

Bylaws and Faculty Code Committee
April 2, 2024
Minutes
Approved 4/23/2024

Meeting called to order at 2:05pm

Members present: Kate Im, Nathan White, Mary Radeke, Peter Klosterman

Absent: Melissa Schiel (due to prior department commitment. Melissa will participate via email).

Minutes from 3/4/2024 meeting approved. Peter motioned, Nathan 2nd, all approved (Melissa provided approval via email).

Chair report:

No report

EC report:

Peter relayed that EC does not anticipate any issues with the motions to be presented at the 4/3/2024 Senate meeting (2nd reading for BFCC23-24.06 and BFCC23-24.08).

Regarding NTT service on Senate Standing Committees – Peter reminded the committee that any participation (volunteer) on a Standing Committee without being paid will automatically trigger a UFC grievance because it looks like abuse. This means that NTT participation on committees will come down to funding availability from the Provost.

Mary asked about BFCC23-24.09 (review committee procedures manual through an equity lens). Andrea had stated that she would be sending out some guidelines and suggestions for this. Peter stated that he would inquire with Andrea.

Mary discussed some of the issues were discussed previously with regard to making the BFCC Procedure Manual more equitable. We will wait until Andrea provides her recommendations.

Review of charges:

BFCC reviewed last of the changes to the BFCC Procedure Manual (BFCC23-24.10). Any changes we make to the manual with regard to equity, will need to be addressed later.

- Peter asked about the vote for the committee chair (BFCC Procedure Manual, section 3.2). The manual states that the BFCC chair will be voted on during the first meeting of the academic year. Mary explained that historically the vote has occurred at the last meeting of the academic year due to workload planning for the next year. There are some situations in which the BFCC members will change and in those cases the chair vote must occur during the first meeting of the quarter. BFCC agreed to change the language to include possible chair vote during the first meeting of the following academic year.

- Peter asked about procedures for committee members that are not participating in committee work. Mary was not able to identify cases with regard to the BFCC where this was an issue. There is language in place to deal with any situations if this were to occur (BFCC manual, section 4.7.2 and Bylaws III.B.5). Because this is more of a Senate procedure, the BFCC agreed that we would not need to include this language in the BFCC Procedure Manual.
- Peter asked who is responsible for managing the BFCC Zoom meeting recordings – Janet is responsible for managing the recordings. Because the BFCC chair’s job is to make sure to get a link to the Zoom virtual meetings, this should be added to the manual. Language was added under 4.3.1 that the chair should arrange with the Senate secretary for a link to virtual meetings.

Motion to accept the changes to the BFCC Procedure Manual – all were in favor (Melissa voted via email).

Mary will have any changes to the manual reviewed and approved by EC.

Mary proposed to not meet on 4/9/ but a tentative meeting on 4/16. Any issues that come up could possibly be handled via email.

Peter added that the BFCC should consider the BFCC chair vote at the end of this year. Further discussion will occur at a later meeting.

Adjourned at 2:42pm

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.
- Third reading of three scheduled for May Senate meeting.
- 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 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.
- Third reading of three scheduled for May Senate meeting.
- 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.
 - Address this. Andrea sent information for this charge to BFCC on 4/8/24.
 - Mary will send language recommendations to BFCC on 4/9/24 along with Andrea's information.
- BFCC23-24.10 Review committee procedures manual and update as required. **Timeline:** Approve updated procedures manual by second committee meeting of spring quarter.
- Completed 4/2/24
- 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.