

Bylaws and Faculty Code Committee
Minutes
March 4, 2024
Approved 4/2/2024

Meeting called to order at 4:01pm

Minutes from 2/26/2024 meeting approved with some clerical changes. Nathan made a motion to accept the minutes with changes, Kate 2nd. All were in favor.

Chair report:
Nothing to report.

EC report:

Peter reported that two of the BFCC charges may not be able to be addressed this year: BFCC23-24.05 and BFCC23-24.03 (see status update below). With regard to charge .05, Andrea Eklund stated that the charge was originally written with the assumption that we would have more information about the budget model (values-based budgeting) this year. As a result, she felt that we can hold off on this charge until next year when we have a better idea of the ins and outs of the budget model.

With regard to charge .03, the EAC has been working to develop an assessment for the Associate Deans. The EAC had to gather position descriptions for the Associate Deans and because the position descriptions are not the same for each position, they are having a difficult time coming up with a standard assessment. The EAC may be able to get this done during spring quarter, but this will not be enough time for the BFCC to get the language before Senate.

Review of charges:

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 reviewed the information regarding the NTT demographics provided by Lucinda Carnell. We also are waiting on NTT and FTE data from Charlene Andrews. BFCC has not yet received this data. The committee reviewed the most updated version of the document.

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.

Regarding the letters from the BFCC chair to the committee members and their respective chairs: Melissa asked about the BFCC chair's letter regarding members' participation that is supposed to be sent to the Faculty Senate Chair and to the members' department chairs. Mary stated that she was under the impression that the Senate Chair was to send letters to the members' chairs. Mary will check on this.

The committee discovered that the changes made on the BFCC Procedures Manual from 2022-2023 were not included in the 2023-2024 manual. As a result, we continued to make changes on the 2022-2023 manual. As a result, the changes from this year and last year will be sent to Janet for the 2024-2025 version of the BFCC Procedures Manual.

The following changes were made to the 2022-2023 (and now 2023-2024) BFCC Procedure Manual:

4. Responsibilities of the committee chair:
 - 4.1. Ensure that the committee's responsibilities, outlined in Section 2, are fulfilled.
 - 4.2. Determine committee meeting days and times (in discussion with committee members).
 - 4.3. Manage committee meetings.
 - 4.3.1 ~~Arrange location and equipment needed for in-person and virtual meetings; and. for telephone connections or presentations.~~
 - 4.3.2. Call meetings.
 - 4.3.3. Set agenda for meetings.
 - 4.3.4. Preside over meetings.
 - 4.4. Manage committee workload.
 - 4.5. Ensure that meeting minutes are taken and handled appropriately.
 - 4.5.1. Ensure that minutes are taken either by the secretary or administrative assistant; or, if neither of these is present, **take the minutes themselves or assign a committee member to take minutes. These meeting minutes should include meeting date and time, start and end times, names of attending and absent members, and motions as approved by the committee.**
 - 4.5.2. Forward the draft minutes to the committee members for review and approval.
 - 4.5.3. **Forward committee-approved minutes to the Faculty Senate Office.**
 - 4.6. Liaise between the committee and the Faculty Senate.
 - 4.6.1. Report to the Senate on the work of the committee, as required by the Executive Committee.

- 4.6.2. Report to the committee on any Senate work relevant to the committee.
 - 4.7. Liaise between the committee and the Faculty Senate Executive Committee.
 - 4.7.1. Provide the Executive Committee with timely written and oral communications as needed regarding the committee's work.
 - 4.7.2. Report to the Executive Committee any cases of persistent non- attendance or non-participation by committee members.
 - 4.7.3. Prepare and present motions to the Executive Committee for Senate consideration.
 - 4.7.4. Prepare and present the committee's annual report to the Executive Committee, including suggested charges for the following year.
 - 4.8. Collaborate with other Senate and University committee chairs (as needed).
 - 4.9. Prepare an evaluative letter for each committee member regarding their participation, to include a statement of their attendance record; and send a copy to the Executive Committee and to the member's department chair.
5. Responsibilities of the committee members:
- 5.1. Attend committee meetings.
 - 5.2. Participate actively in carrying out the committee's responsibilities, outlined in Section 2
 - 5.3. Prepare reports and lead discussions on specific topics assigned at committee meetings by the committee chair.
 - 5.4. Serve in place of the chair to present the committee's motions to the Senate in the event the chair is unable to attend.
 - 5.5. The Faculty Senate Chair-elect serves as the liaison between BFCC and EC. At the chair's request, the liaison requests clarification from EC regarding charges, brings updates and feedback from EC and other committees whose charges intersect with BFCC.

Mary will update the document (formatting) for next meeting on April 1.

Mary will send Doodle poll to schedule weekly meetings for spring quarter.

Next BFCC meeting will be the week of April 1st.

Adjourned at 5:06pm

Status update

- BFCC23-24.01 Review of Bylaws for all committee titles and abbreviations. **Timeline:** Fall Quarter.
- Update committee abbreviations and outdated committees/titles.

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 passed 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.

Sent to EC on 2/13/2024

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.

Motion sent to EC on 2/13/2024.

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 on 2/13/2024.
- Committee will need to discuss further on 3/4/2024

- Mary sent BFCC report to EC on 3/22/24 with Excel faculty data file.

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.

Sent to EC on 2/13/2024

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.

Continue revision of document.

BFCC23-24.10 Review committee procedures manual and update as required. **Timeline:** Approve updated procedures manual by second committee meeting of spring quarter.

Address this. Andrea will send information for this charge.

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.

Review of Charges

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- To be discussed 3/4/2024

Address the changes on 2/26/2024

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Address this ASAP

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Address this.

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