

Bylaws and Faculty Code Committee  
Minutes  
February 5, 2024  
Approved 2/26/2024

Meeting called to order at 4:02pm.

Minutes from 1/29/2024 approved. Nathan 2<sup>nd</sup>, all were in favor.

Chair report:

- No word yet from Marte Romero re: adding emerit faculty to CWU faculty directory. Mary will forward any correspondence when it comes. Mary recommends if we don't hear back in the next few days to go ahead and vote on existing language and submit motion to EC. To be discussed further.
- No word yet from John MacArthur and Assistant Attorney General re: emerit benefits. If no response in next few days, BFCC can vote on the current language via email.

EC report:

- Peter provided some context with regard to the department chairs serving as senators charge (BFCC 23-24.04). Andrea Eklund did not indicate any major issues that brought the charge to EC's attention. Peter reported that it is a comment or issue brought up periodically by faculty. No known grievances have been brought up.

Regarding charge 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.

- EC reviewed motion provided by BFCC (removal of language and insert See CBA). Janet Shields recommend that if we remove the identical language as the CBA from Code, that we add a statement that states that any issues not addressed by CBA will be handled by Senate. Peter provided some language that would address this. See Review of charges below.

Review of charges:

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.

- Peter recommended we add the following (red font, section a. and b.).

## Section I. Faculty

### B. Other Faculty Appointments

#### 1. Department Chairs

a. For appointment, election, and removal of department chairs, see CBA Article 12.2 and Article 12.3

b. Any faculty complaints about the appointment, election, or removal of department chairs that are not explicitly addressed by the CBA should be directed to Senate. Complaints will be addressed following the process outlined in Code Section IV.G.1.d. Complaint Process.

- BFCC voted on language; Peter moved the vote, Nathan 2<sup>nd</sup>, all were in favor.
- Nathan requested a friendly amendment to re-label a. and b. to preserve format of this section in code.
- Mary will reformat motion to include the entire Section 1 to provide context and not to confuse senators. Mary will send to EC for final approval

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

- Minor edits (clerical) in the motion were discussed.
- Wording issues addressed.
- Melissa questioned the benefit to providing faculty (chairs) names and departments or whether it would be a good idea to simply provide the data. Nathan recommended that we provide the aggregate data rather than providing detailed information. It was also recommended that we provide total number of senators and alternate senators. Mary will do this and will send to BFCC for final review and vote.
- Mary will remove identifying information from chairs who provided feedback regarding chairs serving as senators.

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.

- Mary notified that Lucinda Carnell identified a committee that will be looking at representation of NTT on campus. The committee (currently unknown name) will not specifically address NTT faculty inclusion on Senate Standing Committees) this issue will be discussed.

- NTT faculty numbers are high across colleges – Melissa recommended that we add a statement that the numbers may not be exact and that the total NTT are based on part-time and full-time NTT. Mary can also include the Excel file for reference.
- Discuss further pros/cons of NTT participation on standing committees.
  - Peter – regarding reasons against having NTTs serve on standing committees: may be difficult for NTTs to provide meaningful contributions because of knowledge of a particular area or institutional knowledge (curriculum, administration, etc.).
- Remove ‘recommendations’ and keep ‘general considerations’ since we are only listing things that should be considered.
- Added a recommendation that NTT service should be based on annual workload.
- Mary will send via email for vote.

Adjourned at 5:08pm

### 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 third reading of three will be on 2/7/2024.

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.

Mary will send to BFCC for final vote (changes made 2/5/24)

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 send 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.
- BFCC made changes to motion. BFCC voted and approved.
- Mary will send to EC for approval.

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.
- BFCC made additions/corrections to document on 2/5/2024. Mary will send to BFCC for final vote.

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.