

REGULAR MEETING
Wednesday, May 01, 2024, 3:10 p.m.
Minutes

Meeting was called to order at 3:10 p.m.

All Senators were present except: Thomas Long, Tim Melbourne

Guests: Charles Johnson, Matthew Worrall, Liz Fountain, Faiza Khoja, Joy Fuqua, Benjamin White, Cristina Bistricean, Heidi Perez, Christina Denison, Sydney Thompson, Rose Spodobalski Brower, Arturo Torres, Kurt Kirstein, John Neurohr, Sathy Rajendran, Rodrigo Renteria-Valencia, Yoshiko Takahashi, Claudia Dumitrescu

CHANGES TO AND APPROVAL OF AGENDA - Approved

MOTION NO. 23-31(Approved): APPROVAL OF MINUTES of April 3, 2024

PRESENTATIONS - None

COMMUNICATIONS - None

SENATE CHAIR REPORT

Welcome senators and guests. It's hard to believe we've already reached week 6 of the spring quarter, although the frequent windy days tell us its spring. As we enter the final stretch of the academic year, I extend my heartfelt gratitude to each one of you for your work. I hope you take joy in celebrating your students and acknowledge the pivotal role you play in their journey towards success at CWU. The countdown to graduation has begun, with just 37 days left!

Last month our esteemed colleague Dr. Bobby Cummings was taking a break from walking to her faculty office and had the police called on her in Samuelson Hall and was subsequently questioned and asked for her Connection Card. This is one of many troubling and traumatic incidents that Dr. Cummings has experienced in her 30+ year Tenure at Central. In light of this incident BIPOC faculty, staff, and students are convening to share their stories of similar incidents on campus. I've heard that some faculty are organizing a teach-in later this quarter and will share more information when it's available.

We need to listen to these stories and to our BIPOC community, bringing the concerns and systemic issues into the spotlight, and dig in to do the work. The reality is that this incident with Dr. Cummings' is not a singular event on campus, it's indicative of larger cultural and systemic issues.

As a community we need to recognize the impact and trauma of implicit and explicit bias. We need to ensure that decisions, policies, and practices respect and value the racial, cultural, and ethnic identities of BIPOC campus and community members.

I truly believe in Central Washington Universities vision, "we will be a model learning community of equity and belonging". To live into this vision, we need to use this incident as a moment for deep reflection and an opportunity for active conversations, education, and institutional change. Each of us needs to do the work to identify our own implicit and explicit biases and seek resources to educate ourselves while listening to our BIPOC communities' experiences and concerns.

The best way to honor Dr. Cummings is to use this incident and the experiences coming to light from our BIPOC community as a catalyst for institutional change and a growth opportunity for our community.

As we grapple with systemic change, we can avail ourselves of the growth opportunities offered by the extensive educational resources on the Office of Diversity, Equity, and Inclusivity website, the Diversity Equity Center website, the Employee Assistance Program website, and through the tier 2 DEI trainings. These trainings won't solve these issues; they are just one small step among many we must take in responding to the urgent need for substantive action to align with our vision of living into a model learning community of equity and belonging.

SOURCE is just around the corner, with an impressive 314 student abstracts submitted and a team of 111 volunteer judges. A big thank you goes out to the faculty members who are not only mentoring students but also generously giving their time to serve as judges. Keep an eye out as the SOURCE committee may seek some of these volunteer judges to serve as session chairs; more details on this will be coming. Currently, the committee is in the final stages of setting the schedule and securing an ISSN number for the proceedings.

Mark your calendars for May 15th, when we kick off with an exciting fashion show in the SURC pit, setting the tone for an exciting day filled with activities including a poster session at noon in the Ballroom followed by a welcome lunch, that is open to all, at 12:30, a Manashtash poem reading, engaging oral presentations, and a variety of other sessions. The following day will feature poster sessions at the library, a student-curated exhibition at the Museum of Culture and Environment, and an exciting theatre performance.

Department chairs have been provided with a special link for the submission of nominations for the SOURCE academic department awards. The deadline for submissions is 8pm on May 16th.

If you have any inquiries or need more information about SOURCE 2024, please don't hesitate to reach out to Hideki Takei.

On April 25, faculty received an email from the commencement team indicating that the a.m. and p.m. ceremonies will no longer rotate between colleges. Though the email stated that Faculty Senate had been consulted in this decision, this was incorrect. Faculty Senate was not consulted. We have concerns about the decision to end the rotation of ceremonies and have reached out to the team to share our concerns.

The member at large Executive Committee position is open, nominations will open as of today. Nominees must be a senator next year and eligible for a two-year term. Email nominations to the senate office by May 17th.

There are still numerous Faculty Senate committee positions available for the next academic year. For detailed information on vacant positions, please refer to the email sent by Janet Shields.

As always if you have faculty questions, concerns or comments please reach out to your Executive Committee (EC) representative, me, or come to Open EC, which is the Wednesday following Faculty Senate.

FACULTY ISSUES

Senator Harper expressed concerns that NTT faculty on annual contracts were confused about the exact dates of their review periods. We contacted Charlene Andrews, Faculty Relations Coordinator for Academic Affairs. She explained that the exact review period for annual contracts can vary depending on what quarter the contract began. While annual contracts most commonly begin in the fall, this is not always the case, so NTT faculty should check with their departments to confirm their review period. Faculty are always welcome to reach out to Charlene Andrews directly to clarify their exact review period.

There were also concerns about Senior Lecturers sometimes not receiving merit pay. Charlene Andrews clarified that merit pay is applied at the beginning of fall quarter, not by the Payroll Office, but by

administrators at the college level. Senior lecturers who are concerned that they are not receiving merit pay should reach out to the college administrative specialist in the dean's office for confirmation.

As a reminder all faculty should periodically examine their paychecks to ensure that they are being paid correctly. Charlene acknowledged that paychecks can sometimes be confusing to decipher. For questions, please reach out to your college administrative specialist in the dean's office.

For additional questions regarding compensation, evaluations, Faculty180, or anything else faculty related feel free to reach out to Charlene. Email is the best way to reach her.

Senator Lewis, Art + Design – shared there is a persistent faculty issue regarding the communication of information that needs to be included on syllabi. We understand the frustration on the sexual misconduct email that was sent out the same day classes started. It was scheduled to be emailed out to all faculty before spring break although that did not happen. The intention of the email was to ensure that faculty could share updated resources with students. The revised sexual misconduct syllabus statement has been sent to the Academic Affairs Committee for review, approval, and subsequent submission to Faculty Senate for Senate voting.

Faculty can always find current syllabus requirements in [policy 5-90-040\(42\)](#) and any updates are reflected there, after they have gone through the approval process.

Senator Beng, Chemistry asked a question about the substance abuse email that was sent out to students and concerned that students might be afraid on how the information could be used against them if they applied. I reached out to Marissa Howat, Director of Health Promotions about this concern. She advised that their goal was to not further stigmatize addiction by using language that might imply that someone's history is shameful or embarrassing, but they also want to be as welcoming and "safe" as possible. They are going to work on a language update to go on the application solicitation and other CWU Collegiate Recovery Community materials for the future to reduce an applicant's anxiety.

New Faculty Issues - None

STUDENT REPORT – Charles reported that students have raised concerns about the lack of communication from CWU police about the details of what was going on during the recent shooting. Students have also been feeling like they are not receiving their education at a standard that they'd like. Some examples that have been indicated are modifying the syllabus weeks into the class, lack of consistent curriculum amongst courses, unclear grading/lack of rubric and assignment expectations/instructions, feeling of unmet course objectives, lack of connection on how the curriculum relates to real industry experience and practices. The Student Senate passed a motion on April 29, 2024, to write a resolution stating what students expect from their faculty in relation to their education. There have been concerns over the amount of construction and how it effects student transportation and accessibility to north campus. The site managers did admit of going overboard on fencing, indicated that the bridge on Walnut should be open now, there may be a possible closure for paving in the future. The site managers indicted they are working to find better ways of communicating to the campus community. Upcoming events include Mariners Night on April 27 and Sweezy Day May 23rd.

OLD BUSINESS - None

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee

Motion No 23-32(Approved): Faculty Senate meeting dates for 2024-2025 Fall: October 2, 2024, November 6, 2024, December 4, 2024; Winter: January 15, 2025, February 5, 2025, March 5, 2025; and Spring: April 9, 2025, May 7, 2025, June 4, 2025.

Motion No 23-33(Approved): Recommends ratification of 2024-2025 Faculty Senate committee appointments as outlined in Exhibit A.

Academic Affairs Committee – see written report

Motion No. 23-34(Approved as amended): Recommend adding a new policy and procedure CWUP 5-90-090 and CWUR 2-90-090 Academic Holds as outlined in Exhibit B.

Motion No. 23-34a (Failed): Senator Bartlett moved to delete the word requests from 2-90-90b.

Motion No. 23-34b (Approved): Senator Jungblut moved to remove “requests” and move “proposals” to replace it in A.b..

Motion No. 23-35(Approved as amended, 1 abstention): Recommend amending CWUP 5-90-040(38) Academic Forgiveness as outlined in Exhibit C.

Motion No. 23-35a (Approved as amended): Senator Lewis moved that 38A.4 should be converted to 38H and renumber this section.

Motion No. 23-35b (Approved): Senator Bartlett moved to add “of academic forgives” to the new (H).

Motion No. 23-36(Approved): Recommend adding a new policy and procedure CWUP 5-90-050(3) and CWUR 2-90-050(3) Antiracism, Diversity, Inclusivity (ADI) Graduation Requirement as outlined in Exhibit D.

Antiracism, Diversity, and Inclusivity Committee – see written report

Budget and Planning Committee – no report

Bylaw and Faculty Code Committee – see written report

Motion No. 23-25(Approved): Recommend approving amendments to Faculty Code Section 1 Faculty, 2. Emerit Faculty Appointments as shown in Exhibit E.

Motion No. 23-26(Approved): Recommend approving amendments to Faculty Code Section 1 Faculty, B. Other Faculty Appointments as shown in Exhibit F.

Motion No. 23-37(Approved): Recommend approving updates to the Bylaw and Faculty Code Committee procedures manual as outlined in Exhibit G.

Curriculum Committee

Motion No. 23-38(Approved, 2 nay, 11 abstentions): Recommend approving the new Food and Agribusiness Innovation Management, BS as outlined in Exhibit H.

Motion No. 23-39(Approved, 1 nay): Recommend approving the new Information Technology Management BS, Information Technology Specialization as outlined in Exhibit I.

Motion No. 23-40(Approved): Recommend approving the new Integrated Energy Management BS as outlined in Exhibit J.

General Education Committee

Motion No. 23-41(Approved as amended): Recommend approving updates to the General Education Committee procedures manual as outlined in Exhibit K.

Motion No. 23-41a(Approved): moved to amend Motion No. 23-41 to read “academic years, and those courses will be considered...”

Faculty Legislative Representative – see written report

PRESIDENT – President Wohlpart reported that they have received a March 15 debrief from police and have strengthened communication protocols. A lot of lessons were learned from this incident. The Shared Governance group is meeting monthly and worked through AAUP documents and association governing for boards. They are working on some surveys of faculty, staff and students on shared governance. BIPOC faculty, staff, and student conversations have talked about elevating training that makes change. There is currently Tier I training but need to ramp up others. Interim Equity and Belong will be doing a lot of listening. Will be utilizing a survey and tool kit through Harvard regarding belonging. May 29 Faculty Senate meeting president will not be here, as he will be attending his daughter's wedding.

PROVOST – Provost Pease indicated it was important to get here during academic year to learn his way around campus and learn about programs and challenges. He is visiting departments and has been to five so far. Would like to get to another 6-8 before the end of the quarter. It has been helpful to get to know some people and to see the facilities. He has been hearing from faculty about programs, challenges, what they are excited about. Has been hearing mixed views on how well campus feels they understand the budgetary and financial issues that are being faced. Provost Pease indicated he is working on putting information together what the budget drivers are and what the impacts are. This will focus a little more on Academic Affairs. He is asking Dean's to provide more drill down information for the colleges to share with their faculty. Need Washington Combined Fund Drive campaign leaders for 24-25 fund drive. How we might reach out to others on campus to communicate about this campaign.

CHAIR-ELECT – Next open Executive Committee meeting will be next Wednesday in Grupe 3:00-4:00 pm. Faculty Friday lunch will be here on Friday 12:00-1:30 in the Grupe Center.

NEW BUSINESS - None

Meeting was adjourned at 4:50 p.m.

Exhibit A

Committee	Faculty Member	Department	Term
Academic Affairs Committee			
1 CEPS vacancy	Nicole Stendell-Hollis	Health Sciences	6/15/24 – 6/14/27
1 CB vacancy	Vacant		6/15/24 – 6/14/27
1 COTS vacancy	Brent Hancock	Mathematics	6/15/24 – 6/14/27
Antiracism, Diversity, and Inclusivity Ad Hoc Committee			
1 IDP faculty vacancy	Vacant		6/15/24-6/14/25
1 faculty vacancy	Sarah Sillin	English	6/15/24-6/14/26
Bylaws and Faculty Code			
1 faculty senator vacancy	Vacant		6/15/24 – 6/14/27
Curriculum Committee			
1 CEPS faculty vacancy	Vacant		6/15/24 – 6/14/27
2 CB faculty vacancies	Mengyu Ma	Accounting	5/1/24 – 6/14/27
	Sayantani Mukherjee	Management & Marketing	6/15/24 – 6/14/27
General Education Committee			
1 CEPS faculty vacancy	Vacant		6/15/24 – 6/14/27
1 COTS faculty vacancy	Vacant		6/15/24 – 6/14/27

Exhibit B

Bylaw/Code/Policy or Procedure Section

Title of Section: CWUP 5-90-090 CWUR 2-90-090 Academic Holds

New **Revision**

Summary of changes and/or additions:

CWUP 5-90-90 Academic Holds

Definition of Academic Hold

An academic hold is a category of hold initiated by an academic program, department, or college that would restrict students from registering for a class.

CWUR 2-90-90 Academic Holds

- A. See CWUR 5-90-090
 - a. Academic deans or the Douglas Honors College director may request that the Office of the Registrar create or remove an academic hold.
 - b. Department chairs and program directors may forward ~~requests~~ proposals to their academic dean ~~proposals~~ for creating or removing academic holds.

Rationale for changes and/or additions:

There is no language regarding academic holds in academic policy. This language corrects this fact and indicates who can approve academic holds. It is AAC's recommendation to create a new policy that is pragmatic. More policy/procedure language could be added.

Exhibit C

Bylaw/Code/Policy or Procedure Section

Title of Section: CWUP 5-90-040 (38), Academic Forgiveness

New **Revision**

Summary of changes and/or additions:

Existing policy under CWUP 5-90-040 (38) (Provided to AAC23-24)

CWUP 5-90-040 (38)
(38) Academic Forgiveness

(A) An undergraduate student may petition the office of the registrar in writing for academic forgiveness if all of the following criteria are met:

1. The student returned after an absence of at least five years.
2. The student's CWU cumulative GPA at the time of leaving CWU was below 2.0.
3. The student has earned at least a 3.0 GPA in at least 45 credits since returning.

(B) If academic forgiveness is granted, the previous credits and grades will remain on the student's transcript, but will not be used in the calculation of the cumulative GPA, and the student will be in good standing. Only the grades earned since returning to CWU will be used in computing the cumulative GPA.

(C) The student may request a review of the office of the registrar's decision by the Board of Academic Appeals.

(D) A petition for academic forgiveness may be granted only once.

(E) Unless academic forgiveness is granted, the (GPA) will include all CWU grades for all courses.

(F)The forgiveness policy does not extend to calculating GPA of majors or to honors.

AAC Edits (Voted and approved by AAC 24 April 2025)

(38) Academic Forgiveness

Academic forgiveness is a policy which applies to an undergraduate student with poor academic performance from earlier CWU attendance. The goal of this policy is to lighten the burden of poor prior performance.

(A) An undergraduate student may petition the Registrar in writing for academic forgiveness; it may be approved if the following criteria are met:

1. The student returned after an absence of at least five years.
2. The student's CWU cumulative GPA at the time of leaving CWU was below 2.0.
3. The student has earned at least a 3.0 GPA in at least 45 credits since returning.

(B) If academic forgiveness is granted, all grades earned at CWU prior to returning that are lower than a C- (specifically D+, D, D-, F grades) shall be coded for Academic Forgiveness by the Registrar so that they do not count towards the student's GPA.

(C) While not counting towards calculating GPA, courses with a grade of D- or higher will be used towards the 180-credit graduation requirement. All credits earned will be applied as specified in CWUP 5-90-050 (1A).

(D) The student may request a review of the Registrar's decision by the Board of Academic Appeals.

(E) A petition for academic forgiveness may be granted only once.

(F) Unless academic forgiveness is granted, the {GPA} will include all CWU grades for all courses.

(G) The forgiveness policy does not extend to calculating GPA of majors or to honors.

(H) Any denial of academic forgiveness must be documented in writing to the applicant.

Rationale for changes and/or additions:

Charge AAC23-24.01, "Can courses with a grade of D be used towards the 180-credit graduation requirement if those courses have been denoted as forgiven through the academic forgiveness process?"

The above edits reflect suggestions made at UPAC in Winter 2024.

Exhibit D

Bylaw/Code/Policy or Procedure Section

Title of Section: CWUP 5-90-050 (3)

New Revision

Summary of changes and/or additions:

CWUP 5-90-050 (3) Anti-racism, Diversity, and Inclusivity (ADI) Graduation Requirement

(1) Students entering Central Washington University will be required to complete a minimum of 4 credits from the approved CWU anti-racism, diversity, and inclusivity (ADI) courses. Students will be allowed to take any approved ADI course for which they meet the prerequisites. (See CWUR 2-90-050(3))

-
(a) Approved ADI courses will be listed in the academic catalog and in the schedule of classes.

-
(b) Special Topics courses can be approved as ADI courses and will be listed in the schedule of classes.

(c) CWU courses that are not ADI approved can be petitioned to the ADI committee.

(d) Courses completed at another institution that may meet the ADI requirement can be petitioned through the ADI Committee.

CWUR 2-90-050 (3) Anti-racism, Diversity, and Inclusivity (ADI) Graduation Requirement

(1) For a CWU course to be designated as an approved course that meets the ADI graduation requirement, it must:

(a) include all the required ADI outcomes, verbatim, as defined in the academic catalog.

(b) be approved by the ADI Committee

(2) Petitioned courses must:

(a) be submitted using the online petition form

(b) demonstrate how the course is aligned with the required ADI outcomes as defined in the academic catalog.

(c) be approved by the ADI Committee

Rationale for changes and/or additions: The ADI graduation requirement was approved by Faculty Senate in June 2022. This policy and procedure outlines this requirement.

Exhibit E

Faculty Code

Title of Section:

Section I. Faculty

2. Emerit Faculty Appointments

c. ii

d. i and ii

New **X** Revision **X**

Summary of changes and/or additions:

- 1) Moved Section I.2.c. to new d.
- 2) Section I.2.new c. – in addition to the inclusion of emerit faculty in the CWU course catalog, emerit faculty will be added to the CWU Faculty Directory webpage.
- 3) Section I.2.new c.ii – emerit faculty, due to licensing, will not have access to the same computer software as regular faculty.
- 4) Divided new section d. into two new subsections (i. and ii.).
- 5) Added new language to new section d. i. outlining (RCW 42.52.160).

* red font indicates new language, green font indicates original language that has been moved.

Rationale for changes and/or additions:

Licensing agreements for software has been restricted. Additionally, new section d.i. was added to remind emeritus faculty that state resources may not be used for personal benefit or their state positions to obtain special privileges.

Proposed change:

Section I. Faculty

2. Emerit Faculty Appointments

- a. Faculty, who are retiring from the university, may be retired with the honorary title of “emerit” status ascribed to their highest attained rank or title.
 - i. Faculty with emerit status may refer to themselves as emerit, emeritus, emeriti, emeritum, or emerita.
 - ii. The emerit status is recommended for faculty members who have an excellent teaching, scholarly, and service record consistent with their appointments. A normal requirement for appointment to the emeritus faculty is ten (10) years of full-time service as a member of the teaching faculty.
 - iii. The emerit status is recommended for non-tenured track (NTT) faculty members who have an excellent teaching record. A normal requirement for eligibility to the emeritus faculty is for the faculty member to teach at least thirty (30) quarters over a minimum of ten (10) years and have an accumulated total of at least 200 workload units (WLU) as a member of the teaching faculty.

- iv. Any eligible faculty member may be nominated, ~~including or may self-nominate~~, for emerit status to the department chair. Nominations shall include a current vitae and may include letters of support.
 - v. A simple majority of the eligible faculty in a department as defined in I.B.1.a.iv must approve the recommendation of emerit status. Departments must adhere to the simple majority vote.
 - vi. The BOT may grant emerit status to any faculty member at their discretion.
- b. Process:
- i. The department chair will send the nomination to the college dean with a copy to the nominee. The dean will arrange for a department vote of all eligible faculty.
 - ii. The college dean will then forward the nomination to the Provost with a recommendation of action and the results of the faculty vote. The Provost will then submit the nomination to the ~~Board of Trustees~~ BOT with a recommendation of action and the results of the faculty vote and a copy of the recommendation by the dean.
- ~~c. Emerit status is a privilege and is subject to state ethics laws and the Washington State Constitution. University-related activities that are not part of any part-time employment at the university as described in the CBA are considered "volunteer hours." These volunteer hours must be reported to the university payroll office by any emeritus faculty member every quarter for insurance purposes and for Department of Labor and Industries reporting.~~
- ~~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 CWU catalog and CWU Faculty Directory website, 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.
- d. Emerit status is a privilege and is subject to state ethics laws and the Washington State Constitution.
- i. As per the Ethics in Public Service Act (RCW 42.52.160), state employees may not use state resources for personal benefit or their state positions to obtain special privileges.
 - ii. University-related activities that are not part of any part-time employment at the university as described in the CBA are considered "volunteer hours." These volunteer hours must be reported to the university payroll office by any emeritus faculty member every quarter for insurance purposes and for Department of Labor and Industries reporting.

- e. The BOT may grant the status of emerit faculty posthumously to faculty members deceased during their term of service to the university CWU. See [CWUP 2-30-240](#) regarding benefits extended to a surviving spouse.

Exhibit F

Faculty Code

Title of Section:

- 1) Code Abbreviations
- 2) Section I. Faculty, B. Other Faculty Appointments, 1. Election, and Removal of Department Chairs, a. Election of Department Chairs, b. Removal or Replacement of Chairs, c. Filling Temporary Chair Vacancies.

Revision X

Summary of changes and/or additions:

- 1) Addition of CBA date and where to find the CBA to the abbreviations section of the Code.
- 2) 2) Removal of text in Code that corresponds to the same text in the CBA in Code Section I.B.1.a, b, c.

Rationale for changes and/or additions:

Addition of the most current version of the CBA and where to find the CBA was added to the Abbreviations section. Hyperlink was considered but not feasible. Text in Code is redundant and would need to be updated as the CBA changes.

Proposed changes to Code:

Abbreviations:

CBA: The collective bargaining agreement between CWU and the United Faculty of Central Washington University, [September 1, 2023 – August 31, 2027](#). The CBA can be found at www.ufcentral.org.

Section I. Faculty

A. Faculty-Defined

1. The word “faculty” as used in this Code shall mean only the following individuals employed by **CWU** ~~the university~~:
 - a. Those individuals who conduct scholarship; who teach, coach, or supervise students or who engage in similar academic endeavors in which students receive credit or academic benefit; and
 - i. who hold the academic rank of professor, associate professor, assistant professor, or emerit professor; or
 - ii. who hold the professional designation of clinical faculty, senior research associate, research associate, senior lecturer, lecturer, visiting professor or coach.
 - b. Those individuals who occupy an administrative post, and who hold one of the academic ranks or professional designations listed in 1.a. above, and who hold academic tenure.
 - c. Those individuals who serve as librarians or professional media specialists or as members of the counseling or testing service, and who hold one of the academic ranks or professional designations listed in 1.a above.

2. The word “faculty” as used in ~~theis~~ Faculty Code shall not apply to any employees of **CWU** ~~the university~~ other than those listed in A.1 above. Thus employees such as civil service employees, civil service exempt employees without academic rank, or student employees are not entitled to the rights and privileges of ~~theis~~ Faculty Code unless specific Faculty Code provisions make such allowances.

B. Other Faculty Appointments

The specific rights and responsibilities of faculty working in special roles shall be delineated in the agreement and/or contract with the appointing authority, subject to the terms of the CBA, e.g., interdisciplinary program director, academic program director within a department or graduate program director.

1. ~~Election and Removal of 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.

~~a. Election of Department Chairs Department chairs are appointed upon the joint recommendation of the appropriate Dean and department based on the process established in CBA (CBA section 12.2.1). Department chairs are appointed to a four-year term (CBA section 12.2.2).~~

- ~~i. For internal searches, each department holds an election to select its chair using a process supervised by the appropriate Dean. The election of a chair is subject to the approval of the Dean and the Provost.~~
- ~~ii. Unless approved in writing by the Provost, only tenured faculty are eligible to serve as department chair.~~
- ~~iii. Only eligible faculty in a department shall vote. Eligible faculty include tenured tenure-track/tenured faculty (TT/T) tenure-track faculty and senior lecturers with annual or multi-annual contracts teaching one-half time or more in that department. All eligible faculty shall be given a minimum of five (5) business days’ notice of the ballot date. Reasonable effort should be made to include by proxy vote or absentee ballot, eligible faculty who are in off-campus positions or on leave.~~
- ~~iv. The election result shall be determined by absolute majority of the votes cast by eligible voters. Ballots must be cast either in person, by certified proxy, or by absentee ballot.~~
- ~~v. In the case where three or more candidates are running, if no candidate receives an absolute majority of the votes cast by eligible voters, there will be a runoff vote for the candidates receiving the two highest vote totals. If two or fewer candidates are running and no candidate receives an absolute majority of the votes cast by eligible voters, the election will be considered a failed election. In such failed elections the Dean, in consultation with the Provost, may appoint an acting chair or chairs for a period not to exceed two (2) years.~~
- ~~vi. In consultation with the department faculty eligible to vote and the Provost, the Dean may initiate an external search for a chair. An external search for a chair must follow university hiring policy and procedure.~~

~~vii. Departments may elect an individual to serve as department chair or two individuals to serve as co-chairs. The latter may have varying responsibilities and terms within a calendar year (i.e., academic year chair and summer term chair). Prior to the election, roles and responsibilities of each co-chair will be delineated in consultation with the Dean and must specifically address and delineate which one has the responsibility for department management decisions such as budget, personnel, and curricular matters. (CBA 2021-2023, Section 12.3.1.)~~

~~**b. Removal or Replacement of Chairs**~~

- ~~i. At any time, an absolute majority of faculty eligible to vote for department chair may petition in writing to the Dean for a review of the chair's effectiveness.~~
- ~~ii. If after the review, the Dean, in consultation with the Provost, determines that a vote to recall and/or remove a department chair is warranted, the Dean shall assure that a vote is conducted by secret ballot. The chair shall not participate in the balloting. All eligible faculty shall be given a minimum of five (5) business days' notice of the ballot date. Reasonable effort should be made to include by proxy vote or absentee ballot, eligible faculty who are in off campus positions or on leave.~~
- ~~iii. The Dean may remove a chair at any time after consulting with and considering input from the Provost, the chair, and the faculty eligible to vote for department chair, if in the judgment of the Dean, removal is in the best interest of the department or CWU the University. (CBA 2021-2023, Section 12.3.2.)~~

~~**c. Filling Temporary Chair Vacancies**~~

- ~~i. When a chair is to be absent from the campus for a period of less than a full academic year, the appropriate Dean, in consultation with the department faculty eligible to vote for department chair can appoint an acting chair. When a chair is to be absent from campus for a period of a full academic year or longer, the department shall elect an acting chair, in accordance with Section I.B.1.a.~~
- ~~ii. An elected acting chair may serve for a period of up to two (2) years.~~
- ~~iii. When the chair is to be on leave for more than two (2) academic years, the chair must resign and a new chair be elected. (CBA 2021-2023, Section 12.3.3.)~~

Exhibit G

Bylaw/Code

Title of Section: BFCC Procedures Manual

Revision

Summary of changes and/or additions:

The BFCC Procedures Manual has been revised to include more equitable language and updated to reflect the most current procedures for the committee.

Rationale for changes and/or additions:

The proposed changes to the BFCC Procedures Manual reflect CWU's mission of equity. Additionally, the BFCC proposes the removal of reference to a committee secretary or administrative assistant (administrative duties currently are the responsibility of the BFCC chair and members) and the addition of duties for the EC liaison.

Proposed revision:

Faculty Senate Bylaws and Faculty Code Committee (BFCC): Procedures Manual

1. Stated purpose of the committee as defined by the Faculty Senate Bylaws: "The Faculty Senate Bylaws and Faculty Code Committee shall be concerned with the continuing study and improvement of the Faculty Senate Bylaws (**Bylaws**) and Faculty Code (**Code**). It shall receive, review, initiate, and make recommendations or proposals for amendments to both documents to the Senate via the Executive Committee (**EC**), coordinating its efforts with other individuals, groups or committees as necessary or appropriate. It shall prepare drafts of such amendments and present such drafts to the Senate together with the rationale for such amendments, and do such other similar things as charged by the Senate Executive Committee". **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. 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.**
2. Responsibilities of the committee:
 - 2.1. The committee receives its charges from the ~~Executive Committee~~.
 - 2.2. When requested by the EC, the committee reports to the Faculty Senate and/or to the ~~Executive Committee~~.
3. Process for election of the committee chair:
 - 3.1. Each year the committee shall elect a chair from among its members. Any committee member may be nominated for the position by any other member, including by themselves.
 - 3.2. The election shall occur at the committee's **final meeting of the academic year or if needed at the first meeting of the following academic year**. If the vote is tied (due to there being an even number of members at that time), the Faculty Senate Chair shall be asked, as soon as

is practicable, to cast a deciding vote.

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 meetings or a link to virtual meetings; and, for telephone connections or presentations.~~

~~4.3.1.2. Call meetings.~~

~~4.3.2.3. Set agenda for meetings.~~

~~4.3.3.4. 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. Review draft minutes submitted by the secretary or administrative assistant (or the assigned committee member), and suggest revisions as necessary.~~

4.5.2. Forward the draft minutes to the committee members for review and approval.

~~4.5.3. Ensure that committee-approved minutes are forwarded~~ **Forward the committee-approved minutes** to the Faculty Senate.

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 EC.

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 secretary or administrative assistant:~~

~~5.1. Prepare meeting minutes, which should include meeting date and time, start and end times, names of attending and absent members, and motions as approved by the committee.~~

~~5.2. Forward draft minutes to the committee chair for review, and make revisions as appropriate.~~

~~5.3. Forward electronic copy of committee-approved minutes to the Faculty Senate Office.~~

~~5.4. Arrange locations of meetings, and any equipment needed for telephone connections or presentations.~~

65. Responsibilities of the committee members:

65.1. Attend committee meetings.

65.2. Participate actively in carrying out the committee's responsibilities, outlined in Section 2.

65.3. 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.

*Final edits completed on 4/23/2024

Exhibit H

Food and Agribusiness Innovation Management, BS

Required Courses Credits: 62

ACCT 251 Financial Accounting (5)
OR
ACCT 301 Accounting Skills for Non-Accounting Majors (5)
AGB 301 Food and Agribusiness Organizations and Career (5)
AGB 330 Agri-Food Systems Innovations (3)
AGB 361 Food and Agribusiness Marketing (5)
AGB 380 Human Resource Management in Food and Agribusiness (5)
AGB 401 Food and Agribusiness Career Planning and Professional Development (3)
AGB 420 Agribusiness Entrepreneurship and Innovation (5)
AGB 489 AACSB Assessment (2)
BUS 241 Legal Environment of Business (5)
ECON 130 Foundations for Business Analytics (5)
ECON 320 Agricultural Economics and Policy (5)
ENTP 300 Principles of Entrepreneurship (4)
MGT 200 Tactical Skills for Professionals (5)
MKT 364 Marketing Promotion Management (5)

Department-Approved Electives Credits: 20

Select a minimum of 20 credits from the options below. Some electives may have prerequisites outside of the major, students are encouraged to work closely with an advisor when planning their electives.

ACCT 340 Income Tax Accounting I (5)
BUS 389 Sustainable Business (5)
BUS 411 Emotional Intelligence for Professionals (5)
BUS 490 Cooperative Education (1-12)
(must be taken for a total of 4-5 credits)
CRBW 420 Farm to Glass: Beer, Wine, Cider (3)
CRBW 450 Sensory Analysis for Brewing (5)
ECON 310 International Economics (5)
~~ECON 320 Agricultural Economics and Policy (5)~~
ENTP 320 Small Farming Entrepreneurship and Innovation (5)
ENTP 487 Entrepreneurism and Small Business Management (5)
GEOG 373 Water Resources (5)
GEOG 422 Geography of Food and Agriculture (4)
IDS 343 Origins and Results of Food Technology: The Gluttonous Human (5)
IT 334 Applied Cybersecurity Measures in Agriculture (4)
MGT 380 Organizational Management (5)
MGT 395 Leadership in Business Organizations (5)
MIS 320 Business Process Analysis and Systems (5)
MKT 376 Foundations of Digital Marketing (5)
PUBH 318 The Politics of Food and Health (3)
SCM 310 Supply Chain Management (5)
SCM 420 Lean/Six Sigma Processes (5)
SCM 492 Lean Six Sigma Practicum (5)
SCM 493 Supply Chain Boot Camp (1-6)
WINE 301 Wine Distribution Management (4)
WINE 304 Wine Marketing and Branding
WINE 315 Survey of Washington Wines (4)
WINE 332 Social Media Theory and Practice (4)
WINE 353 Tasting Room and Wine Club Management (4)
WINE 403 Advanced Topics in Wine Marketing and Branding (5)
WINE 404 Wine Law and Winery Compliance (4)

Recommended Free Elective Choices

Additional courses related to the major listed as recommended free elective choices. Courses in this section will not be counted towards completion of any major requirement, but are recommended for students needing additional credits to reach 180.

ACCT 252 Managerial Accounting (5)

ECON 201 Principles of Economics Micro (5)

ECON 202 Principles of Economics Macro (5)

WINE 201 Wine Service and Food Pairing (4)

Total Credits: 82

Pending approval of the Faculty Senate Curriculum Committee.

Exhibit I

Information Technology Management BS, Information Technology Specialization

ITAM-BS Core Requirements

- ADMG 285 Sustainable Decision-Making (5)
- ADMG 302 Financial Analysis for Administrative and IT Support (4)
- ADMG 371 Administrative Management (4)
- ADMG 372 Leadership and Supervision (4)
- ADMG 374 Project Management (5)
- ADMG 385 Business Communications and Report Writing (4)
- IT 165 Seeing Through the Data (4)
- IT 202 Change Ready: Technology Skills for Civic and Community Leaders (4)
- IT 228 Introduction to IT (4)
- IT 238 Introduction to Cyberwarfare (4)
- IT 248 Foundations of Digital Environments (4)
- IT 260 Integrated Information Technology Application Projects (4)
- IT 301 Information Technology Security, Privacy, and Ethics (4)
- IT 305 Artificial Intelligence Tools for IT Managers (4)
- IT 312 Designing Digital Environments (4)
- IT 468 Projects in Database (4)
- RMT 340 Influencing Customer Decisions (4)
- RMT 366 Customer Relationship Management (4)
- RMT 379 IT Management Career Planning (1)
- RMT 490 Cooperative Education (1-12)
(Must be taken for 8-12 credits, typically during the summer quarter.)
- OR
- ADMG 490 Cooperative Education (1-12)
- OR
- IT 490 Cooperative Education (1-12)

ITAM-BS Total Core Credits: 83-87

Information Technology Specialization Required Courses

- ADMG 445 Applied IT Sustainability (4)
- IT 351 Computer Networks (4)
- IT 378 IT Service Management (4)
- IT 388 Cloud Fundamentals for IT Managers (4)
- IT 461 Systems Analysis (4)
- IT 486 Critical Issues in Information Technology (4)

Total Specialization Credits: 24

Total Credits: 107-111

Pending approval of the Faculty Senate Curriculum Committee.

Exhibit J

Integrated Energy Management

Foundational Courses Credits: 15

- GEOG 107 Our Dynamic Earth (5)
- ECON 201 Principles of Economics Micro (5)
 - Select one from the following for 5 credits:
- ECON 130 Foundations for Business Analytics (5)
- MATH 130 Finite Mathematics (5)
- MATH 153 Pre-Calculus Mathematics I (5)
- MATH 154 Pre-Calculus Mathematics II (5)
- MATH 170 Intuitive Calculus (5)
- MATH 172 Calculus I (5)

Core Courses Credits: 40

- IEM 302 Energy, Environment, and Climate Change (4)
- GEOG 301 Introduction to GIS and Maps (4)
- GEOG 306 Transportation Geography and Planning (4)
 - or
- GEOG 403 GIS and Data Management (5)
- ENST 310 Energy and Society (5)
- ECON 463 Energy Economics (5)
- ETSC 101 Modern Technology and Energy (5)
- GEOG 489 Geography Capstone (2)
- SCM 310 Supply Chain Management (5)
 - or
- MGT 380 Organizational Management (5)
 - Select one from the following for 5 credits:
- ACCT 301 Accounting Skills for Non-Accounting Majors (5)
- BUS 221 Introductory Business Statistics (5)
- GEOG 409 Quantitative Methods in Geography (5)
- MATH 211 Statistical Concepts and Methods (5)

Department-approved Electives Credits: 20

- ADMG 385 IT Tools for Professional Communications (4)
- BUS 241 Legal Environment of Business (5)
- BUS 441 Advanced Business Law (5)
- CMGT 245 Light Commercial Construction (5)
- CMGT 265 Construction Documents (3)
- CMGT 320 Electrical Systems (3)
- CMGT 452 LEED in Sustainable Construction (4)
- COM 345 Business and Professional Speaking (4)
- ECON 310 International Economics (5)
- ECON 332 Public Finance (5)
- ECON 355 Economics of Labor (5)
- ECON 401 Intermediate Microeconomic Analysis (5)
- ECON 426 Economic Research (5)
- ECON 462 Environmental and Resource Economics (5)
- EET 221 Basic Electricity (3)
- EET 332 Electrical Machines (4)
- EET 426 Advanced Electrical Network (4)
- EET 433 Transmission and Distribution of Electrical Power (4)
- ENG 310 Technical Writing (4)
- ETSC 160 Computer-Aided Design and Drafting (4)
- ETSC 161 Architectural Computer Aided Design (3)
- ETSC 301 Engineering Project Cost Analysis (4)
- ETSC 380 Quality Control (4)

ETSC 385 Product Design and Development (4)
GEOG 304 Economic Geography (4)
GEOG 305 Introduction to Land Use Planning (5)
GEOG 306 Transportation Geography and Planning (4)
(if not taken in core)
GEOG 388 Weather and Climate (5)
GEOG 403 GIS and Data Management (5)
(if not taken in core)
GEOG 404 GIS Analysis (5)
GEOG 409 Quantitative Methods in Geography (5)
(if not taken in core)
GEOG 445 Environmental Law (5)
GEOL 382 Earth Resources and Pollution (4)
GEOL 434 Petroleum Geology (5)
IEM 490 Cooperative Education (1-12)
IEM 496 Individual Study (1-6)
IEM 498 Special Topics (1-6)
MGT 380 Organizational Management (5)
(if not taken in core)
MGT 477 Global Leadership and Culture (5)
MKT 365 International Marketing (5)
POSC 325 Introduction to Public Policy
SCM 310 Supply Chain Management (5)
(if not taken in core)
SCM 425 Procurement and Supply Management (5)
SCM 475 Global Trade and Supply Chain Management (5)
SHM 301 Fundamentals of Safety and Health Management (3)
SHM 325 General Industry Safety and Health (3)
SHM 351 Incident Analysis (3)
SHM 353 Risk and Insurance (4)
SHM 377 Hazardous Materials Management (4)
SHM 477 Environmental Management (4)

Total Credits: 75

Pending approval of the Faculty Senate Curriculum Committee.

Exhibit K

Faculty Senate General Education Committee Procedures

Purpose of the Faculty Senate General Education Committee as Defined by the Faculty Code. The General Education Committee shall be concerned with the study, development, and improvement of the General Education Program. The committee shall review and recommend courses, programs and policies of general education in close cooperation with appropriate academic administrators. It shall perform other duties as may be requested or approved by the Executive Committee.

Responsibilities of the Committee.

- The Faculty Senate General Education Committee (GEC) receives charges from the Faculty Senate Executive Committee.
- The GEC reports to the Faculty Senate Executive Committee and to the Faculty Senate.
- Review the general education assessment report and make recommendations based on that report.
- Review and approve general education student exception petitions.
- Review and approve general education course articulations on a yearly rotating cycle, and as needed.
- Review and approve general education proposals.
- Review the annual report of general education course offerings provided by the Office of Undergraduate Studies following add/drop period winter quarter. The committee will notify departments regarding courses that have not been offered in the past two academic years, and those courses will be considered for deletion from the general education program.
- Review and approve general education structural changes.
- Review course offerings for compliance with general education rules.

Election of Chair

- Nominations. Nominations shall be requested prior to the final meeting of winter quarter of each academic year. Nominations may be made either in writing before the meeting or in person at the meeting.
- Election. A chair shall be elected by majority vote the first meeting of spring quarter. The term of the chair shall be one year. Faculty Code Section IV. Faculty Senate, D. Committees 5., [facultycode.pdf \(cwu.edu\)](#)
- Replacements and terms of absence (e.g. sabbatical, medical leave, and other reasons).
 - Individuals who are taking leave should seek a replacement to serve during their leave time and provide the name of the potential substitute to the GEC.
 - Substitutes will be voted on by the GEC.
 - Terms of absence do not change original term dates.

Responsibilities of the Chair

- Call meetings to order
- Set the agenda

- Management committee work
- Ensure that the committee meeting minutes are forwarded to the Faculty Senate Office.
- Report on the work of the committee to the Senate.
- Present motions to the Senate Executive Committee for Senate consideration.
- Work in collaboration with other Senate and University Committee chairs, as needed.
- Prepare and present committee's Annual Report to the Faculty Senate Executive Committee.
- Prepare and present suggestions based on the annual assessment report to the Faculty Senate Executive Committee.
- Prepare ~~evaluative~~ letters of service for committee members regarding participation.

Responsibilities of the Committee Secretary.

- Prepare minutes of each meeting, including dates and times of meetings; names of attending and absent committee members; and motions as approved by the committee.
- After committee approval, secretary shall forward minutes to Faculty Senate Office.

Responsibilities of Committee Members.

- Committee members shall attend committee meetings regularly. Failure to attend regularly may result, if the committee so decides, in expulsion from the committee.
 - Committee members shall also participate actively in the work of the committee.

Committee Reports

Academic Affairs Committee Report Date 26 February 2024

Charge #	Timeline	Charge/task	Progress	Action
AAC23– 24.01	Fall	Clarify CWUP 5-90-040 (38). Can courses with a grade of D be used towards the 180-credit graduation requirement if those courses have been denoted as forgiven through the academic forgiveness process?	Edited, voted, and approved by AAC 26 October 2023. AAC is seeking clarification for the rejection and substantive changes requested from at UPAC	Approved at FS Date 1 Nov 2023. Rejected at UPAC Feb 2024
AAC23– 24.02	Fall	Update CWUP 5-90-040 (2) Refers to dean of student success, a position that does not exist. This may need to be deans of undergraduate studies and graduate studies, depending on the student.	Edited, voted, and approved by AAC 12 October 2023	Approved at FS Date 10 Jan 2024
AAC23- 24.03	Fall	Revise proposed policy regarding student conduct in academic settings. Proposed policy CWUP 5-90-080/CWUR 2-90-080	Edited, voted, and approved by AAC 25 January 2024 Feedback from the Office of Student Rights & Responsibilities has been gathered. AAC will resume working on the document.	Approved at FS Date 7 Feb 2024 Rejected at Provost Council
AAC23- 24.04	Winter	Work with the ADI committee on approving policy regarding ADI graduation requirements. Update academic policy for changes resulting in new ADI requirement.	ADI co-chairs and AAC have gone through three rounds of revision on draft policy language.	Sent back to ADI Committee 11 April 2024
AAC23- 24.05	Winter	Review updated academic appeals policy for clerical changes	Edited, voted, and approved by AAC 11 April 2024.	Sent to FSEC 11 April 2024

AAC23-24.06	Winter	Consider revising CWUP 5-90-040 (35) Academic Standing to clarify the status of students who have GPA >2.0 but have two consecutive quarters below 2.0.	AAC felt the existing policy is clear and does not recommend any changes.	Completed
AAC23-24.07	Winter	Request presentation on WICHE “no holds back” study results. Make recommendations for policy changes on academic holds if needed.	Amber Darting met with AAC. Drafted, voted, and approved by AAC 29 February 2024.	Sent to FSEC 11 April 2024
AAC23-24.08	Spring	Review CWU enrollment data during the add/drop period to determine whether a change in length is needed	Requested presentation on add/drop data from Arturo Torres. Research standard practices at other institutions. (25 April 2024) In progress	
AAC23-24.09	Spring	Review committee procedures manual through an equity lens, including committee functions, processes, and membership.	Identify existing procedures that incorporate equity and update procedures to align with CWU’s mission of equity and belonging. AAC members are reviewing the document.	
AAC23-24.10	Spring	Review committee procedures manual and update as required.	Approve updated procedures manual by second committee meeting of spring quarter. AAC members are reviewing the document	

Additional Information

**ADI Committee Report
5.1.24**

Charge #	Timeline	Charge/task	Progress	Action
ADI23-24.01	Winter quarter	Review and approve ADI faculty applications	ADI faculty form approved, applications to begin processing Winter 2024	Completed
ADI23-24.02	Winter quarter	Review and approve ADI course proposals	All 33 current proposals have been approved; one course withdrawn from consideration.	Completed
ADI23-24.03	Spring quarter	Develop ADI policy regarding graduation requirements for consideration by AAC	Draft graduation policy sent to AAC and approved on 4.25.24	Completed
ADI23-24.04	Spring Quarter	Develop sustainable training calendar to prepare faculty who are teaching ADI courses.	The committee will begin compiling resources to aid faculty in locating approved ADI training. The committee is considering holding an open forum in Spring 2024 for faculty and advisors to share the list of approved courses, student petition process, and faculty application form.	In-progress
ADI23-24.05	Spring Quarter	Evaluate curriculum process/work flow in initial year and make recommendations for updates.	The committee has discussed this and communicated with college advisors. It was decided an ADI Open Forum will be held in Spring Quarter to cover more information. Additionally, a webpage for the ADI Committee is being worked on.	In-progress
ADI23-24.06	Spring Quarter	Draft and submit ADI committee procedures manual.	The committee has begun discussion and review.	In-progress

Additional Information

- An ADI Open Forum will occur May 22, 2-3pm, hybrid
- 20 professors have been approved as ADI faculty, 4 applications have yet to be processed
- 24-25 Committee Chair has been voted on, Nathan Kuwada.

**Bylaws and Faculty Code Committee Report
May 3rd, 2024**

Charge #	Timeline	Charge/task	Progress	Action
BFCC23-24.01	Fall	Review of Bylaws for all committee titles and abbreviations.	Completed.	Completed.
BFCC23-24.02	Fall	Clarify Bylaws, Section VII D. Senate Hearing, 1. and Code Senate Hearing section.	Completed. Bylaws motion associated with this charge passed on 1/10/2024. Code motion passed on 2/7/2024.	Completed.
BFCC23-24.03	Fall	Consult with Evaluation and Assessment Committee regarding whether or not Associate Deans should be added to faculty assessment of deans.	EAC is currently clarifying variables for assessing Associate Deans. This will be added to the AY 2024-2025 BFCC list of charges.	Postponed until AY24-25
BFCC23-24.04	Winter	Research and identify potential conflicts of interest related to department chairs being senators and consider updating bylaws.	Document sent to EC for review on 2/13/2024.	Completed
BFCC23-24.05	Winter	Rework Code, Section II. 2. College Budget Committees.	Clarification of current university budget model is in progress. This will be added to the AY 2024-2025 BFCC list of charges.	Postponed until AY24-25
BFCC23-24.06	Winter	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.	Third reading of three scheduled for May 3rd Senate meeting.	Completed. 3 rd of 3 readings and Senate vote remaining.
BFCC23-24.07	Winter	Consider the benefits and drawbacks of adding Non-Tenure Track (NTT) faculty as permanent members of Faculty Senate standing committees. Make recommendations as appropriate.	Document sent to EC for review on 2/27/2024.	Completed.

BFCC23-24.08	Spring	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.	Third reading of three scheduled for May 3rd Senate meeting.	Completed. 3 rd of 3 readings and Senate vote remaining.
BFCC23-24.09	Spring	Review committee procedures manual through an equity lens , including committee functions, processes, and membership.	Assessment the committee procedures manual for potential rewording and/or restructuring has been completed.	Completed.
BFCC23-24.10	Spring	Review committee procedures manual and update as required.	N/A	Completed.
BFCC23-24.11	Ongoing	Recommend revisions to Code and Bylaws to improve clarity and fix typos and errors.	Ongoing.	In progress.

Additional Information:

The BFCC met on 4/2/2024 and 4/23/2024 to review final changes to the committee manual. Additionally, the committee communicated via email for minor updates regarding motions before Senate and to brainstorm ideas for reviewing the BFCC Procedure Manual through a more equitable lens. At this time all charges requiring a Senate vote (BFCC23-24.02, .06, and .08) have been completed. Charges requiring reports to the Executive Committee (BFCC23-24.04 and .07) have been submitted for review. The BFCC will continue to review Code and Bylaws for clarity, typos, and errors throughout the quarter.

Faculty Legislative Representative Report

MEMORANDUM

TO: Faculty Senate

FROM: Bernadette M.E. Jungblut, Ph.D., Faculty Legislative Representative

DATE: 26 April 2024

RE: Getting to 70%: Learning from Higher Ed Success Nationwide

The Faculty Legislative Representatives are facilitating a conference on 15 June at UW-Tacoma to analyze and discuss a) higher education preparation and achievement in Washington State; b) how our state compares to other states; and c) research-based strategies that might be employed to improve the following:

- [Free Application for Federal Student Aid \(FAFSA\)](#) Completion Percentages
- Transition Rates to Postsecondary Education
- Degree Completion Rates (two-year and four-year)

Background information will be provided about Washington State's performance on the following:

- [National Assessment of Education Progress \(NAEP\) Scores](#) (also known as the Nation's Report Card)
- High School Graduation Rates

Invitees include staff members from the [Council of Presidents](#), the [State Board for Community and Technical Colleges \(SBCTC\)](#), CTCs, the [Office of the Superintendent of Public Instruction \(OSPI\)](#), K-12 schools, the [Washington Roundtable](#), the [Washington Student Achievement Council](#), the [Washington Student Association \(WSA\)](#), and the legislature.

Additional invitees include WSA members, legislators serving on higher education and other relevant committees, and higher education researchers from Washington State and other states with high performance on the indicators listed above.