

Bylaws and Faculty Code Committee
Minutes
April 23, 2024
Approve 5/8/2024

Members present: Nathan White, Peter Klosterman, Kate Im. Melissa Schiel (voted by email).

Call meeting to order at 2:05pm

Minutes from 4/2/2024 meeting approved with minor clerical corrections. Nathan moved, Peter and Kate 2nd, all were in favor.

Chair report:

Two motions will be voted on at the May 1st Senate meeting (Recommend approving amendments to Faculty Code Section 1 Faculty, 2. Emerit Faculty Appointments and Faculty Code Section 1 Faculty, B. Other Faculty Appointments – chair language regarding identical language in CBA)

Mary reviewed discussion around the Emerit language from the April Senate meeting. Most of the discussion focused on aspects of this area of the Code that was not part of the charge from EC. Mary will remind the Senate of the charge and the language that was added and moved. Mary will address some of these questions in the BFCC end-of-year report under proposed charges for 2024-2025.

EC report:

No official report from EC.

Peter discussed the reporting of volunteer hours to the university (payroll) by emerit faculty. Nathan pointed out that this language is in the code and must be reported for insurance reasons and for L&I

Review of charges:

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.

Mary's recommendation:

"The BFCC acknowledges CWU's **shared vision of equity and belonging**. Accordingly, the committee acknowledges the essential role of varied backgrounds, perspectives, and cultures in its examination and enhancement of the Code and Bylaws."

Peter recommended that we link the language to CWU's vision statement (see change in red font).

Nathan recommended the use of the word "accordingly".

BFCC voted on this new language – all approved.

Peter's recommendation:

“Committee members will consider the impact of Code and Bylaws changes on non-tenure track faculty as they comprise a large proportion of faculty, yet have little representation in Senate.”

Melissa suggested we make the language more active; changes were made to accommodate this suggestion.

BFCC voted on this section, all were in favor.

Mary announced that we have completed our charges with the exception of BFCC23-24.03 and BFCC23-24.05. Remaining is a final review of the Code and Bylaws. BFCC will review documents individually and we will have one final meeting to discuss any further changes.

Mary will send out final BFCC report in the next week for review.

Adjourned at 2:31pm.

Status update

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

- Update committee abbreviations and outdated committees/titles.
Submitted to EC.

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 1st 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 1st 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.
- Revised BFCC sent to EC

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

- Completed 4/23/24

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.
Completed and sent to EC