

5-7-2014

CWU Faculty Senate Minutes - 05/07/14

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REGULAR MEETING
Wednesday, May 7, 2014, 3:10 p.m.
BARGE 412
Draft Minutes

Meeting was called to order at 3:12

Senators: All senators or their alternates were present except: John Alsoszatai-Petheo, Kelly Benson, James Bisgard, Dave Brown, Yuari Amos, Jim Johnson, Suzanne Little, Eric Mayer, Cynthia Mitchell, Lene Pedersen, Carlo Smith,

Visitors: Christopher Boone and Jesse Nelson

CHANGES TO AND APPROVAL OF AGENDA - Agenda was approved with corrections to Motion No. 13-55 & 13-56 changing May 7 to June 4 and withdrawal of Motion 13-54.

MOTION NO. 13-53(Approved): APPROVAL OF MINUTES of April 9, 2014

COMMUNICATIONS - No communications. Chair Cheney reported that the President has received the letter RCM issues and is working on a FAQ page. The Budget & Finance Committee has been expanded to include additional faculty. There will be one member of each college and library representative.

FACULTY ISSUES - Chair Cheney reported some follow-up to several faculty issues that have been brought up. Senator Bartlett had brought forward the issue of SEOIs and the response rates. On May 9th from 3:00 – 5:00 p.m. there will be an SEOI faculty forum in the Faculty Grupe Center. The new model has been in place for two years now and this is an opportunity to talk about this model and ideas for improvement. President Gaudino has paused the multimodal fee proposal to look at other possible options.

Senator Pritchard brought forward a request from his department that additional information to help with planning for curriculum development be made available to departments. Provost Levine indicated there are plans being made to help departments with information that will need to be provided within the curriculum process.

PRESIDENT – President Gaudino reported that Board of Trustee (BOT) member Kate Reardan resigned recently and Governor Inslee appointed Glenn Johnson, CEO of Horizon Airlines, to be the new trustee member. Softball team are headed to S6t George Utah for the regional tournament. President Gaudino indicated that they have a good plan to present a budget to the BOT that will get Central through the second year of the biennium. The plan does not include any layoffs. Central has already started the budget process for the next biennium. Currently the revenue forecasts don't paint a good picture for Washington.

PROVOST – Provost Levine thanked the Ad Hoc New College committee for their work. The decision has been made to not forma new college at this time. The Provost will start the search for a new Dean of the College of Education and Professional Studies. The Provost will also be putting together a search committee for the College of Arts and Humanities Dean search. The consultant is working on the review of the International studies program. Once the review is complete she will start the search for the new Executive Director.

OLD BUSINESS - None

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee

Motion No. 13-57(Approved): Approve the 2014-15 Faculty Senate meeting dates as follows:

Fall: October 1, November 5, December 3; **Winter:** January 14, February 4, March 4; **Spring:** April 8, May 6, June 3.

Bylaws and Faculty Code

Motion No. 13-35(Approved, 1 abstention): Approve the changes to the Faculty Senate Bylaws as outlined in Exhibit A.

Motion 13-35a(Approved): Senator Heurta moved to add the word academic to several places in both Bylaws and Code for consistency. Senator Ogden seconded.

Motion No. 13-36(Approved, 1 abstention): Approve the changes to the Faculty Code as outlined in Exhibit B.

Motion No. 13-40(Second of three readings): Approve the change to Faculty Code section II.B.1 Emeritus Faculty Appointments as outlined in Exhibit C.

Motion No. 13-41(Second of three readings): Approve the change Faculty Code II.A. Election and Removal of Department Chairs as outlined in Exhibit D.

Motion No. 13-41a (Failed, 1 abstention): Senator Ogden moved to amend II.A.1.a. to read "Department chairs are appointed to a four-year term based on terms of the CBA". Senator Lipori seconded.

Motion No. 13-41b(Failed, 1 abstention): Senator Walker moved to amend II.A.1.a to read "Department chairs are appointed to a limited term as determined by the CBA". Senator Erdman seconded.

Motion No. 13-54(Withdrawn): The Executive Committee moves to delay Motion 13-42 to the May 7, 2014 Faculty Senate meeting.

Motion No. 13-42(Approved): Approve the change to Faculty Senate Bylaws Section IV.A.3.a. as outlined in Exhibit E.

Motion No. 13-42a(Approved): Senator Huerta moved to change to v. to read "Dean/Associate Dean from each of the colleges and the library, ex-officio, non-voting". Bartlett seconded.

Motion No. 13-55(Approved, 1 abstention): The Executive Committee moves to delay Motion 13-43 to the June 4, 2014 Faculty Senate meeting.

Motion No. 13-43(Delayed to 6/4/14): Approve the change to the Faculty Senate Bylaws Section X. A & B as outlined in Exhibit F.

Motion No. 13-44(Second of three readings): Approve the change to the Faculty Code Section IV.K.1-6 as outlined in Exhibit G.

Motion No. 13-44a(Approved): Senator Arango moved to amend K.3 to read: “Approval of an amendment requires a two-thirds majority of those present and voting”.

Motion No. 13-50(Second of three readings): Approve the addition of definition of faculty language to the Faculty Senate Code Section I. as outlined in Exhibit H.

Motion No. 13-50a(Failed, 1 nay, 6 abstentions): Senator Ogden moved to amend Section 1.3.1.a. to read “faculty whose workload assignment is subject to departmental review and strike the rest until the semi colon...”. Senator Hickey seconded.

Motion No. 13-51(Second of three readings): Approve the changes to sections 1.A.1 and IV.C of the Faculty Code to add “councils” to the language as outlined in Exhibit I.

Motion No. 13-51a(Approved): Senator Bartlett moved to amend Section IV C to read: ...”In this capacity, the chair shall have ex-officio voting membership on any university committees and councils on which the faculty senate executive committee deems necessary.” Senator Drake seconded.

Motion No. 13-56(Approved, 1 abstention): The Executive Committee moves to delay Motion 13-52 to the June 4, 2014 Faculty Senate meeting.

Motion No. 13-52(Delayed to 6/4/14): Approve the changes to Sections III.B.10 and III.C.2 of the Faculty Senate Bylaws as outlined in Exhibit J.

Curriculum

Motion No. 13-57(Approved, 1 nay , 1 abstention): “Approve the MS Public Administration as outlined in Exhibit K.”

Evaluation and Assessment Committee - No report.

CHAIR – Chair Cheney reported that they are working on the COACHE data. The data is in and are working on training for the faculty who will be doing the data analysis In fall will have an Ad Hoc committee to report back to the Senate. The final Faculty Friday is this Friday May 9 in the Faculty Center from 5:00-7:00 p.m.. The SEOI forum will also be on May 9 from 3:00 - 5:00 in the Faculty Center.

CHAIR-ELECT - No report

STUDENT REPORT - No report.

NEW BUSINESS - None

Meeting was adjourned at 5:25 p.m.

Exhibit A

Bylaws – available in Faculty Senate office

Exhibit B

Faculty Code – available in Faculty Senate office

Exhibit C

Faculty Code Section II.B.1 Emeritus Faculty Appointments

Faculty, as described in the CBA, 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 ~~by departmental action~~ for a faculty member whose teaching, scholarly, and service record is exemplary for their appointment. The normal criteria for appointment to the Emeritus faculty are ten (10) years of full-time service as a member of the teaching faculty. A simple majority of the eligible faculty in a department as defined in II.A.1.b must approve the granting recommendation of Emeritus status. However, the Board of Trustees may grant Emeritus status to any faculty member at their discretion.

Rationale: The language on how emeritus appointments are decided at the department level was somewhat vague. This language helps clarify the process.

Exhibit D

Faculty Code II.A.

Election and Removal of Department Chairs

1. Election of Department Chairs

a. Department chairs are appointed to a four-year term.

b. Department chairs are appointed upon the joint recommendation of the appropriate dean and department based on the process described below.

~~a-c.~~ For internal searches, each department holds an election to select its chair at a meeting presided over by the appropriate dean. The election of a chair is subject to the approval of the dean, the provost, the president, and the ~~BOT~~Board of Trustees.

~~b-d.~~ Only eligible faculty in a department shall vote. Eligible faculty include tenured and tenure-track faculty, and non-tenure-track faculty holding the title of assistant professor or senior lecturer in that department as defined by the CBA. All eligible faculty shall be given a minimum of five (5) business days' notice of the meeting date. Reasonable effort should be made to include by proxy vote or absentee ballot, eligible faculty who are in off-campus positions or on leave.

~~e-e.~~ The election result shall be determined by simple majority vote of eligible faculty. Ballots must be cast ~~either~~ in person, by certified proxy, or by absentee ballot.

~~d.~~ In the case where three or more candidates are running, if no candidate receives ~~a~~ simple majority, there will be a runoff vote for the candidates receiving the two highest votes.

~~e-f.~~ If two or fewer candidates are running and no candidate receives ~~a~~ simple majority, the election will be considered a failed election and ~~Section A.1.paragraph (g)~~E below shall govern.

~~f-g.~~ In cases where no candidate ~~s~~ achieves a majority vote in an election, the dean, in consultation with the provost, may appoint an acting chair or chairs for a period not to exceed two (2) years.

~~g-h.~~ In consultation with the department faculty ~~department~~ (identified in ~~A.1.B~~paragraph (d) above) and the provost, ~~a Dean~~the appropriate dean may initiate an external search for a chair. An external search for a chair must follow university hiring policy and procedure.

~~h-i.~~ Departments may elect an individual to serve as department chair or two individuals to serve as co-chairs. The latter may have varying responsibilities and terms within a calendar year (e.g., academic year chair and summer term chair). Department policies must specifically address and delineate which one has the responsibility for department management decisions such as budget, personnel, and curricular matters. Departments elect Chairs for a term of four years; however, all Chairs, whether elected or appointed, are subject to periodic review based on terms of the Collective Bargaining Agreement.

2. Removal or Replacement of Chairs

a. At any time, a simple majority of eligible faculty within a department may petition in writing to the appropriate dean for a review of the chair's effectiveness.

- b. If, after the review, the appropriate dean, in consultation with the provost, determines that a vote to recall and/or remove a department chair is warranted, the dean shall assure that a vote is conducted by secret ballot. The chair shall not participate in the balloting. All eligible faculty shall be given a minimum of five (5) business days' notice of the ballot date. Reasonable effort should be made to include by proxy vote or absentee ballot, eligible faculty who are in off-campus positions or on leave.
- c. The appropriate dean may remove a chair at any time ~~following consultation with~~ after consulting with and considering input from the provost, the chair and the eligible faculty of the department, if in the judgment of the dean, ~~said~~ removal is in the best interest of the department or the university.

3. Filling Temporary Chair Vacancies

- a. When a chair is to be absent from the campus for a quarter or more, including summer, the department shall elect an acting chair from within its ranks, in accordance with Section II.A.1. If for any reason the department is unable to elect an acting chair, the appropriate dean can appoint an acting chair for no more than one quarter.
- b. An elected acting chair may serve for a period of up to two (2) years.
- c. When the chair is to be on leave for more than two (2) academic years, the chair must resign and a new chair be elected.

Rationale: The new Collective Bargaining Agreement between CWU and UFC, signed on September 1st 2013, includes language concerning the election and replacement of department chairs. That language was largely copied from existing language in the Faculty Code, Section II.A. However, some changes were made, so that the language in the CBA now diverges from that in the Code in some respects.

The Faculty Senate's Executive Committee has decided that the language in the Code should be revised so as to duplicate the language that is now in the CBA.

Exhibit E

Bylaws IV.A.3:

- a. The Curriculum Committee shall be concerned with the study, development, and improvement of the curriculum, educational programs, and academic policy (section 5-10 of the CWU Policies Manual, Curriculum Policies and Procedures) of the university, shall cooperate with other individuals, groups or committees at the university in carrying out its duties, and shall do such other things as may be requested by or approved by the Executive Committee. The membership of the Curriculum Committee shall consist of:
 - i. two (2) faculty from each college,
 - ii. one (1) faculty from the Library,
 - iii. one (1) student selected by ASCWU,
 - iv. the Director of Academic Planning, ex-officio, non-voting, and
 - v. Dean / Associate Dean from CAH, CB, CEPS, COTS & LIB each of the colleges and Library, ex-officio, non-voting.

Rationale: With the implementation of RCM, resource decisions from the college level will become more important to the Curriculum Committee.

Exhibit F

BYLAWS:

X. Amendment of Bylaws

A. Amendment process

Amendments to these Bylaws must normally be introduced by at least three (3) members of the Senate in written petition to the Executive Committee. In particular, amendments may be introduced by the Bylaws and Faculty Code Committee (see IV.A.3.d). The Executive Committee must then present the proposed amendment(s), in any modified form mutually agreed upon by the Executive Committee and the petitioners, at the next Senate meeting, with formal adoption deferred until the subsequent meeting. Adoption of amendments will require a two-thirds majority of those present and voting. Amendments shall go into effect immediately upon approval, unless otherwise specified.

B. Exception for purely clerical amendments

Purely clerical amendments (i.e., to spelling, grammar, structure, or organization) that do not affect content may go into effect without a Senate vote. If the Bylaws and Faculty Code Committee votes unanimously that an amendment is purely clerical; and if the Executive Committee votes unanimously in agreement; then, and only then, the amendment may go into effect without being read and voted on by the Senate. If any member of either of these two committees does not agree that the amendment is purely clerical, the amendment process must proceed as specified in paragraph A.

Rationale: Currently all amendments to the Bylaws must go through the Faculty Senate including changes that are structural, grammatical or organizational. This change would allow amendments that are viewed as purely clerical by the Bylaws and Faculty Code committee and approved by the Faculty Senate Executive Committee be changed without going through the full Faculty Senate.

Exhibit G

CODE, Section IV:

K. Amendment Process

1. Amendments to the Code may be proposed only by members of the Senate.
2. Copies of all amendments shall normally be sent to all members of the Senate, and must be formally read and incorporated in the minutes of two consecutive Senate meetings. But for an exception, see paragraph 5 below.
3. An amendment may be voted on during the meeting following the meeting in which the proposal was read for a second time. Approval of an amendment requires a two-thirds majority of those present and voting vote.
4. Upon final approval of an amendment to the Code, the motion number and date shall be noted in the revised language.
5. Purely clerical amendments (i.e., to spelling, grammar, structure, or organization) that do not affect content can be an exception to paragraphs 2-4. If the Bylaws and Faculty Code Committee votes unanimously that an amendment is purely clerical; and if the Executive Committee votes unanimously in agreement; then, and only then, the amendment may be presented to the BOT for approval without being read and voted on by the Senate. If any member of either the Bylaws and Faculty Code Committee or the Executive Committee does not agree that the amendment is purely clerical, the amendment process must proceed as specified in paragraphs 2-4.
6. All amendments are subject to final approval by the BOT.

Rationale: Currently all amendments to the Faculty Code must go through the Faculty Senate including changes that are structural, grammatical or organizational. This change would allow amendments that are viewed as purely clerical by the Bylaws and Faculty Code committee and approved by the Faculty Senate Executive Committee be changed without going through the full Faculty Senate.

Exhibit H

Section I. FACULTY RIGHTS AND RESPONSIBILITIES

A. Faculty and Voting Faculty – Defined

1. The word “faculty” as used in this Code shall mean only the following individuals employed by the university:
 - a. Those individuals who conduct scholarship; who teach, coach, or supervise students or who engage in similar academic endeavors in which students receive credit or academic benefit; and
 - i. who hold the academic rank of professor, associate professor, assistant professor, or emeritus professor; or
 - ii. who hold the professional designation of senior research associate, research associate, senior lecturer, lecturer, visiting professor or coach.
 - b. Those individuals who occupy an administrative post, and who hold one of the academic ranks or professional designations listed in 1.a. above, and who hold academic tenure.
 - c. Those individuals who serve as librarians or professional media specialists or as members of the counseling or testing services, and who hold one of the academic ranks or professional designations listed in 1.a. above.
2. The word “faculty” as used in this Code shall not apply to any employees of the university other than those listed in A.1 above. Thus employees such as civil service employees, civil service exempt employees without academic rank, or student employees are not entitled to the rights and privileges of this Code unless specific Code provisions make such allowances.
3. The term “voting faculty” as used in this code shall mean only the following individuals:
 - a. faculty whose workload assignment in a given year is at least 50% devoted to teaching or research, and no more than 50% to administrative duties; and
 - b. department chairs (who shall be an exception to the workload criterion stated in 3.a. above).

B. Faculty Rights

1. All faculty members have the right to:
 - a. Participate in faculty and university governance by means of activities on departmental, college, university, and Senate committees and through a system of elected faculty representatives;
 - b. Be treated fairly and equitably and have protection against illegal and unconstitutional discrimination by the institution;
 - c. Academic freedom as set forth in the 1940 *Statement of Principles on Academic Freedom and Tenure*, American Association of University Professors (AAUP) and Association of American Colleges, now the Association of American Colleges and Universities (AAC&U), with 1970 *Interpretive Comments* (AAUP), and the CBA;
 - d. Access to their official files, in accordance with the CBA.
2. All and only voting faculty have the right, if elected, to serve as:
 - a. A voting member of the Faculty Senate;
 - b. An officer of the Senate;
 - c. A voting faculty member of Senate standing or ad hoc committees.

Rationale: Definition of faculty used to exist in the Faculty Code prior to the establishment of the first

Collective Bargaining Agreement (CBA). That language was removed when the CBA was approved. However, there currently is no definition of faculty even though the CBA refers to the Faculty Code for such a definition. This is correcting that issue.

Exhibit I

Faculty Code Section I Faculty Rights and Responsibilities

A. Faculty Rights

All faculty members have the right to:

1. Participate in faculty and university governance by means of a system of elected faculty representatives on committees and councils at the activities-on departmental, college, university, and Senate levels committees and through a system of elected faculty representatives;

Faculty Code Section IV Faculty Senate

C. Officers of the Senate

The faculty shall elect members of the Executive Committee, with such powers and duties as set forth in this document and transmitted by the Senate. The Senate shall elect the chair-elect of the Executive Committee, with such powers and duties as set forth in this document and transmitted by the Senate. The Senate chair shall be the presiding officer at all meetings of the Senate, at any faculty forum, and at general faculty meetings upon request of the president of the university. The chair shall serve as official representative and spokesperson of the faculty and the Senate in communication with the faculty, the BOT, the administration, the student body, and other groups regarding matters that are not mandatory subjects of bargaining. In this capacity, the chair shall have ex-officio voting membership on select all major any university committees and councils on which the faculty senate executive committee deems necessary. As chief executive officer of the Senate, the chair shall coordinate and expedite its business and committees.

Rationale: Section 1 is being amended to specify councils as well as committees to make it clear that faculty have the right to representation on such groups. Section IV. C is to specify that the Senate chair should have voting membership on all major university committees and councils.

Exhibit J

Senate Bylaws, Section III Executive Committee

B. Powers and Duties

[Paragraphs 1-9 unchanged]

10. to forward nominations for faculty positions on university standing committees and councils to the president and provost;

C. Officers

2. Chair

The chair shall be the presiding officer at all meetings of the Senate, at any Faculty Forum, and at general faculty meetings upon request by the president of the university. The chair shall serve as official representative and spokesperson of the Senate in communication with the faculty, and in this capacity shall have ex-officio voting membership upon ~~all major~~ any administrative-university committees and councils on which the faculty senate executive committee deems necessary. As chief executive officer of the Senate, the chair shall coordinate and expedite the business and budgets of the Senate and its committees.

Rationale: Section III. B.10 and C.2 are being amended to include councils as well as committees.

Exhibit K

MS Public Administration – Available in Senate office.