

Bylaws and Faculty Code
October 25, 2021
Meeting Minutes
Approved

Members present: Mary Radeke, Nathan White, Elvin Delgado

Absent: none.

Guests: none.

Meeting called to order at 3:36pm.

Oct. 18th minutes approved.

Chair Updates

- Mary sent the motion for BFCC21-22.03 to Janet, who forwarded it on to the EC for approval. Elvin reported that the EC reviewed the motion and all agreed the motion looked good. Some discussion by EC members to possibly expand on the justification, however it was decided that rather than provide more written justification, BFCC should be ready to provide more verbal justification/context for the motion when it is presented at Senate.
- Mary also updated the committee on communications from Janet regarding when the FTE are calculated for each department and where the data for calculating FTE comes from. Charlene Andrews sends Janet the department FTE during fall quarter, Janet then calculates the number of senators for the next year based on faculty who have yearly contracts (all TT/tenured and NTT with 1-year contracts).
 - As per Janet: “The workload for NTT’s that don’t have a year contract are only calculated for fall quarter. Any new FTE after fall quarter wouldn’t be calculated until the next year. The same goes with reductions from retirement and resignations.”
 - The committee agreed that Mary will email Charlene and ask what the query looks like that she builds for Janet for the FTE calculation. That will give us an idea of what quarters she pulls for Janet and when these quarters are pulled for the FTE.
 - Committee discussed alternate language for the FC: “For NTT equivalency will be based on Human Resource records at the end of fall quarter of the prior academic year. No WLUs over 45 will be included in this calculation.” Once we learn from Charlene when the quarterly FTE are queried, we can decide on this language for the code, this may work, but we will wait to hear from Charlene.

4. EC Updates

- 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. Elvin reported that Greg (EC chair) will have a meeting with President Wholpart (president) on Friday (10/29/21) and will discuss the charge and language for FC and CWU Policy

then. Elvin reminded us that working through this language/charge may take some time due to all of the issues that are currently on the President's work list.

- BFCC21-22.02 Consider changes to Bylaws, Section I.C.1 regarding senate representation for departments. **Timeline:** Fall Quarter. Elvin reported that Greg will meet with the Provost to discuss the issue of the need to define "department" and the minimum number of FTE needed for a department.
- 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. The BFCC tasked Elvin with finding out why the BOT did not approve the language that the BFCC created last year (was passed in Senate). Elvin reported that the language (passed motion) was not presented to the BOT, Lynda Schactler sent the motion back to BFCC so that the committee could construct language to add to the FC regarding who would be responsible for making budget decisions for Emeritus faculty. Greg recommends that the BFCC craft a letter that states that the BFCC is happy with the language and that it was passed in Senate and that we do not feel that budget issues should be included in the BFCC and to please present as is to the BOT. Mary will begin constructing the memo and the BFCC will review at our next meeting on 11/1/21.
- 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. Elvin reported that Greg recommended that we review the letter in the Appendix B (appendix to the BFCC yearly charges from the EC). The BFCC reviewed this language and agreed that the BFCC should not be responsible for determining the definition of "fulltime" for NTT, that should be up to the CBA. The committee determined that the best way to define would be to say that fulltime is 45 WLU per year. It was decided that to be eligible for Emeritus status, "For full-time faculty, a normal requirement for appointment to the emeritus faculty is ten (10) years of full-time service as a member of the teaching faculty. For part-time faculty, an accumulation of 450 workload units as a member of the teaching faculty is needed for appointment to emeritus faculty." Elvin presented a motion to approve this language, Nathan seconded the motion, all were in favor. Mary will present the motion to the EC for review, and then if they approve, we will present at Senate.

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

Consider defining how many members from one department are appropriate for each senate committee if the situation arises.

Elvin gave the committee some background on this charge - the issue is that if two members of the same department are serving on a standing committee, this could be problematic, for example the Senate Curriculum Committee. Elvin gave the example of when two members are present and the issue concerns a decision/vote that has to do with those members department/program, the members should recuse themselves. The committee discussed the likelihood of this happening given the make-up of the current Senate Standing Committees - it was determined that the likelihood of this is small. One solution would be to have one person recuse themselves during a vote so as not to overrepresent any one department. Nathan pointed out that usually one vote is not enough to sway the vote. And if they do recuse this shouldn't affect quorum since most of these committees are fairly large. It was decided that we need to have a bit more

background on this charge before moving forward 1) how often does this actually happen (Mary will ask Janet for a history of this), 2) we agreed that we are not really sure of the problem we are trying to solve, need more information from Greg. (Elvin will ask Greg for more details here).

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

Elvin gave us some background on this charge, including the wording in an email from the Assessment Committee that requested that the BFCC consider language that changes the current biennial assessment to alternating years of assessment due to survey fatigue. This seems to conflict with the charge sent by the EC. Elvin will present this conflicting information to the EC for clarification.

Mary proposed that after next weeks meeting (11/1/21) we could probably meet every-other-week rather than weekly simply because we need to give the EC time to addresses our questions about the other charges. All agreed.

Meeting adjourned at 4:55pm.

Status report:

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.

Waiting for Greg to meet with President Wholport on Friday. Elvin will report update.

BFCC21-22.02 Consider changes to Bylaws, Section I.C.1 regarding senate representation for departments.

Waiting for Greg to meet with the Provost this week to discuss department definition and minimum FTE required. Elvin will report update.

BFCC21-22.03 Consider strengthening language in Faculty Code, section II.G.1.i. regarding Senate jurisdiction in senate complaint policy and procedures.

Will be presented at 11/3/21 Senate meeting.

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

Mary will construct letter to send to BOT secretary to confirm that we would like BOT to review motion without budget information included. BFCC will review letter at next meeting.

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

Mary will consult Charlene Andres as to when the query is run and what quarters NTT part time faculty are sent to Janet. BFCC will make the decision about language at the 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.

Consider defining how many members from one department are appropriate for each senate committee if the situation arises.

Mary will contact Janet to find out how often this occurs (two members from same department on one committee) and Elvin will ask Greg for more background on this. To be discussed at next BFCC meeting 11/1/21.

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

According to email Elvin reported on (from Assessment Committee) language in charge does not match recommendation from Assessment Committee. Elvin will ask EC about this.

Charges not yet addressed:

- 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
- BFCC21-22.09 Consider additional language in Faculty Senate Bylaws and/or Faculty Code regarding Senate committee meeting formats. **Timeline:** Spring Quarter.
- BFCC21-22.10 Standardize language in Faculty Code and Bylaws regarding committee titles. **Timeline:** Spring Quarter
- BFCC21-22.11 Review committee procedures manual and update as required. **Timeline:** Approve updated procedures manual by the last committee meeting of the year.