

Bylaws and Faculty Code Committee
Minutes
January 22, 2024
Approved 1/29/24

Meeting called to order at 4:02pm

Members present: Nathan White, Melissa Schiel, Kyung Hee Im, Mary Radeke.
Guests: none.

Minutes from 1/8/2024 meeting approved (Melissa motioned, Nathan 2nd, all were in favor).

Chair report:

New language for emerit section of the code will be sent to John MacArthur by end of day 1/22/24

Have not yet heard back from EC re the change to Code (replacement of removal of chairs language with reference to CBA (charge 6) – Peter reports that he believes the plan is to discuss this in the next EC meeting.

Charge 2 Bylaws Senate hearing section was passed. 3 of 3 readings for Code section next senate meeting.

EC report:

EAC is beginning the discussion about including Associate Deans in the evaluation of the Deans (BFCC23-24.03). Peter reported that we should have more information soon.

Review of charges:

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.

- Peter will discuss the possibility of adding Emerit faculty to the searchable directory on the website. BFCC will wait to hear from Peter/EC as to whether or not this is a possibility and then BFCC will add the language to Code.
- Mary will send language to John MacArther for approval.

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

BFCC discussed the potential issue with Senators also being members of the EC. Nathan did not see an issue with it because these are elected positions. Mary will remove mention of Senators/EC members from the summary of findings for EC.

The committee also discussed the potential issue of department chairs serving as alternate senators. Kate stated that it may be that in departments where there are few TT/T faculty, these senators and alternates may be rotating. In cases where the department has 9-10 TT/T faculty BFCC wondered why chairs would need to serve as senators. Nathan wondered if the ability to serve as a senator is removed (from department chairs), would faculty have cause to file a grievance? If so, this should be a point listed under potential issues. Mary will consult with Kara Gabriel for an answer. Peter stated that this would only be the case if we were stating that department chairs can't be faculty, however, we could simply make the recommendation that preference be given to non-chair faculty but if not possible, chairs may serve as senators. BFCC discussed how often alternates are called upon to serve as senators, if not frequently, this may not be an issue. Melissa did not see any problems with chairs being alt. senators, but the bigger issue may be departments with many TT/T faculty and chairs serving as senators. Melissa further recommended that large departments may want to strongly encourage non-chairs to serve as senators.

Peter pointed out that chairs also serve as ADCO reps. BFCC discussed the potential reasons why large departments would need to have the department chairs represent and recommended that we find out if there are specific reasons why this is needed. Mary will contact some of the individuals (chairs from large departments who serve as senators) to identify some issues that BFCC may not be aware of (class scheduling, meetings, etc.). BFCC will hold off on making any recommendations until this information can be gathered.

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.

BFCC came up with some pros and cons for including NTT as permanent members on Senate Standing Committees. UFC is only concerned with reimbursement of service.

Melissa wondered where the payment for WLU is coming from (Dean, Provost, department). This may also be a planning issue – based on the large numbers of NTT faculty who are relied upon to teach courses across the university, NTT faculty may need release time to serve on committees (potentially having to rearrange course teaching load, etc.).

Peter thought approval and funding needs to come from Provost's office. Peter also stated that there is only one standing committee that has a permanent NTT spot (BPC and EC)

A point that was made in a previous discussion – it may be nice for NTT to have one WLU (for service on a standing committee) to fill in a WLU plan that does not quite meet the 45 teaching WLU load. This would allow NTT faculty to teach a 4-3 credit/WLU course and still meet the 45WLU.

Nathan brought up the point that if NTT faculty are doing service, would they also be required to be evaluated on their service? Mary thought not because they are not hired to only teach.

Nathan was able to find information in CBA that because NTT receive a separate letter of appointment and as such they would be evaluated on this work.

Melissa agreed that allowing NTT to be included on standing committee would provide opportunity for service in preparation for career change/advancement.

Mary brought up that inclusion on standing committees may provide a level of equity for NTT faculty.

Mary will put a more formal list together and will send to BFCC.

Meeting adjourned at 4:58pm.

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.

Motion No. 23-12 passed on 1/10/2024. Motion No 23-13 second reading of three on 1/10/2024

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 completed report and will wait to send to EC until Mary has a chance to discuss Chairs as Senators with chairs from larger TT/T departments.

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).

On hold until information about university budget model and the role of BPC is discussed by the EC.

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 adjusted the language to reference the CBA in Section I.B.1. and removed the text that matched the CBA. Code and Bylaws were reviewed for other potential places where text could be removed and CBA references. No other sections were found. Mary will sent to EC for review on 12/7/2023 and again on 1/9/2024.
- EC motion to go forward at Feb. Senate meeting on 1/24/24.

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?

1/22/24: BFCC completed the list of pros/cons and will email to BFCC committee for review and further discussion on 1/29/24.

1/26 Mary talked to Lucinda Carnell about NTT faculty and equity – committee formed this quarter to examine this and other issues. She will get us numbers regarding NTT representation of under represented groups.

1/26 Mary talked again with Kara Gabriel to confirm that if NTT volunteers on committee, this would automatically trigger a grievance filing.

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.
- BFCC rearranged this section slightly and added a clause re: ethical use of state resources.
- Mary sent to John MacArthur for review on 1/23/24
- Mary sent to Stacy Swayze for review on 1/23/24
- Committee will wait to send the motion to EC until Peter can consult with EC about including emerit faculty on the CWU directory. If EC agrees, BFCC will include language referencing inclusion in the CWU faculty directory **and** CWU catalogue.

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:

1. Identify requirements for who can be on standing committees. For example, can BFCC have other members who have not been senators?
2. Potential conflict of interest for EC members to be involved in discussion of faculty issues/grievances from their own departments. For example, if the Senate Chair (or other) is also representing a department and a grievance is raised about that individual or other faculty from their department, does this represent a COI?
3. Recommend that CWU fix website to include emeritus faculty in faculty directory on CWU website. Recommend that this be changed in emeritus section (privileges). Easier to find on website than in catalogue – better access for students and general public.