefits and drawback of adding NTT faculty to Senate Standing Committees. Nathan asked if there is anything now that keeps NTT from serving on these committees. BFCC was not able to identify anything that specifically states that NTT can't be on these standing committees. Review of Bylaws indicates most committees (except BFCC) do not specify senator designee but may require representation from the different colleges. CBA does not provide a clear way for NTT faculty to receive reimbursement for serving on these committees (for example "service WLU"). Peter asked if the idea is to have specific slots designated for NTT faculty on these committees. Mary was not sure. WLU must be given for anyone serving on a Standing Committee. If TT/T faculty numbers drop and NTT numbers increase, we may need NTT faculty on these committees. Nathan stated that this should be handled at the department level – specific number of WLU for teaching and then fill in to 45 with service. Some NTT faculty may appreciate this to round out WLU with service if teaching WLU doesn't reach 45 WLU. Mary needs to inquire about how NTT can be reimbursed with this (service? Teaching wlu?). An additional issue is that NTT faculty are not encouraged to do service and this may impede their ability to get a TT position in the future. Nathan pointed out that the CBA does have a way for NTT to be reimbursed for service (CBA, Article 15.3). Provost has to agree to allow Deans to provide WLU for NTT service. Peter stated that the number of NTT who would want this opportunity would be likely small. Melissa asked if this would be limited to full-time NTT or Sr. lectures?

Adjourned at 5:00pm.

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 made final corrections to Code and Bylaws. Mary will send to Janet to clarify clerical vs. non-clerical changes.
- BFCC23-24.02 Clarify Bylaws, Section VII D. Senate Hearing, 1. (corresponds to Code IV.H maybe F.4?). **Timeline:** Fall Quarter.
- BFCC made organizational changes to Code Senate Hearing section and will send questions to Janet. BFCC opted to wait to vote on changes until Janet's responses are received.
- 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.
- On hold: BFCC will need to wait for EAC for this charge. May not be until later in fall quarter.
- 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 identify who of the senators also are department chairs. Also identify department size. Try to bring this information to the meeting on Monday (11/3/23).
- 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).
- 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.

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.

Mary contacted Kara Gabriel (UFC President) to discuss potential complications with bargaining. Report was provided at 10/23/2023 meeting.

11/6/23: BFCC will note the number/percentage of NTT faculty (senior lecturers) within each department when identifying the chair/senators and size of the department. Will NTTs on standing committees potentially take spots away from TT faculty?

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.

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.

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 22-23.

Future charges:

Identify requirements for who can be on standing committees. For example, can BFCC have other members who have not been senators?

