

**Bylaws & Faculty Code Committee
Draft Minutes
December 1, 2017**

Present: Lila Harper, Amy Claridge, Mary Radeke, Bret Smith and Stephen Robison

Absent: None

Guest(s): None

Meeting was called to order at 4:02 p.m.

Approved the agenda as revised to add status of code rewrite project.

November 17, 2017 minutes were approved as amended. 1 abstention.

Feedback to the candidates - Bob Hickey provided feedback on the distinguished faculty policy. He brought an issue of no feedback from the committee. The committee is not sure when he would like to see feedback. Is it during the process or after the award is made?

Award selection process 4. Committee will notify the applicants of errors or omissions in the application, but they will not be notified of reasons the individual was not awarded. Committee will not give individual feedback on the merits of the application.

Appendix A IV B. 2. The screening committee makes the award choices, and forwards those choices to the Provost. Amy seconded, and motion was approved.

Appendix A IV B. 3. After the award winners have been notified by the Provost, letters will go out to the other candidates informing them the status of their nomination. The committee will not give individual feedback on the merit of applications or the selection process. Stephen seconded, and motion was approved

Section 1.V.A.3 language was discussed. It was suggested that committee membership will be 4 distinguished faculty from each of the awards, an alumnus selected by Alumni Relations, three names forwarded by the CWU Retiree Association, from which Senate will select an individual to balance out the composition of the committee.

Meeting was adjourned at 5:15 p.m.