

BFCC
November 13, 2023
Minutes

Meeting called to order at 4:03pm

Members present: Kate Im, Peter Klosterman, Mary Radeke, Melissa Shiel
Guests: Leo the dog.

Minutes from 11/6/2023 Motion second – approved Nathan, by all.

Chair report:

Reviewed communication from Janet Shields regarding Senate Hearing section of Code and Bylaws (BFCC charge 2). Janet had originally stated that this Senate hearings were used when changes to Bylaws and/or Code were needed. Janet clarified that we do still need to keep the Senate hearing section in Code and Bylaws as hearings are now use for other things.

Additionally, Janet stated that she believed that most of our corrections to Code and Bylaws (BFCC charge 1) would be clerical but that she would have EC review and let BFCC know.

Mary asked BFCC to take a look at the proposed language for the Senate Hearing language for Code. BFCC further clarified the purpose of a Senate hearing and how a petition can be filed. BFCC further clarified that Senate hearings are different from complaints which should follow the complaint process in identified in Code (Section IV.G.1). BFCC voted on the new language (Melissa second), all were in favor. Mary will send off to EC for review.

EC report:

Peter clarified when Associate Dean assessments would potentially be sent to faculty if EAC decides to include Associate Deans with the assessments of Deans (BFCC charge 3). Most likely the Associate Deans assessments would not go out this spring, but next spring (2025). Peter clarified that administrator assessments do go to the next person in the chain of command (Provost sees the assessments of the Deans, President reviews Provost assessment, BOT sees assessment of the President, etc.). Whether they choose to act on that or not is at their discretion. If EAC decides to include Associate Deans, BFCC would be responsible for modifying Code (include language for Associate Deans assessments), and Senate would vote on Code language. The inclusion of Assoc. Deans in assessment is not voted on by Senate before the Code language. Charge is on hold until we hear something from the EAC. Nathan pointed out that this seems similar to the issue that was brought up last year that if nothing is done with the assessments it is a lot of work with little to come of it.

Review of charges:

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

BFCC further clarified language for this charge (see above).

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

Report on findings from college review of Chairs as Senators/alternates. To the best of BFCC's knowledge, the following information has been collected:

Nathan – CB:

Accounting, Finance & SCM, Management – no department chairs were senators. Economics – Toni Sipic is chair and also alternate Senator.

Melissa – CAH:

Theater, Christina Barrigan is chair and alternate. Communication, Eun Young Lee is chair and alternate. Philosophy and Religious Studies, Matt Altman is chair and alternate. English, Chris Schedler is chair and alternate. Confirmation is needed from administrative assistant to confirm.

Art 11 TT/T, 10 NTT faculty, Phil/Rel. Studies 5 TT/T, 3 NTT faculty, Theater 4 TT/T, 13 NTT.

Was not able to find information for World Languages and numbers for English. Melissa will inquire further.

Kate confirmed that History has 11 TT/T faculty and 2-3 NTT. Communication has 6 TT/T faculty and 4 NTT faculty.

Peter – COTS:

Geography and Geological Sciences currently have chairs who are also alternate Senators. Not able to find out who the chairs of Anthropology and Political Science are. Many departments had 8-15 TT/T faculty.

Mary – CEPS:

No chairs who were Senators or alternates. However, many program coordinators/directors were also Senators or alt. BFCC agreed that program directors do not have power over other faculty.

Melissa asked if it would be better to get accurate numbers of faculty in departments by contacting the actual departments or department Senators.

Nathan recommended that we contact college admin. Assistants for numbers.

Peter asked if we actually needed department faculty TT/T and NTT numbers. Would this change the decision with regard to chairs serving as Senators. Mary recommended that

we ask EC if they want these numbers. It is possible that departments may not be large enough to provide Senators unless chairs serve. Peter will inquire with EC. If so, college admin. assistants may be able to supply this information.

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. EC is reviewing.
- 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 made further updates to language and voted on changes. Note: Mary made changes to Bylaws language based on new language from Code. Bylaws language was emailed to BFCC members and all approved. Bylaws proposed language was then sent to EC for review.
- 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 identify most departments and Mary will compile full list and will also request department TT/T and NTT numbers from college administrative assistants for next meeting on 11/20/2023.
- 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?