

Bylaws and Faculty Code Committee
Minutes
January 29, 2024
Approved.

Meeting called to order at 4:05pm

Minutes from 1/22/2024 meeting approved (Melissa 2nd, all were in favor).

Chair report:

Mary announced that faculty who were emailed (two faculty who are currently serving as chair of their departments and Faculty Senators) responded to inquiry about why department chairs are serving as senators even when their departments appear to have enough TT/T faculty.

Stacy Swayze responded to inquiry regarding Emerit faculty use of state equipment. Have not heard back from John MacArthur as of 1/29. Will discuss with charge (see below).

Discussed NTT on standing committees with Kara Gabriel and Lucinda Carnell (interim VP of DEI). This will be discussed with charge if time permits.

EC report:

Peter checked with EC about including emerit faculty on the CWU website (directory). EC did not see any potential issues. This would be a request that would need to go through Marte Romero (Director of Web Development). The only concern is that adding faculty to the directory might not happen right away. Web services is currently very busy with the new website. Mary will inquire about feasibility with Marte. Another option would be to list emerit faculty on the CWU Faculty Senate's webpage – Janet Shields can do this.

Funding for reimbursement of WLU for NTT service on Senate standing committees – where does the funding come from? Peter reported that fundings comes from the Provost's office. One NTT position on BPC which is funded by the Provost. Two NTT senator positions are also funded by the Provost's office. GEC currently has four NTT faculty serving on the committee. Agreement was made last year with the Provost to fund the WLU for those positions and to renew for this year. However, these may not be permanent positions. Would need to be an annual renewal for that to continue.

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.

- BFCC discussed Stacie Swazyze's communication regarding the role of Information Services and emerit use of computers. BFCC agreed that the control of emeritus use of computers (on or off campus) should be left up to IS policy. BFCC agreed that a slight language change to the language: (strikethrough part of ii "shall have the same-library and computer services, including an email

account, ~~as regular faculty;~~” to reflect that emerit faculty will not have the *same services as regular faculty*. See below. This is a reflection of the type of software access that IS will be able to give emerit faculty based on licensing.

- ~~c. d.~~ The emerit status ascribed to the faculty member’s highest rank or title provides for the listing of their name in the university catalog, use of the library and other university facilities, and participation in academic, social and other faculty and university functions. In addition, emeritus faculty:
- i. shall be issued staff cards and parking permits each year without charge, if budget permits;
 - ii. shall have ~~the same~~ library and computer services, including an email account, ~~as regular faculty;~~
 - iii. shall receive university publications without charge;
 - iv. shall qualify for faculty rates at university events, if available;
 - v. may be assigned an office, if space permits
 - vi. may have clerical support, if budget permits
 - vii. may serve on any committee in ex officio, advisory, or consulting capacity according to expertise and experience.
- Melissa had a question about the types of free publications that emerit faculty will have access to (iii. shall receive university publications without charge). BFCC discussed what these publications might be. Mary will inquire with Janet about this.
 - BFCC discussed who should be added to the directory (living emerit faculty? Etc.) and how they are added to the directory (based on login information)?
 - Melissa asked if the inclusion of emerit faculty is standard for department websites – committee members commented that emerit faculty were listed on their department websites but with the new CWU website format, this may not be the case.
 - BFCC agreed to inquire with Marte Romero if inclusion of emerit faculty on the CWU website faculty directory can be done this year. Mary will do this. BFCC suggested:
 - Current/living emerit faculty listed in faculty directory
 - Passed emerit faculty listed on department websites
 - BFCC agreed to wait to vote on motion and send motion to EC for review until hearing back from Marte.

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

- BFCC reviewed responses from two faculty serving as department chairs and senators.
- Many of our concerns were reiterated, however, one chair serving as senator brought up other issues that BFCC had not listed.

- Nathan stated that it would be a good idea to find out from EC as to the reason for why chairs as senators was brought to BFCC. Peter will inquire with Andrea Eklund. This will allow BFCC to have a better idea of the context relating to this chair.
- Melissa proposed that having a chair (interim chair) who is appointed to the chair position, who is not a faculty member of that department could be problematic because of a lack of knowledge of the discipline.
- Nathan brought up the point that we should review the list of Faculty Senator responsibilities and duties. This may be important to include in the summary that is sent to EC for this charge. Mary will look for this and will include in the report to EC.
- BFCC agreed that feedback from the two senators who are also chairs should be included in our report to EC.
- Nathan stated that the best recommendation that we can offer EC is that when possible, to have non-chairs serve as senators. However, we recognize that in departments with few TT/T faculty or faculty who are already serving on other committees or are otherwise not able to serve, chairs may need to serve as senators.
- Melissa wondered if the reason why TT/T faculty would not be able to serve as senator is because of a high service load. BFCC discussed some reasons why.
- BFCC worked on the recommendations document for EC.
- BFCC voted on the advantages, disadvantages, and recommendations for department chairs also serving as senators – Peter moved the motion, Nathan second, all were in favor.
- BFCC will revisit at next meeting to see if any changes need to be made after Peter inquires about the context of the charge.

Adjourned at 5:12pm.

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.
- BFCC reviewed response from chairs.
- BFCC composed a list of advantages, disadvantages, and recommendations for EC
- Peter will inquire at EC about the reason for the charge
- BFCC voted on the document but will discuss at next BFCC meeting if anything needs to be added.

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 2/7/24.

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 underrepresented 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
- Peter reported that EC approves the inclusion of Emerit faculty in the CWU faculty directory.
- Correction to above point: BFCC will wait to send motion to EC for review until Marte Romero responds Depending on information from webservices, BFCC will consider adding this to future charges for 2024-2025.
- Mary contacted Marte Romero re: inclusion of emerit faculty in directory on 1/30/24.
- BFCC will wait to vote until hearing back to Marte.

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) of Code. Easier to find on CWU faculty directory website than in catalogue – better access for students and general public.