

BFCC  
Minutes  
November 20, 2023

Meeting called to order at 4:50pm.

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

Minutes from 11/13/2023 approved (Nathan moved, Peter second, all approved). Melissa asked to add a statement clarifying to the best of BFCC's knowledge the information regarding numbers of department NTT and TT/T faculty as well as department chairs serving as Senators is correct. This was added to the 11/13/23 minutes – all voted and approved.

Chair report:

No report

EC report:

Peter reported that EC would like us to gather the numbers of NTT and TT/T faculty for each department (for charge 04).

Peter also mentioned that the proposed language for charge .02 (Senate hearing language for Code and Bylaws) was reviewed by EC and they added language to clarify that faculty should sign the petition in order to clarify who is supporting the petition. Mary asked if EC was able to review both Code and Bylaws version of the Senate hearing section. Peter confirmed and indicated there was one area of redundancy between the two sections on the Bylaws language (Section VII.D.1 and 2.). Mary clarified that in the draft sent to EC, Section VII.D.1 did not have the last sentence, "Anonymity cannot be guaranteed" because section D.2 states this. However, in the corresponding Code language, this sentence is included because there is no separate numbering for this statement. Peter will follow up on this to make sure EC saw the Bylaws version. Peter will follow up with Janet and EC on this.

- Nathan asked if there is an actual way for petitioners to sign the form.
- Nathan indicated that this may be difficult for some faculty when using a .pdf file. Nathan suggested that language be included to allow petitioners to be cc'd on the email (when sending and electronic version of the petition). The cc'd email would then act as a signature or in place of a signature.
- Mary indicated that because the current language indicates that petitioners may not be able to remain anonymous, adding a signature to the petition or copied on an email would mean that the petitioners would not be anonymous unless redacted by the EC during the Senate hearing. Mary can bring these things up when the motion is read in Senate. Peter indicated that these things need to be acted on quickly because there is not another EC meeting before the Senate meeting on 11/29/23. Peter suggested that BFCC should have an amendment ready to go for the motion reading in Senate.
- BFCC further amended the language in Bylaws to the following (yellow highlight indicates amendment) see Review of charges below.

- Mary will allow EC to respond to any questions regarding maintaining anonymity of the petitioners.
- Mary will send the amendment to EC and Janet with the hope of getting the change into the Senate agenda.
- Melissa brought up the question of how petitions were filed for Senate hearings in the past and is an emailed petition the best way to go about this. Other BFCC members were not aware of how it was done in the past.

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.

1. ~~The purpose of a Senate hearing is to allow faculty who are non-senators to bring matters of concern to the Senate. This could include presenting at Senate, requesting Senate action, or proposing policy changes on any matter within Senate jurisdiction. A Senate hearing is not appropriate for filing a complaint; procedures for filing a complaint should follow Code Section IV.G.1. Petitions for Senate hearings must be sent to the Senate chair in written form and supported as a petition signed by at least Any ten (10) eligible faculty members (TT/T, full-time NTT, and/or senior lecturers). may, by written petition filed with the chair of the Senate, secure an opportunity, as a body or by selected representatives, to address the Senate in order to convey information, request Senate action, or propose policy changes on any matter over which the Senate has the power to act. The petitioners~~ **To sign the petition, each faculty member's name must be listed on the petition and each faculty member must be copied when the petition is sent to the Senate chair.** Faculty may file the petition themselves or select a representative to do so on their behalf. Faculty who are not ~~Senators~~ do not, however, have the power to advance motions or to compel the Senate to act on any matter that they raise. ~~Eligible faculty include tenured and tenure track faculty, and full-time non-tenure track faculty or those who are senior lecturers.~~

2. **If requested, the Senate chair will attempt to keep petitioners anonymous, though** anonymity cannot be guaranteed.

The proposed Code language was also altered to the following:

**"If requested, the Senate Chair will attempt to keep petitioners anonymous, though** anonymity cannot be guaranteed."

Melissa asked about the use of "though" vs. "although". BFCC agreed to use "though".

BFCC voted on amendments to Code and Bylaws, all voted to accept the language.

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

Waiting to hear back from admin. assistants regarding the different CWU colleges' numbers (NTT, TT/T). Mary will add numbers to Excel spread sheets and will forward to BFCC when completed.

BFCC discussed potential conflicts of interest with department chairs as senators/alt. senators.

BFCC identified the following pros and cons for department chairs acting as Senators or alternate Senators:

**Cons** – potential conflict of interest for department chairs to be Senators:

- Decisions made without consulting faculty,
- Some faculty may bring concerns that may be a conflict of interest if the chair is representing the faculty.
  - Faculty who ask a Senator to bring an issue to Senate such as an issue with the chair, the individual may wish to be anonymous but may be identified due to the nature of the issue.
- Information flow from outside of the department (Senate, ADCO...) is through primarily one person. Good to have multiple representatives providing information about broader university activity.
- Less experienced faculty (TT) may be denied an opportunity to learn about governance at CWU and to act as a conduit between Senate and their departments.

**Pros** – potential benefits to having department chairs be Senators:

- Small department may necessitate the chairs serving as either Senators or Alt. Senators
- Other faculty may be maxed out on service/grant buyouts and not able to or not have an interest in serving on Senate.
- Chairs may have more intimate knowledge of their department/area they represent.
- May be able to communicate more efficiently and effectively than non-chair faculty.
- May be able to readily advocate due to their position.

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.

Mary will discuss this at the next BFCC meeting.

Additional notes:

BFCC will discuss meeting day/time for next quarter at the 11/27/23 meeting.

## 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 additional changes to both documents. Sent to Janet and Andrea (Peter cc'd) on Tuesday 11/21/23. Hope to have motions read at Senate on 11/29/2023.
- 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 soon. BFCC worked on further pros and cons during the 11/20/23 meeting.
- 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?