REGULAR MEETING
Wednesday, October 6, 2021, 3:10 p.m.
Zoom

AGENDA

I. ROLL CALL

II. CHANGES TO AND APPROVAL OF AGENDA

III. Motion No. 21-01: Adoption of 2021-22 Operating Procedures/Roberts Rules of Order attached as Exhibit A.

IV. MOTION NO. 21-02: APPROVAL OF MINUTES of June 2, 2021

V. CWU CARES/COVID-19 Emergency Funds - Gretchen Geltmeyer (10 Minutes)

VI. COMMUNICATIONS

VII. INTRODUCTIONS/ORIENTATION

VIII. SENATE CHAIR REPORT

IX. FACULTY ISSUES

X. STUDENT REPORT

XI. OLD BUSINESS

XII. REPORTS/ACTION ITEMS (45 Minutes)

SENATE COMMITTEES:

Executive Committee
Motion No. 21-03: Nominations for the 2020-21 Faculty Senate Parliamentarian. Nominees: Elvin Delgado, Geography, fall quarter and Mark Samples, Music, winter and spring quarter.

Motion No. 21-04: Ratify 2021-2022 committee nominees as outlined in Exhibit B.

Academic Affairs Committee
Motion No. 21-05: Recommends amending the committee procedure manual as outlined in Exhibit C.

Budget and Planning Committee

Bylaws and Faculty Code Committee

Antiracism, Diversity, and Inclusivity Task Force

XIII. PRESIDENT

XIV. PROVOST

XV. CHAIR-ELECT

XVI. NEW BUSINESS

XVII. ADJOURNMENT

***NEXT REGULAR SENATE MEETING: November 3, 2021***
Exhibit A

2021-22 Faculty Senate Operating Procedures:


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 of the week 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.
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<th>Committee</th>
<th>Faculty Member</th>
<th>Department</th>
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<td><strong>Bylaws and Faculty Code</strong></td>
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<td>1 faculty senator vacancy</td>
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<td>Jeff Dippmann</td>
<td>Philosophy &amp; Religious Studies</td>
<td>9/16/21 – 6/14/24</td>
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<td>1 LIB faculty vacancy</td>
<td>Wendy Spaček</td>
<td>Library</td>
<td>9/16/21 – 6/14/24</td>
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<td><strong>Evaluation and Assessment Committee</strong></td>
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<td><strong>General Education Committee</strong></td>
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<td>1 CEPS faculty vacancy</td>
<td>John Choi</td>
<td>ETSC</td>
<td>9/16/21 – 6/14/23</td>
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Number (if applicable):

Title of Section: Academic Affairs Committee Procedures Manual

New ☐ Revision X ☑

Summary of changes:

Proposed changes to AAC procedures manual:

In section 1, the description of voting and non-voting membership is clarified.

In section 2, the process for electing chair is moved to Spring to facilitate workload planning.

Justification of changes:

The committee is asked to review the proposal manual each year. The suggested changes are intended to bring the procedure manual in line with de facto committee procedures.

Budget implications:

None
Academic Affairs Committee Procedures Manual

1. The Academic Affairs Committee shall be concerned with the study and improvement of academic standards, academic policies and regulations, and academic organizational structures. The committee shall review and recommend changes to academic policy (section five of the CWU Policies manual, Academic Policies). It shall perform other duties as may be requested by or approved by the Senate Executive Committee. The membership of the Academic Affairs Committee shall consist of eight (8) voting members and four (4) non-voting members.

Voting members will be made up of two (2) faculty from each college with the exception of the Library.

Non-voting members will be drawn from the following campus stakeholders:
- One (1) student selected by ASCWU
- One (1) ex-officio non-voting representative of the Provost
- One (1) representative of the Registrar
- The chair of the Academic Department Chairs Organization (ADCO) as an ex-officio non-voting member.

2. Responsibilities of the committee
   2.1 The AAC will consider charges and requests for additions, deletions, and/or changes to University academic policy from the following sources:
      2.1.1 The Faculty Senate Executive Committee
      2.1.2 Academic and non-academic deans and departments
      2.1.3 Other faculty committees operating in academic areas of concern
      2.1.4 AAC members as representatives of their respective constituents.
      2.1.5 Faculty members at large as is appropriate and necessary

   2.2 Reports from the AAC will take the form of:
      2.2.1 Recommendations and motions to the Faculty Senate Executive Committee for additions, deletions, and/or changes to University academic policy.
      2.2.2 Responses to the source of a request regarding final decisions and recommendations for additions, deletions, and/or changes to University academic policy.

3. Process for election of the committee Chair
   3.1 Nomination process: The AAC Chair for the following year will be elected in the Spring quarter. The previous AAC Chair or designee will accept nominations for AAC Chair from AAC members at the first meeting of the academic year Spring quarter.
3.2 Election process: If there is only one nominee, the election can be held by voice vote. If there is more than one nominee, voting will be held by secret written ballot; otherwise by voice vote. The newly elected Chair will take office immediately upon election at the first meeting of the following Fall quarter.

4. Responsibilities of the AAC Chair

4.1 Ensure that the AAC’s responsibilities, outlined in Section 2, are met

4.2 In collaboration with AAC members, determine meeting days, times, and location (typically meets 2nd and 4th Thursday 34-5 p.m.)

4.3 Manage the AAC meetings
   4.3.1 Call meetings
   4.3.2 Set agenda for meetings
   4.3.3 Preside over meetings

4.4 Manage the AAC workload.

4.5 Ensure that meeting minutes are taken and handled appropriately.
   4.5.1 Ensure that minutes are taken either by the recording secretary, or, if the recording secretary is not present, assign an AAC member to take minutes.
   4.5.2 Review draft minutes submitted by the recording secretary or assigned AAC member, and suggest revisions as necessary
   4.5.3 Forward the revised draft minutes to the AAC members for review and approval
   4.5.4 Ensure that AAC approved minutes are sent to the Faculty Senate Office

4.6 Liaise between the AAC and the Faculty Senate
   4.6.1 Report to the Faculty Senate on the work of the AAC as requested.
   4.6.2 Report to the AAC on any Faculty Senate work relevant to the AAC.

4.7 Liaise between the AAC and the Faculty Senate Executive Committee
   4.7.1 Provide the Faculty Senate Executive Committee with timely written and oral communications as needed regarding the committee’s work and concerns.
   4.7.2 Prepare and present motions to the Faculty Senate Executive Committee for consideration
   4.7.3 Prepare and present the AAC’s annual report to the Faculty Senate Executive Committee.

4.8 Collaborate with other Senate and University committee chairs (as needed)

4.9 Prepare and send evaluative letters of committee members regarding participation
5. Responsibilities of the recording secretary.
   5.1 Prepare meeting minutes, to include meeting date and time, names of attending and absent members, and motions as approved by the AAC, start and end times
   5.2 Forward draft minutes to the AAC Chair for review, and make revisions as necessary.
   5.3 Forward an electronic AAC approved minutes to the Faculty Senate Office
   5.4 Arrange location of meetings, and any equipment needed for telephone connections or presentations

6. Responsibilities of the AAC members
   6.1 Attend AAC meetings
   6.2 Participate actively in carrying out the AAC’s responsibilities as listed in Section 2