

Bylaws and Faculty Code
January 10th, 2022
Minutes approved on 1/24/22

Committee members present: Mary Radeke, Nathan White, Mark Samples
Guests: None.

1. Meeting called to order at 3:35pm

2. December 6th minutes approved (Elvin Delgado submitted approval by proxy).

3. Chair Updates

- Email from Greg/EC re: approval to move ahead with charge BFCC21-22.05

Consider additional language regarding the definition of full-time service for NTT faculty eligibility for emeritus status in Faculty Code, Section I.B.2.a.i. **Timeline:** Winter Quarter.

- Email from Greg/EC re: BFCC21-22.08 and .09 question regarding new wording, see below.

Committee agreed that the term “will” in bold below, should be changed to “may”.

All approved change. MR will send on to EC to review and then hopefully include on the Feb. 2022 FS agenda.

Committee also agreed that the new language should be moved to III.B.5, with following sections renumbered as follows:

III. Senate Standing Committees

B. Organization and Procedures

1. Each year, standing committees (with the exception of the General Education Committee (GEC) shall elect their own chairs from among the members of the committee. Each chair will serve as the liaison to the Executive Committee. If not a Senator, the chair becomes an ex officio member of the Senate without vote.
 - a. General Education Program Director will serve as the GEC Chair. All faculty members who have served on GEC at least one academic year within the last four years are eligible. Each program director will serve a three (3) year term, comprising one (1) year as program director-elect followed by two (2) years as program director. GEC will forward the program director-elect nomination to the Executive Committee for ratification at the January Faculty Senate meeting.
 - b. General Education Program Director-Elect duties will begin June 16. 2. Standing committees shall report on their activities at each full Senate meeting monthly to the Senate or as otherwise directed by the Executive Committee.

3. Standing committees shall normally concern themselves with policy matters. These committees may refer general policy questions or issues relating to specific cases to the Executive Committee for consideration by any standing committee or committees or other interested groups or individuals. The committees will act on charges as presented by the Executive Committee. In addition, committees may initiate their own activities as desired, with approval by the Executive Committee.
4. Early in the fall quarter of each year, each standing committee, except Academic Affairs, Curriculum and General Education, shall determine its schedule of meetings for that entire academic year. The schedule may be determined either at the committee's first meeting, or via communication between the committee members prior to the first meeting. Once the year's meeting schedule is determined, the chair shall ensure that the schedule is forwarded to the Senate Office. Academic Affairs, Curriculum and General Education committees will meet according to the established meeting day and time. The first meeting of each committee shall ordinarily occur before October 31st.
5. Once a motion has been made and seconded, discussion with the full committee, including non-voting members, may take place. Standing committees may then conduct further discussions in closed sessions with no guests, ex officio members, designees, or any other non-voting members present. After these discussions, voting committee members will may conduct the vote in a closed session without any non-voting members present. At the committee chairperson's discretion, the final vote may be conducted via a secret vote.
6. ~~5.~~ Any standing committee member who, in a single academic year, is absent for three (3) committee meetings, or for two (2) consecutive committee meetings, shall inform the committee chair of the reason for the absences. If the member in question does not provide such a reason, or if the chair deems the reason inadequate or if the member does not provide assurance that the absences will cease, the chair may ask the Executive Committee to move to have the member removed from the committee. Before making this request of the Executive Committee, the committee chair shall first endeavor to inform the member, in writing, of the chair's intention to request the removal of the member. The Executive Committee will inform the member of the decision to remove them from the committee. The member will have ten (10) working days to respond to the Executive Committee. If there is no resolution to restore the member to the committee, then the seat shall be declared vacant. The Senate chair shall then inform the member's department(s) in writing of their removal.
7. ~~6.~~ If the committee's work is blocked or impaired by a member, the committee may take a secret ballot vote to decide if removal is recommended. This

recommendation would be submitted in writing, with a detailed justification, to the Executive Committee for approval. In cases where the member in question is the committee chair or for reasons that would preclude a committee vote, any committee member may request the Executive Committee to investigate the situation and oversee a committee vote, if necessary. The Executive Committee will inform the member of the decision to remove them from the committee. The member will have ten (10) working days to respond to the Executive Committee. If there is no resolution to restore the member to the committee, then the seat shall be declared vacant. The Senate chair shall then inform the member's department(s) in writing of their removal.

- ~~8.~~7. If the Executive Committee recommends removal of the member in question, that member may appeal that removal to the full Senate. Senate may override the decision of the Executive Committee and restore membership.

4. EC Updates

No new updates from the Provost regarding the definition of “department”.

Mark will take Charge .01 to EC for review of the language (see notes under discussion below).

All committee members agreed that we would like to invite the Chair of the Assessment Committee to discuss a possible change in timeline for administrator assessment.

5. Discussion of charges

BFCC21-22.01 Continue working and moving forward language for the CWUP and correlated language in Faculty Code that strengthen the code and shared governance and that would protect the Senate. **Timeline:** Fall Quarter

Committee discussed Mary's suggestions for some minor language changes to the existing language and then to possibly move language to CWUP 1-80-060 and then procedures for violating policy to be added to CWUR 1-40 Faculty Senate.

BFCC21-22.07 Consider code revisions regarding frequency of assessments of academic administrators, Senate and Executive Committee. **Timeline:** Spring Quarter
We will invite Assessment committee chair to next meeting.

BFCC21-22.10 Standardize language in Faculty Code and Bylaws regarding committee titles. **Timeline:** Spring Quarter
Nathan will review and we will discuss at next meeting.

BFCC21-22.06 Review and consider language in bylaws regarding rules for multiple members from one department serving on senate committees. **Timeline:** Spring Quarter.
BFCC discussed where the new language should go under section. Mary will compose language to add to section III. A.2.b. and BFCC will review and vote.

- Nathan proposed that when Mary sends the language to EC for review, to note that the language was removed and we are proposing to add back in.
- Greg and Nathan proposed renumbering section (remove 2a, change to 3, and then renumbering the rest of the sections accordingly).

Motion to accept new language as follows: “No more than one (1) committee member may come from any one (1) department or group with Senate representation unless approved by the EC” Was made, seconded by Nathan, all approved.

Motion to renumber the section III.A.2.a becomes III.A.3 and following numbers changed accordingly. All approved.

- Mary will send this charge with new language and numbering to EC for approval.

6. Meeting Adjourned at 4:31pm

Status Update

Mary’s to do’s = yellow

Mark’s to dos = blue

Nathan’s to do’s = green

BFCC21-22.01 Continue working and moving forward language for the CWUP and correlated language in Faculty Code that strengthen the code and shared governance and that would protect the Senate.

Timeline: Fall Quarter

- Mark will take to Greg and EC

BFCC21-22.02 Consider changes to Bylaws, Section I.C.1 regarding senate representation for departments. **Timeline:** Fall Quarter

- Waiting for Provost definition of “department” as of 1/10/22
- Memo sent to EC regarding delaying any BFCC action until definition is provided.

BFCC21-22.03 Consider strengthening language in Faculty Code, section II.G.1.i. regarding Senate jurisdiction in senate complaint policy and procedures (removal of the word “professionalism”).

Timeline: Fall Quarter

- Third reading before Senate at FC meeting on Jan. 12, 2022.

BFCC21-22.04 Consider additional language regarding benefits and privileges for Emeritus Faculty as outlined in Faculty Code, Section I.B.2.d. **Timeline:** Winter Quarter

- Mary sent statement to EC for review, EC will then send statement on to BOT.
- Waiting to hear about this.

BFCC21-22.05 Consider additional language regarding the definition of full-time service for NTT faculty eligibility for emeritus status in Faculty Code, Section I.B.2.a.i. **Timeline:** Winter Quarter.

- Proposed language will go before Faculty Senate for 1 of 3 readings on 1/12/22

BFCC21-22.06 Review and consider language in bylaws regarding rules for multiple members from one department serving on senate committees. **Timeline:** Spring Quarter.

As per communication with Janet Shields: Bylaws at one time had this stated (1 member per department).

- Mary will send proposed language (with correction, chair report above) back to EC for review

BFCC21-22.07 Consider code revisions regarding frequency of assessments of academic administrators, Senate and Executive Committee. **Timeline:** Spring Quarter

- EC to investigate possibility of changing EC assessment to position assessment, not individual assessment.
- Possibility of arranging timeline so that assessment/survey fatigue is reduced. Timeline may include assessing one group on alternating years?
- Mary will invite chair of Assessment committee to speak at 1/24/22 BFCC meeting

BFCC21-22.08 Consider additional language in the Faculty Senate Bylaws to change the membership of Faculty Senate committees regarding ex-officio roles and guest guidelines. **Timeline:** Spring Quarter

- Proposed language sent to EC 12/9/21

BFCC21-22.09 Consider additional language in Faculty Senate Bylaws and/or Faculty Code regarding Senate committee meeting formats. **Timeline:** Spring Quarter.

- Proposed language (**BFCC21-22.08 and BFCC21-22.09 combined**) sent to EC for review on 12/9/21.

BFCC21-22.10 Standardize language in Faculty Code and Bylaws regarding committee titles. **Timeline:** Spring Quarter

- Nathan will review code and bylaws for inconsistent committee titles.