

Bylaws and Faculty Code
December 6th, 2021
3:15pm
Minutes Approved 1/10/22

Members present: Elvin Delgado, Nathan White, Mary Radeke
Guests: none

1. Meeting called to order at 3:25pm.
2. November 22nd minutes – Approved.

3. Chair Updates

Mary mentioned communication from Janet, received 12/2/21 regarding definition of “professionalism”. Will discuss when we go over charge .03,

4. EC Updates

Elvin summarized the EC’s discussion of having the past EC chair as a member of the BFCC rather than the EC chair elect, EC has decided to keep the chair elect as member of the BFCC. However, it was decided that the past chair will make themselves available for consultation when needed. [BFCC’s rationale was that the past chair has more institutional knowledge of the issues and charges from the previous year and would be more helpful when discussing the charges.]

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

Reviewed Mary’s findings regarding problematic language. Mary proposed that none of the language be changed, however, that some of the procedural language be moved to CWUR, while other more policy related language stay under CWUP. Finding where this language should live in each of these documents (CWUP and CWUR) may be problematic. Mary will send the document and proposed “homes” in CWUP and CWUR to the committee for review.

Second reading of FS motion 21-13 [BFCC21-22.03 Consider strengthening language in Faculty Code, section II.G.1.i. regarding Senate jurisdiction in senate complaint policy and procedures. **Timeline:** Fall Quarter... “definition of Professionalism”

Mary presented Janet’s communication (definitions of “professionalism” as well as the number of occurrences when “professionalism” appears in the CBA. Committee discussed issue raised by senator Laporis regarding the use of the word professionalism in college policies. Because this is not our jurisdiction, the committee agreed that a change in Faculty Code may also result in changes to college policy.

7. Discussion of **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.

Committee reviewed Mary's proposed language and made some changes. Committee voted on new language (Elvin seconded the motion, all approved). Mary will send language to Greg (EC chair) for review.

Language change as follows:

2. Emeritus Faculty Appointments

a. Faculty, who are retiring from the university, may be retired with the honorary title of "emeritus" status ascribed to their highest attained rank or title. The emeritus status is recommended for faculty members who have an excellent teaching, scholarly, and service record consistent with their appointments.

- i. 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 non-tenured faculty, an accumulation of ten (10) years of at least half-time service as a member of the teaching faculty.**
- ii. Any eligible faculty member may be nominated, including self-nomination, for emeritus status to the department chair. Nominations shall include a current vita and may include letters of support.
- iii. A simple majority of the eligible faculty in a department as defined in I.B.1.a.iv must approve the recommendation of emeritus status. Departments must adhere to the simple majority vote.
- iv. The BOT may grant emeritus status to any faculty member at their discretion.

8. 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. 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.

Proposed language:

b. **No more than one (1) committee member may come from anyone (1) department or group with Senate representation unless approved by the EC.**

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

BFCC reviewed and passed Nathan's proposed language: (Mary made the motion, Elvin seconded the motion, all were in favor.

Add this section to faculty Bylaws:

III.B.8 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 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.

Justification:

In order to allow committee members to freely cast their votes without any real or perceived influence from non-voting members, we propose that all committee voting take place in closed sessions of the committee. The timing of these closed sessions may occur during the meeting, after the meeting, or at some other date and time, but the decision on when to hold the closed session will be left to the discretion of the committee chair.

10. Committee discussed potential meeting times for BFCC for Winter quarter, 2022. All were hopeful that Mondays at 3:30pm would work. Mary will send out an email with some options.

11. Adjourned at 4:45pm.

Status:

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

- Language sent to BFCC for further review.

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"
- 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. **Timeline:** Fall Quarter

- Third reading before Senate at FC meeting on Jan. 13, 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.

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 sent to EC for review on 12/9/21

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).

- Language will be voted on at first January 2022 BFCC meeting.

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.
- BFCC will review this at first January 2022 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

- Not yet addressed.