Minutes
Woodring Faculty Affairs Council
January 27, 2017, 10:00 am - 1:00 pm
Miller Hall 158

Committee: Trula Nicholas (Chair), Leanne Robinson (Chair Elect), John Korsmo, Keith Hyatt, Joanne Carney, Lauren McClanahan, Vero Velez
Regrets: Francisco Rios, Kristen French
Guests: N/A
Support: Cheryl Mathison

DISCUSSION ITEMS

1. **Approve minutes:** Committee members reviewed minutes from the January 12, 2016 meeting. A motion forwarded by Leanne Robinson and second was passed unanimously.

2. **Reallocation/operating budget requests process:** Committee members discussed the process to be used by WFAC to review and make recommendations to the Dean regarding reallocation budget requests. The following process was developed [this also assumes that chairs/departments/faculty are informed about these requests through other avenues also]:
   a. The Dean will send notification to all chairs/faculty/staff of upcoming reallocation requests within one week of notification from the Budget Office. This notification will include the following:
      i. Explanation of what the reallocation process is.
      ii. Examples of previous requests
      iii. Timeline for proposal requests
   b. All proposals be sent to department chairs for review and comments prior to being sent to the Dean’s Office.
   c. FAC members will receive and review each proposal [the full proposal]. Proposals will be forwarded to FAC members within 2 working days of their receipt by the Dean’s Office.
      a. **FAC review process:**
         i. Review all proposals
         ii. Rank order proposals prior to specified FAC meeting date
         iii. Discussion at specified meeting
         iv. Final rank: High, Medium, Low Priority during said meeting
            1. The Dean’s attend this meeting is strongly encouraged.
         v. Send recommendations to the Dean

3. **Faculty annual reports:** Dean Rios requested that FAC have a discussion about the lack of substantive information being collected from departments for the annual college report; specifically information on faculty activities in the area of scholarship. FAC members saw this as a department/chair issues and will be responsible for communicating this message to their respective department chairs.
4. Updates:
   a. Dean’s search – FAC representatives serving on this committee report that there have been several Skype interviews conducted. The search committee will be meeting soon to identify which candidates to move forward.
   b. Faculty Senate – There was discussion at the recent Faculty Senate meeting focusing on what appears to be a movement in some colleges to cut NTT positions. UFWW has formed a ‘partnership committee’ with the intent to clarify the issues.
      i. FAC representative reported that their departments have not been experiencing this.
      ii. Discussion of how we highly value our NTTs
   c. Lauren McClanahan reported that the college UEP was reviewed and that all department evaluation plans are in alignment.
   d. Cheryl Matheson reported that the search for the IT3 position continues with 2 interviews after the FAC meeting today. Two prospective applicants are from Bellingham and a third is from West Virginia.

5. Guiding principles for portfolio review: After reviewing each department’s portfolio review process it was decided that guiding principles for this are not needed. Discussion regarding how to build a more supportive environment for the portfolio review process.

6. FAC Chair elect for 2017/18: LeAnne Robinson [current Chair Elect] will serve as FAC Chair during the 2017/18 academic year. Discussion of who will serve as Chair Elect during 2017/18. Lauren McClanahan and Joanne Carney terms will expire at the end of this year and their respective departments’ will appoint new representatives. It was recommended that the next Chair Elect come from the representatives who will continue to represent their department next year. This discussion will continue until a person has been identified. Cheryl Matheson has agreed to continue as staff support next academic year.

Meeting adjourned at 1:00 p.m.

| Winter Quarter Meetings: Meetings will be held in MH 158 unless indicated on schedule. |
|-----------------------------------|---------------------------------|
| February 10th - 10-1               |
| February 24th - 10-1 MH 223 C MCL Conference Room |
| March 10th - 10-1                  |

From Woodring’s Bylaws (2016 pp. 8-10)

The Woodring Faculty Affairs Council (WFAC) will ensure faculty views are considered in significant actions related to college governance. Consistent with University policy regarding shared governance, the WFAC will represent the faculty of all departments of the Woodring College of Education in all significant matters relating to budgeting, planning and formulating, implementing, and evaluating college policy. The WFAC is an advisory body that reviews and makes recommendations regarding policies and procedures that govern the college. Working in conjunction with other governance bodies and committees in the college, the WFAC will facilitate meaningful participation by the faculty in the governance of the College through timely exchange of information with the college’s administration, and by clearly and publicly representing faculty views to the college’s Dean.

The WFAC represents the voice of faculty at Woodring College of Education and will solicit faculty input through various means. WFAC meetings are open. Any faculty member can bring to the WFAC concerns consistent with the purview of the council. Members of the WFAC will represent Tenured, Tenure-Track and Non-Tenure Track faculty appointed to their department, including faculty assigned to off-campus and extension programs.

Voting:
Recommendations from WFAC will be based on one of two processes: college-wide vote or council vote. Either of these processes will lead to an advisory statement that the WFAC delivers to the Dean.

**College-wide vote:** WFAC will seek a college-wide vote if a majority of WFAC members decide that a given recommendation needs the direct endorsement of WCE faculty. The decision to seek a college-wide vote may be based on one or more of these criteria: (A) if the recommendation will have a major impact on faculty across WCE, (B) if the recommendation will involve a major change in policy or institutional organization, (C) if the recommendation will have a major impact on one or more departments, (D) if direct faculty input is more appropriate than representative decision-making, or (E) if the issue cannot be resolved in a WFAC vote. The WFAC will consult with stake-holders to determine if a college-wide vote is needed. When such a vote is held, the WFAC will administer a ballot to all eligible faculty in WCE. A simple majority of faculty responses will guide the WFAC recommendation.

**Council vote:** If a majority of WFAC members determine that a college-wide vote is not needed, WFAC will make a recommendation based on WFAC member votes. A simple majority will approve a recommendation. In the event of a tie, WFAC members will poll faculty in their respective departments. A simple majority of faculty responses will guide the WFAC recommendation.

**Duties:**
The Council will have advisory responsibilities as listed below. Additional items that meet the general parameters expressed below should be reviewed by WFAC:

**Governance**
- Facilitate meaningful faculty participation in college governance by soliciting faculty opinions and views on a regular basis, particularly on matters pertaining to overall planning and budget.
- Ensure that faculty in the college are fully informed about important issues regarding the governance of the college, particularly those pertaining to overall planning and budget.
- Advise the Dean on matters pertaining to overall planning and budget.
- Review and make recommendations regarding any plans pertaining to the organization or governance of the college.
- Provide one representative of WFAC to serve on search committees for all college level administrative positions.

**Policy**
- Review all college policies, plans, and procedures on a regular basis, including the College by-laws and strategic plan.
- Review the College Plan for Faculty Development and Evaluation and Departmental Faculty Evaluation Plans when there are substantive changes for compliance with the College Recruitment and Retention Plan, UFWW Collective Bargaining Agreement, and WWU Faculty Handbook.
- Based on WFAC review of College policies, plans, and procedures, make recommendations for changes.

**Resources**
- Review changes in allocation of tenure-track lines.
- Review all plans for significant budget reductions or increases.

WFAC should be involved early in the process regarding any of the duties listed above. Such involvement should provide WFAC enough time to fully consider the issue(s) and an opportunity to obtain feedback from constituencies. In the event a budget issue first becomes apparent during summer break and a decision is required during the break, the Dean will contact WFAC for advice.

WFAC may call for the formation of ad hoc faculty committees to address needs that are beyond the resources or expertise of WFAC. Such ad hoc committees may include faculty who are not WFAC members. The WFAC Chair will consult with the Dean and department chairs to identify non-WFAC members who might serve.

**Membership:**
The WFAC includes at least one and no more than two tenured or tenure-track faculty representatives from each department in the College. Department representatives to the WFAC are selected through direct election by eligible department faculty. The Dean is an ex-officio member of WFAC.

**Terms:**
The term of office for WFAC representatives is three years.

**Chair:**
The WFAC will have a chair and co-chair with one-year terms. The co-chair assumes the role of chair at the end of her or his term. The role of chair will rotate among the departments.