

**REGULAR MEETING**  
**Wednesday, October 02, 2024, 3:10 p.m.**  
**Draft Minutes**

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

**All Senators were present except:** Vanessa Hunt, Mengyu Ma, Sarah Oppelt, Mark Samples, Thomas Tenerelli, Robert Trumpy

**Guests:** Faiza Khoja, Joy Fuqua, Christina Denison, Rose Spodobalski Brower, Arturo Torres, Cristina Bistricean, Sydney Thompson, Hondo, Alex Cardon, Elvin Delgado, Yoshiko Takahashi, Chad Shone, Delanya Brecken, Dania Cochran

**CHANGES TO AND APPROVAL OF AGENDA - Approved**

**Motion No. 24-01(Approved):** Adoption of 2024-25 Operating Procedures/Roberts Rules of Order attached as Exhibit A.

**MOTION NO. 24-02(Approved): APPROVAL OF MINUTES** of May 29, 2024

**COMMUNICATIONS** – No communications

**INTRODUCTIONS/ORIENTATION**

Introductions of those in attendance were made. Chair Klosterman shared about Faculty Senate and the responsibilities of Senators. Faculty Senate is the primary means by which faculty collectively share in the governance of Central Washington University by shaping the university's academic environment. In a system of shared governance, the ideal is for faculty, administrators, the Board of Trustees, and other campus constituents to work together, in a culture of mutual trust and respect, to make collective institutional decisions to strengthen the university and its academic mission. As a part of the shared governance process, senators are expected to attend all Senate meetings. If you are unable to attend, your elected alternate can attend in your place. The agenda for an upcoming meeting will be sent out to senators and alternates two Fridays before the meeting, and a revised version, if necessary, on the Friday before the meeting. More on this in the Senate Chair's Report. Please review the agenda and motions prior to the meeting. As we just affirmed earlier, we use the parliamentary procedures set out in Roberts Rules. While these rules can seem overly formal, they play an important role, ensuring that all our business follows an open and fair process. Faculty senate meetings are an important channel of communication to faculty across campus. Please take note of relevant issues discussed at these meetings and share them with your department, either verbally at department meetings or via email summaries. Remember that when you give your Senate reports, you are speaking not just as an individual, but as a senator representing your department. Please ensure the tone and content of your Senate reports reflects that.

**PRESENTATIONS**

**Multimodal Presentation** – Joy Fuqua, Delanya Breckon, Chad Shone - Joy talked about some of the pride points of Multimodal. Deployment of the TLI results and actions. Have close partnerships with academic departments university-wide, including appointments of the MML faculty fellow Dr. Anne Cubilie, The Center for Excellence in Teaching and Learning: Dr. Ian Quitadamo and Prior Learning Assessment Initiative: Dr. Liz Fountain. 29 faculty have completed the Equity-Minded Teaching Certificate, 63 attended keynote, average attendance for each of the four workshops was 35. 20 faculty attended the pre-fall faculty 2024 Institute for Teaching Online and 18 are pursuing the Master Online Teacher Certificate. Student Live and Online workshops for Canvas and

Microsoft had an average of 24 students per session this fall. Fall 2024 offering The High-touch Instructor Support for faculty of all levels and across all modalities for participation and retention tools. There are interdisciplinary collaboration opportunities such as the Faculty Innovation Center which is a collaboration space for faculty that has remote conferencing capabilities. The Faculty Research and Speed Networking Event that is a peer-to-peer research symposia to be held on February 13 from 4:00 – 6:00 p.m. The Faculty Showcase for Innovative Teaching which will be held on May 2, 2025, with submissions due March 10, 2025. Joy talked about some of the faculty workshops MML has such as student retention tips and tools for CWU faculty; using Microsoft tools in Canvas, Class Notebook, MS Team meetings or Team classes; design Canvas for mobile; Turnitin for plagiarism detection and AI report; best practices for professional looking videos; try the teleprompter, how to use Poll Everywhere. Have faculty learning community to help in the areas of: reclaiming failure, Improv strategies for the unexpected, high impact practice Teams report out, faculty AI leaders within departments. MML has active learning classrooms and recording studios. These are dedicated spaces for Teaching and Learning Innovation. These rooms include multiple cameras, ceiling microphone, laptops, Smartboard, castable screens, movable desks and furniture, professional podcasting and video recording equipment and assistance, teleprompter. There are AI instructor resources in Canvas such as sample AI syllabi statements and student discussion guide, research and readings, academic integrity and generative artificial intelligence, AI generated suggestions on limiting AI use in assignments, and AI literacy.

**Case Management Presentation** – Gretchen Delaford is the Director of the Office of Case Management. The Office of Case Management strives to identify and connect with students experiencing obstacles to ensure holistic student wellness through access to support and helpful resources. They triage and find short-term, solution-focused assistance for students in distress. Provide resource/system navigation and provide crisis intervention and management. New this fall is the Concern & Support form, Behavioral Intervention team, and faculty notification requests. Gretchen went over the Concern & Support form, which was formerly the Behaviors of Concern reporting tool. Faculty can use this resource to notify the Office of Case Management about concerns or requests for support around a student's academic progress, behavior, and/or personal well-being. The new form offers fewer "report type" options, provides a "select all that apply" checklist and is triaged and managed by a consistent group of staff members. The Behavioral Intervention Team (BIT) is responsible for staffing student cases that involve high-risk and/or complex situations. The goals are to reduce the number of BITs, strengthen safety nets that prevent information from falling through the cracks and improve case documentation. The previous structure had three BIT teams and is now one team. All information is directed to one workflow, regardless of the nature of the concern, it reduces duplication of effort, provides a centralized documentation system and increases collaboration between offices. The goals with faculty notification requests are to create a formal process that will allow SES to verify student circumstances. Encourages students to play a more active role in communicating about their anticipated or recent absences. Increases accessibility for students seeking faculty notifications and standardizes communication and processes around student absence requests. Some of the outcomes of this new process will be that students can access a Request Form online at any time. The submissions will be reviewed and verified by SES and OCM staff. Students will then be responsible for sharing notification letters with faculty. Students will also be provided with information around how to purposefully and respectfully communicate with faculty about their absences. Faculty must accommodate absence requests from students who provide appropriate documentation verifying the criteria set forward in the CWU Student Bereavement Leave policy and provide appropriate documentation verifying a call to active military service.

## **SENATE CHAIR REPORT**

Over the summer, the Executive Committee worked to create charges for each of the senate standing committees. Chair Klosterman has met with each committee chair to review the charges and committee meetings have started. As a reminder, we have 7 Senate standing committees:

- Academic Affairs
- Anti-racism, Diversity, and Inclusivity
- Budget and Planning
- Curriculum
- Bylaws and Faculty Code
- Evaluation and Assessment
- And General Education

These committees will be giving regular reports and bringing motions to Senate throughout the year. Committee membership can be found on the Faculty Senate website.

You may have noticed that there's a new microphone hanging from the center of the ceiling in this room. Chair Klosterman thanked President Wohlpert who funded this microphone and had it installed for us this summer. Based on our initial tests, the sound quality is vastly improved compared to what we had last year. With that said, this microphone is very good at picking up voices from all around the room, so there's a good chance that side conversations—even "quiet" side conversations—will be picked up and transcribed on Zoom. So please be cognizant of that and refrain from those side conversations.

In past years, we've typically sent out the Senate agenda to all Senators the Friday before a Senate meeting. This year, we're going to alter that timeline and try something new. We're going to try sending out the Senate agenda to all Senators *two* Fridays before a Senate meeting. This will allow us to have a one-week review period where you can review the agenda and notify the EC of any typos, punctuation issues, or ambiguous wording in any of the motions, so we can get those things corrected *before* a Senate meeting. Clear language and clear punctuation are essential for helpful policy. However, the EC believes that hashing out the exact punctuation and wording of motions is not an ideal use of the Senate floor where it involves the collective time of 60 people. So when Senate agendas are sent out in the future, please thoroughly read them over during that one-week review period, and notify us if you find grammatical errors, punctuation errors, or ambiguous language. Thank you to those of you who already read Senate agendas carefully and help us spot these issues. We hope this new process will allow more time in Senate meetings to discuss broader, higher-level issues.

Over the past several weeks, you've all heard about the Attendance Initiative aimed at improving student retention. This initiative originated from the Dean's Council and asks faculty to make student attendance mandatory in 100/200 level classes and track attendance while also incentivizing it in some way. The initiative is one part of a broader effort extending beyond Academic Affairs to increase student retention this fall. Some faculty were concerned that the attendance initiative impinged upon faculty rights. The Faculty Code states that the faculty have principal responsibility for areas such as curriculum and method of instruction. Senate leadership discussed the attendance initiative and felt it did not ask faculty to change their curriculum or methods of instruction, since faculty retained complete freedom to decide how attendance will be incentivized. Senate supports the attendance initiative and asks faculty to join in this experiment and see if it positively impacts student retention. We recognize that most of our incoming freshman did not have a "normal" HS experience, thanks to the pandemic, and many have picked up unhelpful habits with regards to attendance. Going forward, Senate will continue to keep a careful eye on faculty rights regarding curriculum, academic policy, and instructional methods, and continue to advocate for you in these areas.

This fall marks the fifth anniversary of the updated General Education program. As we pass this milestone, Senate leadership is exploring updates to the program's structure in light of educational trends and how the institution has changed over the past five years. One potential update is to incorporate the ADI graduation requirement into the Gen Ed program. We believe this could simplify things from the student's perspective while positioning ADI as a foundational ethos rather than a capstone requirement. Another potential update is reevaluating whether the Padstone Classes (184s) are fulfilling their intended purpose of building cohorts while helping students develop college-level skills. A survey about the Gen Ed program will be sent out to

all faculty next week. Please encourage your departments to respond. The survey results will be used by the General Education Committee to determine which updates should be pursued.

The online faculty and staff directory system will receive an update beginning October 14<sup>th</sup>. Currently, each web directory page must be manually created and maintained, making it difficult to keep the directory up to date. This new update will link the directory to employee databases, meaning that faculty pages will be automatically created or removed as faculty enter or leave the university. Also, name, title, email, and phone number will be automatically updated on a weekly basis. When the directory update occurs on October 14<sup>th</sup>, existing pictures and biography information will not initially migrate over. However, within a few weeks of the update, Web Services anticipates the full migration of all existing pictures and biography information.

Thank you to everyone who attended the Academic Affairs Fall Forum hosted by the Provost's Office. Your candid feedback will help to shape the future of academics at CWU and is part of the shared governance process we strive for. The Provost's Office is working on a website that will store all the feedback that was given, as well as provide updates to the follow-through on this feedback. Faculty Senate looks forward to collaborating with Provost Pease on this endeavor.

We currently have many vacancies on our Senate committees. The work that faculty do on these committees is essential for our voice and continued shared governance. We encourage you to remind your faculty of these openings.

The State of the University address is this Friday morning from 9:00 to 9:45 a.m. in the SURC ballroom. It will also be livestreamed on the CWU website. We encourage those who are able to attend this update on the state of our institution from President Wohlpart. There will also be breakout sessions in the later morning on strategic plan initiatives, as well as an Equity and Belonging workshop in the afternoon. This Friday, Oct 4<sup>th</sup>, is also the deadline for General Education proposals, as well as the first deadline for ADI course proposals. Thank you to everyone who has submitted proposals.

## **FACULTY ISSUES**

### **Updates**

Senator Jungblut and Senator Weber brought concerns about Inspire Academic Alerts and their "resolved" status. After reaching out to Academic Advising, we found that they were resolving alerts after 5 business days, whether or not student interaction had actually occurred. Their rationale was that they didn't want faculty members left questioning whether anything was being done about the alert. After multiple attempts to contact the student, marking the alert as "resolved" allows advisors to close the loop and inform faculty that action was taken. This conversation is continuing and a meeting with the Academic Directors is being scheduled to reassess the process.

Senator Bisgard was concerned about faculty being required to list final exam times in syllabi, although they are not available in myCWU at that time. We reached out to the Registrar, and they advised that when the ultimate final exam schedule is moved to the university scheduling system, 25Live, it has to be done when the quarter's class schedule is as clean and as final as possible. Potential changes that the registrar's office must respond to include modality changes, day and time course changes, and enrollment capacities. When they are determining the final exam schedule, they have a matrix that they usually follow. At times, however, they do make changes to the standard schedule due to location changes for a course, equipment needs, and ADA requirements. Once they are confident, they assign rooms and times. Their goal is to have the final exams published at the same time the schedule goes live, but that is only possible if nothing changes. They are hoping that CourseLeaf, the new scheduling system, will modernize their process and allow for more timely information.

Senator Ahn raised a concern about the use of honor tassels instead of honor cords for graduating students in the spring. We are still looking into the matter with the Commencement Planning Team, voicing our concerns, and seeking clarification on plans moving forward.

## **New Faculty Issues**

Senator Reynolds reported a challenge with Help Desk hours. The times don't go late enough into the evenings and are not available on Saturdays. There are students all over the state online and are working professionals and do not have time during the day to call. Would like to see extended hours.

Senator Bisgard asked how many faculty are teaching classes with reduce workload. This has happened in the Math program. Is this a university thing or is it only happening in one college? What is the level that this is occurring? Decision to do this was late this quarter. Did not have class schedule until several days before classes starting and did not have access to Canvas for one course until the day of course.

Senator Weber raised a question about the potential of moving the ADI graduation requirement into the General Education program. How would this work if a student came in with a DTA or have completed general education at another institution?

Senator Szilard indicated a concern with our current websites. His department has used websites to communicate with students. Web Services is not responding to us.

Senator Reynolds indicated that there is a lot of material that isn't present on current website. Still hard to find information and there are a lot of 404 error pages. Where are we with continuing to fix the website?

Senator Castillo asked about the October 14 directory updates. If information is incorrect, who would they contact for that? Advising notes are not accessible to faculty advisors and they are unable to upload advising notes like we used to.

## **STUDENT REPORT**

Hondo reported that the ASCWU General Assembly is Monday January 22 from 5:00 – 7:00 p.m. in the SURC Ballroom. Large topics that ASCWU is working on is Working Wildcats, WSA fee allocation and the multicultural center. Working Wildcats: Working to unionize graduate students and student research assistants. Currently not all students are able to be represented by the union though they are planning to help lobby for legislation that would allow all students to be represented. WSA Fee Allocation: Students are currently paying twice the number of required dues. The WSA ten-year plan includes a fee increase from \$1-\$2, though we are the only university to have increased our dues. Looking at equitable solutions to account for our increased amount. Multicultural Center (MCC): ASCWU is receiving regular updates from capital projects team to talk about MCC. Met with OPSIS and capital projects to talk about spaces within the MCC and where we would like to see them placed and how we think they would be used.

Emerging Topics: Students are concerned about online classes and professor involvement. Currently there are no university guidelines for online classes. There is a certification professors can receive through Multi-Modal, though this is not required. We are looking to start conversations revolving around campus wide policy for online classes and how they're conducted.

ASCWU is working to build more community partnerships. Working with Ellensburg Downtown Association (EDA) to strengthen relationships and bridge gap between community and CWU students. Looking to possibly partner together on business takeovers as well as other future events regarding the Wildcat Pantry.

ASCWU meetings are Mondays 12:00-1:00 p.m. in the SURC Pit. ASCWU Senate meetings are Mondays from 4:00-5:00 p.m. in SURC 137B. Meet your Reps Mixer will be January 24<sup>th</sup> 1:00-3:00 p.m. in SURC 137. 5 ESC Graduations registration begins this Friday. Intertest form is needed so that groups know how many people to expect. The form is open for a month. Lobby Day will be February 8-9, 2025, in Olympia. Student Senate is hiring a Senator for the College of the Sciences.

**OLD BUSINESS** – No old business

## **REPORTS/ACTION ITEMS**

### **SENATE COMMITTEES:**

**Academic Affairs Committee** – see written report

**Antiracism, Diversity, and Inclusivity (ADI) Committee** - see written report

**Motion No 24-03(Approved):** Recommend approving the Antiracism, Diversity, and Inclusivity (ADI) committee procedures manual as outlined in Exhibit B.

**Budget and Planning Committee** – No report

**Bylaws and Faculty Code Committee** - see written report

### **Evaluation and Assessment Committee**

**Motion No. 24-04(Approved):** Recommend approving changes to the Evaluation and Assessment committee procedures manual as outlined in Exhibit C.

## **PRESIDENT**

President Wohlpart reported that CWU's enrollment before Covid was 1900-2000 freshman. That dropped to 1450 students in 2020. This year first-year enrollment was just over 1600 students. We have 1800 transfer students and 8,800 total students which is similar to last year. The enrollment numbers won't go up fast unless we increase retention. Currently it is at 69%. CWU needs to increase the market share in Washington. The final census will be taken next Wednesday. President Wohlpart met with the chairs of OFM and the higher education council to talk about the fund split for CWU. It started with the state only funding 50% of the COLA increases. In the last biennium they raised it to 70% funding. The tuition increases were supposed to cover the additional amount. However the tuition increases have been used for inflation increases for goods and services. The six universities are collaborating around the fund split. President Wohlpart will be spending more time in Olympia this year to talk about the importance of higher education. Make sure individuals get signed up for the State of the University Address. Will be talking about vision, mission, and strategic plan with the strategic plan being a focus. President Wohlpart indicated they have been working through the process of losing one of our students. Gretchen Delaford was the point person with the department, employer and family. Got confirmation Tuesday morning that the student had passed away.

## **PROVOST**

Provost Pease indicated that Elvin Delgado is the interim AVP for Faculty Relations, Equity, and Belonging. This position will help Academic Affairs have a larger role for equity and belonging. Will work to see if this position should be made permanent. There are three dean searches this academic year. The first search is the Dean of Graduate Education and Strategic Initiatives, and it opened this week. This position will oversee the development of graduate education and spear head strategic initiatives in higher education. The other two dean searches are for the College of Sciences (COTS) and the College of Arts and Humanities (CAH). Anticipate these national searches to launch later this fall. Provost Pease indicated that they will be using a search firm for these searches. Provost Pease asked that faculty fill out the forum survey if you haven't done so already. They are working to transcribe all the information that was collected that day. Once they have a digital summary analysis, they will pull out the themes. Will post the raw data as well once they have a secure site for the information.

**CHAIR-ELECT** – Chair-Elect Lindsey reported that the next open Executive Committee meeting will be next Wednesday from 3:00 – 4:00 p.m. in Grupe.

**NEW BUSINESS** - None

Meeting was adjourned at 4:49 p.m.

# Exhibit A

## 2024-25 Faculty Senate Operating Procedures:

Robert's Rules of Order Newly Revised, 12th Edition (ISBN-13: 978-0306820205) will be the accepted authority for procedural operations. The Senate's Bylaws take precedence over Robert's Rules of Order.

Committee reports will be automatically accepted. If there is an action item that a committee desires to submit with any report, it is to be separately stated as a motion and the motion will then come before the Senate for discussion and debate. The committee will be asked to submit a report and written copies of any motion or action that it would like to have taken.

Committee reports and motions shall be submitted to the Faculty Senate office by noon on the Tuesday two weeks preceding the senate meeting in which action is expected. This policy allows for the timely posting of the meeting agenda. All committee motions submitted for action by the Senate must be accompanied by an abstract-size plain English summary stating the content, reason for the proposal, and intended effect of the motion. This summary will be sent to the faculty prior to the initial Senate meeting in which the motion will be considered for adoption. As a general rule, substantive committee motions that do not accompany the agenda will not be discussed and voted on until a subsequent meeting. An extended agenda will be sent to all Senators, who shall give it to their Alternate if they are unable to attend the meeting.

Concerning discussion rules, Senators will use the procedure of seeking recognition from the Chair if they want to speak to an issue. Speaking without Chair recognition is out of order. Discussion on arguments for and against the issue will be alternated. A visitor will be given recognition if the floor is yielded by a Senator. If no senator desires to speak and a visitor would like to make a point, the Chair may recognize the person. A visitor will be recognized if a preliminary request is made to the Senate office for an opportunity to speak or if the Chair invites a person to speak.

## Exhibit B

### Antiracism, Diversity, and Inclusivity Procedures Manual

*[The rules and responsibilities that are included in this template are those common to all Senate Committees. The actual Procedures Manual for any particular committee will naturally include further rules and responsibilities pertaining to that committee's specific purposes and duties.]*

1. The ADI committee shall be concerned with the study, development, and improvement of the ADI graduation requirement. The committee shall review and recommend courses and policies for the ADI graduation requirement in close cooperation with appropriate academic administrators and other Senate committees. It shall perform other duties as may be requested by the EC.

#### 2. Responsibilities of the committee

- 2.1 The Faculty Senate Executive Committee provides the charges to the committee. In addition, the committee may propose items to work on.
- 2.2 The committee reports to the Faculty Senate.
- 2.3 Reviews and approves curriculum proposals.
  - 2.3.1 Review and approve new curriculum proposals for the ADI requirement.
  - 2.3.2 Review curriculum proposals for courses previously approved for ADI to verify they still meet the ADI requirements.
  - 2.3.3 Review student petitions for graduation requirement.
- 2.4 Review faculty ADI applications and credentials.
- 2.5 Review courses articulations for applicability in satisfying the ADI graduation requirement on a yearly rotating cycle, as needed.
- 2.6 Maintain sustainable training calendar to prepare faculty who are developing and teaching ADI courses.
- 2.7 Review assessment plan for ADI courses.

#### 3. Process for election of the committee chair/co-chairs

- 3.1 The committee should be chaired by two members, designated as co-chairs.
- 3.2 Nomination process: By the last regular meeting of the winter quarter, the previous committee chairs or designee will accept nominations for two committee co-chairs from committee members. Self-nominations are acceptable.
  - 3.2.1 One of the co-chairs should have at least one year beyond their tenure as co-chair left on their term as a committee member to help provide continuity.
  - 3.2.2 If two nominees for co-chairs are not available, a single chair may be elected instead. The remaining co-chair position can be filled at any time during the year following the regular nomination and election process.
- 3.3 Election process.
  - 3.3.1 If there are more than two nominees for a single position, voting held by secret ballot; otherwise by voice vote. Votes will be by simple majority and require a quorum of 60% of committee members; if a quorum is not met at the co-chair election meeting, the remaining members will be asked to vote via email to reach quorum.
- 3.4 Replacements and terms of absence (e.g. sabbatical, medical leave, and other reasons).
  - 3.4.1 Individuals who are taking leave should seek a replacement to serve during their leave time.

4. Responsibilities of the committee chair/co-chairs
  - 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 Co-chairs should discuss and agree upon an equitable division of responsibilities.
  - 4.4 Manage committee meetings
    - 4.3.1 Call meetings
    - 4.3.2 Set agenda for meetings
    - 4.3.3 Preside over meetings
  - 4.5 Manage committee workload
  - 4.6 Ensure that meeting minutes are taken and handled appropriately.
    - 4.6.1 Ensure that minutes are taken either by the secretary or administrative assistant; or, if neither is present, assign a committee member to take minutes.
    - 4.6.2 Review draft minutes submitted by the secretary or administrative assistant (or the assigned committee member), and suggest revisions as necessary
    - 4.6.3 Forward the revised draft minutes to the committee members for review and approval
    - 4.6.4 Ensure that committee-approved minutes are forwarded to the Faculty Senate Office
  - 4.7 Liaise between the committee and the Faculty Senate
    - 4.7.1 Report to the Senate on the work of the committee as requested by Senate
    - 4.7.2 Report to the committee on any Senate work relevant to the committee
  - 4.8 Liaise between the committee and the Faculty Senate Executive Committee
    - 4.8.1 Provide the Executive Committee with timely written and oral communications as needed regarding the committee's work and concerns of lack of member participation, if any.
    - 4.8.2 Prepare and present motions to the Executive Committee for Senate consideration.
    - 4.8.3. Prepare and present the committee's annual report to the Executive Committee
  - 4.9 Collaborate with other Senate and University committee chairs (as needed)
  - 4.10 Prepare and send evaluative letters of committee members regarding participation
  
5. Responsibilities of the committee secretary or administrative assistant
  - 5.1 Prepare meeting minutes, which should include meeting date and time, names of attending and absent members, and motions as approved by the committee, start and end times
  - 5.2 Forward an electronic committee-approved minutes to the Faculty Senate Office
  - 5.3 Arrange location of meetings, and any equipment needed for video connections or presentations
  
6. Responsibilities of the committee members
  - 6.1 Attend committee meetings
  - 6.2 Participate actively in carrying out the committee's responsibilities, outlined in Section 2
  - 6.3 Prepare reports and lead discussions on specific topics assigned at committee
  - 6.4 Replacements and terms of absence (e.g. sabbatical, medical leave, and other reasons).
    - 6.4.1 Individuals who are taking leave should seek a replacement to serve during their leave time.

## Exhibit C

### Faculty Senate Committees Procedures Manual

#### Evaluation and Assessment Committee

1. According to Academic Code Section IV.D.1.e and Faculty Senate Bylaws IV.A.e:

The Faculty Senate Evaluation and Assessment Committee (EAC) shall be concerned with assessment tools affecting faculty or requiring faculty input. It shall receive, review, initiate, and make recommendations or proposals for assessment tools used for the biennial Faculty Assessment of Academic Administrators, the biennial Faculty Senate and Senate Executive Committee Assessments, and do such other similar things as charged by the Senate Executive Committee, coordinating its efforts with other individuals, groups or committees as necessary or appropriate. The EAC recognizes CWU's vision of equity and belonging. The committee acknowledges the essential role of varied backgrounds, perspectives, and cultures in its development of assessment tools and review of qualitative and quantitative data generated from these assessment tools. The committee acknowledges the fact that assessment does generate sensitive issues and will carefully consider these views from multiple perspectives, especially from those members who are non-tenured faculty as they comprise a large proportion of the faculty body, yet have little representation.

2. Responsibilities of the committee

- 2.1 The committee receives charges related to its purpose from the FS Executive Committee.
- 2.2 The committee reports first to the Executive Committee and to the Faculty Senate, as requested.
- 2.3 The committee may also consider topics or issues that are then sent to the Executive Committee, requesting committee time for consideration and formal charges, as needed.
- 2.4 The committee acknowledges that there are multiple perspectives regarding evaluation and assessment, the committee will recognize, respect, and utilize the varied perspectives of the members within the committee and those who contribute to inform the committee on special topics from outside the committee.
- 2.5 Topics, issues, and charges that are sensitive in nature will be considered through equity and belonging lenses, if a vote is required by the committee regarding a sensitive topic or assessment data, the committee will consider an anonymous process to respond to sensitive issues to acknowledge the varied perspectives.
- 2.6 The committee recognizes that data acquired from evaluation and assessment comes in different forms. When reporting this data the committee will respect and recognize the differing opinions of those who provide data.

3. Process for election of the committee chair

- 3.1 Nomination process—nominations for committee chair are made at the first meeting of the academic year.
- 3.2 Election process—the election of the chair is accomplished by simple majority.

- 3.3 Voting – voting in the elected chair will be held through an anonymous process as identified by the committee.
4. Responsibilities of the committee chair. The committee chair:
    - 4.1 Ensures that the committee’s responsibilities, outlined in Section 2, are fulfilled, as charged.
    - 4.2 Determines committee meeting days and times (in consultation with committee members).
    - 4.3 Manages committee meetings by:
      - 4.3.1 Calling meetings
      - 4.3.2 Setting agendas for meetings
      - 4.3.3 Presiding over meetings
    - 4.4 Manages committee workload, in consultation with the Senate Chair/Executive Committee.
    - 4.5 Ensures that meeting minutes are taken and handled appropriately
      - 4.5.1 Ensures that minutes are taken either by the secretary or administrative assistant; or, if neither is present, assign a committee member to take minutes.
    - 4.6 Ensures that all meetings are accessible to the committee members through assistive technology or other means (ex. closed caption, interpreter, etc.)
      - 4.6.1 Reviews draft minutes submitted by the secretary or administrative assistant (or the assigned committee member), and suggest revisions as necessary.
    - 4.7 Liaises between the committee and the Faculty Senate by:
      - 4.7.1 Reporting to the Senate on the work of the committee as requested by Senate and/or as scheduled by the EC (at least once per quarter).
      - 4.7.2 Reporting to the committee on any Senate work relevant to the committee.
    - 4.8 Liaises between the committee and the Faculty Senate Executive Committee by:
      - 4.8.1 Providing the Executive Committee with timely written and oral communications as needed regarding the committee’s work and concerns of lack of member participation, if any.
      - 4.8.2 Preparing and presenting motions to the Executive Committee for Senate consideration and being present at Senate meetings when they are presented.
      - 4.7.3. Preparing and presenting the committee’s Annual Report to the Senate/Executive Committee.
    - 4.9 Collaborates with other Senate and University committee chairs, as needed.
    - 4.10 Prepares and sends service letters for committee members regarding participation (annually).
  5. Responsibilities of the committee secretary or administrative assistant
    - 5.1 Prepares meeting minutes, which should include meeting date and time, names of attending and absent members, and motions as approved by the committee, start and end times.
    - 5.2 Forwards draft minutes to the committee chair for review, and makes revisions as appropriate.
    - 5.3 Forwards an electronic committee-approved minutes copy to the Faculty Senate Office.
    - 5.4 Arranges location of meetings, and any equipment needed for telephone connections or presentations. Works with committee chair to ensure accessibility.

6. Responsibilities of the committee members
  - 6.1 Attend committee meetings and other events, e.g., forums, related to committee business.
  - 6.2 Review meeting documents and prepare for upcoming meetings.
  - 6.3 Participate actively in carrying out the committee's responsibilities, outlined in Section 2.
- 6.3 Prepare reports and lead discussions on specific topics, as assigned at committee.

# Committee Reports

## Faculty Senate Academic Affairs Committee Report

October 2, 2024

The AAC had its first meeting September 26 on Zoom. Andy Piacsek (Physics) is chairing the committee this year. There are two current vacancies (COB and CAH). Our meeting format this year will be hybrid, with some meetings in person and others on Zoom. We will monitor the effectiveness of the in-person meetings to ensure that members who must participate remotely are able to engage fully.

We reviewed our charges for the year, with input from Senate Chair, Peter Klosterman. While the number of charges is relatively small, some will require a significant amount of time due to their broad scope and deep impact on academic life.

We familiarized ourselves with our first charge, which is to develop new policy regarding student use of generative artificial intelligence, such as ChatGPT. Chad Shone, Director of the Multimodal Education Center, visited our meeting and summarized the work of the Generative AI Task Force. They have compiled a considerable set of resources, including best practices, faculty development materials, AI literacy tutorials, and models of syllabus statements pertaining to the use of AI. AAC will consult these materials, as well as various stakeholders on campus, as we draft policy on the use of generative AI. We hope to submit policy language to Faculty Senate by the end of fall quarter.

We also discussed our second charge, which is to continue (and hopefully complete) the work of this committee over the past two years to develop policy on disruptive student behavior in academic settings. Because this policy overlaps with the responsibilities of the Office of Student Rights and Responsibilities, we are engaged in a dialog with that office, as well as with the Provost Council, to ensure that policy language we submit this year will be approved at all levels.

Respectfully submitted October 2, 2024

Andy Piacsek, Chair

**Faculty Senate Antiracism, Diversity, and Inclusivity Committee Report  
October 2, 2024**

<b>Charge #</b>	<b>Timeline</b>	<b>Charge/task</b>	<b>Progress</b>	<b>Action</b>
ADI24-25.01	Fall	Review and establish transfer equivalencies for ADI courses	We received a handful of course petitions from transfer students over the summer. We will evaluate them as a committee and develop a rubric for review that aligns with our current rubric to review CWU ADI course proposals.	In progress
ADI24-25.02	Fall/Ongoing	Review and approve ADI faculty applications	The committee currently has one application from the summer to review. There is a good chance that new applications will be submitted along with new course proposals, and we will review them upon arrival.	In progress
ADI24-25.03	Fall/Winter	Review and approve ADI course proposals	The Fall proposal deadline for ADI courses is Oct. 4 <sup>th</sup> . We will review proposals as a committee starting the following week.	Not yet started
ADI24-25.04	Fall	Submit draft procedures manual for Senate approval.	Our procedures manual was approved by the committee June 6 <sup>th</sup> 2024, and will be submitted to Senate for approval.	In progress
ADI24-25.05	Winter	Collaborate as needed with the Dean of Undergraduate Studies on collecting data for the ADI assessment plan.		Not yet started
ADI24-25.06	Winter	Analyze assessment reports provided by Undergraduate Studies office and make recommended updates to ADI requirement as appropriate.		Not yet started
ADI24-25.07	Spring	Review existing courses in the Gen Ed Social Justice Pathway for potential ADI inclusion		Not yet started

ADI24-25.08	Spring	<p>Identify training opportunities to prepare faculty who are or wish to teach ADI courses.</p> <ul style="list-style-type: none"> <li>• Consult with Charlita Shelton, VP of EB.</li> <li>• Reach out to faculty teaching Gen Ed Social Justice themed courses that would be good candidates for ADI inclusion</li> </ul>		Not yet started
ADI24-25.09		<p>Develop and offer a workshop for faculty to convert existing courses to meet ADI requirements and submit for approval.</p> <ul style="list-style-type: none"> <li>• Consult with Provost's Office about possible funding support</li> <li>• Reach out to faculty teaching Gen Ed Social Justice themed courses that would be good candidates for ADI inclusion</li> </ul>		Not yet started

*Additional Information*

The Faculty Senate Antiracism, Diversity, and Inclusivity (ADI) Committee has nine charges to consider during the 2024-2025 academic year, four of which are to be started during the Fall quarter. Our first meeting of the year is October 3<sup>rd</sup>, and thus we have not yet been able to make new progress on our Fall charges, but should be able to get started soon thereafter.

As of this report we still have a vacancy on the committee. During the 2023-24 academic year we also had vacancies and were only able to make quorum for two-thirds of our meetings, which delayed the approval of many items. We hope that the vacancy can be filled quickly such that quorum is not again so tenuous.

**BFCC Committee Report  
October 2, 2024**

<b>Charge #</b>	<b>Timeline</b>	<b>Charge/task</b>	<b>Progress</b>	<b>Action</b>
<b><u>BFCC 24-25.01</u></b>	Fall	Modify Code/Bylaws to reflect the upcoming change from two NTT senators to four NTT senators, determining appropriate representation, term limits, and eligibility requirements.	BFCC discussed wording for Code Section IV.B.a.iv	In progress
<b><u>BFCC 24-25.02</u></b>	Fall	Add a section to either Code and/or Bylaws that itemizes senator responsibilities (e.g. attendance, disseminating accurate reports and information back to departments) and possible senate actions if these responsibilities are grossly neglected.	N/A	Not started
<b><u>BFCC 24-25.03</u></b>	Fall	Add language to either Code and/or Bylaws recommending that chairs not serve as senators if other department faculty are willing and able to serve.	N/A	Not started
<b><u>BFCC 24-25.4</u></b>	Winter	Modify the complaint process outlined in Code IV.G to require EC members to recuse themselves when issues or grievances are brought forward from their own departments.	N/A	Not started

<b><u>BFCC 24-25.05</u></b>	Winter	Modify Faculty Code, Appendix B to allow self-nominations for the Distinguished Faculty Award.	N/A	Not started
<b><u>BFCC 24-25.06</u></b>	Winter	Investigate possible ways to reduce the time requirements of the Distinguished Faculty Award application process without compromising the integrity of the awards. Make recommendations as appropriate.	N/A	Not started
<b><u>BFCC 24-25.07</u></b>	Spring	Clarify eligibility for and benefits of emerit status in Faculty Code, Section I.B.2	N/A	Not started
<b><u>BFCC 24-25.08</u></b>	Spring	Modify Code to remove references to the University Centers having senators (e.g. Code IV.B.1.a.iii, Code IV.E.7.a)	N/A	Not started
<b><u>BFCC 24-25.09</u></b>	Ongoing	Recommend revisions to Code and Bylaws to improve clarity and fix typos and errors.	N/A	Not started

*Additional Information*

The BFCC received our 2024-2025 charges from Janet Shields and the Executive Committee on 9/23/2024, our first meeting was on 9/30. The BFCC is scheduled to meet weekly during fall quarter.