Annual Report

Constitutional Review, Apportionment and Organization Committee

Melina Alexander, Chair
Kathy Newton, Liaison
1. Accomplishments of the committee and objectives yet to be addressed:

**Charge 1** – Calculate the 2016-17 apportionment for Faculty Senate representation using the Hamilton Method (Fall 2015) and present the apportionment figures to the Faculty Senate during Fall Semester. (November deadline).

- The 2016/2017 apportionment process was carried out by the CRAO committee, presented to the Executive Committee on November 3, 2016, and presented to Faculty Senate on November 10, 2016. Our apportionment proposal was approved unanimously. The results are shown below. There were no changes from the 2014-2015 to the 2015-2016 academic year.

<table>
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<tr>
<th></th>
<th>Faculty 2015-2016</th>
<th>Faculty 2016-2017</th>
<th>Delta</th>
<th>Raw Seats</th>
<th>base Seats</th>
<th>Remainder</th>
<th>Seats Added 2015-2016 Seats 2015-2016 Seats Delta</th>
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**Charge 2** - Review apportionment procedure document and determine if further changes should be made.

**AND**

**Charge 3** - Complete a final review of the Faculty Senate numbers; administrators to faculty representatives.

The CRAO committee met October 13th to review the apportionment procedure document and a review of faculty to administration seats on faculty senate (see appendix II). The procedure document allows for 39 faculty seats to faculty senate. Apportionment for these seats follows the Hamiltonian method, which calculates a proportional number of faculty senate seats based on total faculty per college. The committee determined that adding additional seats would not be prudent at this time. However, if the number of administrative seats increases, the total number of faculty seats should be revisited. Also, it recommended that adjunct representation should be handled at the college level.
Charge 4- Finalize changes made to PPM 1-18 regarding the responsibilities of department chairs after receiving feedback from the department chair committee.

The CRAO committee was charged with completion of this task following recommendations from a department chairs task force. This task force, which was outside of the CRAO committee, did not meet this year. The CRAO committee feels it would be prudent to continue this charge for the 2017-2018 academic year.

Charge 5- Review a proposed change to PPM 4-3a regarding procedures for establishing new WSU centers.

The CRAO committee met on January 30th to discuss the remaining charges. In consideration of charge 5, adding procedures for establishing new WSU centers, the committee suggested changing the language to read: 

The implementation of new programs and centers, and the expansion of existing programs, must be coordinated with the provost’s office and the faculty senate committees deemed appropriate by the (executive committee or provost’s office).--PPM 43a

This was presented to the executive committee on February 9th. At this meeting it was returned to the CRAO for further revisions, including a suggestion that this be revised to include language consistent with R 401. This called for an addition of institutes and Bureaus. Through email the CRAO committee came up with possible solutions: 

A. The implementation of new centers, institutes, bureaus and program, and the expansion of existing programs, must be coordinated with the provost’s office and the faculty senate executive committee.

OR

PPM 4-3 New Programs, Approval of

POLICY

A. Expansion of existing programs and new programs shall not be implemented without clearance by the Provost's Office

B. New majors and minors must be approved by the State Board of Regents.

PPM 4-3a Centers, Institutes, or Bureaus, Approval of

POLICY

The implementation of new centers, institutes, or bureaus, and the expansion of existing centers, institutes or bureaus, must be coordinated with the Provost’s Office and the Faculty Senate Executive Committee.

This was presented to the executive committee on March 2nd. Option one was approved and presented to faculty senate on April 13th.
**Charge 6**

a. Review whether all full-time faculty, including those not attached to an individual college, are currently accounted for in apportionment.

b. Consider revising apportionment to include adjunct and full-time faculty members, including faculty housed in centers not housed in a specific college.

This charge was addressed in a proposal submitted to faculty senate by Tim Herzog in 2014. The senate did not make any final decisions on the outcome. With the efforts put in on the previous charge there was not time to complete a review of the previous proposal. This charge should be included on next year’s agenda.

**Charge 7**- Assess the validity of adding to the PPM some language that aligns reorganizations of departments and programs with the PPM. *Assess the viability of adding to the PPM some language that aligns reorganizations of departments and programs with the PPM so that faculty are adequately represented.*

It was suggested by Doris Stevenson that this charge be tabled until next year.

2. **Number of committee meetings held since August 2015.**

The full committee met on two occasion to address the charges and approve apportionment. The minutes for these meetings are attached to this report. The committee carried out the bulk of its work electronically and met for important discussion and votes only. This proved to be effective.

- October 13th, 2016 (Minutes in Appendix I)
- January 30th 2017 (Minutes in Appendix I)

3. **Attendance of Committee Members**

Committee member attendance at the meetings is specifically set forth in the attached minutes. Members also participated significantly in electronic discussions and requests for information. The committee members spent time gathering feedback from their colleges and reporting back to the committee. The committee was very active and thoughtful in its deliberations. Committee members are to be commended for their considerable service to the Faculty Senate. Committee members included:

Kathy Newton—Liaison Faculty Senate
Melina Alexander—Chair
Nanzeen Ahmad – Business and Economics
Sandeep Rangaraju—Business and Economics
Nicole Berthelemy –Science
Kristin Rabosky--Science
Shaun Adamson --Library
Natalie Williams—Education

No Meembeers --EAST

Tom Mathews – Arts and Humanities
Karen Moloney/David Fellers – Arts and Humanities
Shane Perry – Health Professions
Tamera Berghout –Health Professions
Mary Beth Willard – Social and Behavioral Science

4. Outstanding Members Who Provided Significant Service

- All members of the committee should be commended for their service to the University.
- Mary Beth Willard agreed to take over the role of chair for 2017.
- Communication with Kathy Newton was invaluable throughout the year.

5. Subcommittees or Special Assignments

- N/A

6. Suggestions regarding new directions the committee may pursue and ways in which the committee can increase its effectiveness.

- Proposed charges for next year:
  - Review charge 6 that was submitted by Tim Herzog in 2014
  - Review charge 4
  - Continue to have standing committee meeting in January to review any charges that need action before the end of the academic year.
Appendix I: CRAO Meeting minutes 9/30/15

CRAO Meeting September 30, 2015

Minutes

In Attendance

Melina Alexander
Kathy Newton
Nanzeen Ahmed
Nicole Berthelemy
Sandeep Rangajarau
Shaun Adamson
Tamara Berghout
Tom Matthews
Kristin Rabosky
David Feller
Natalie Williams
Excused: Karen Maloney, Mary Beth Willard

Charge 1
Apportionment Numbers were reviewed for the 2015-2016
Discussion concerning individuals on leave occurred. It was reiterated that according to the language in the PPM they are included.

Totals for 2016 2017 are as follows
EAST 69
Arts & Humanities 105
Business & Economics 48
Education 49
Health Professions 88
Library 7
Science 83
Social & Behavioral Science 77
TOTAL 526
Continuing Education 5
GRAND TOTAL 531

Motion to approve made by Nanzeen Ahmed, Second Nicole Berthelemy. All approved.

Charge 2 and 3 discussion.
The committee determined that adding additional seats would not be prudent at this time. However, if the number of administrative seats increases, the total number of faculty seats should be revisited. Also, it recommended that adjunct representation should be handled at the college level.

Meeting Scheduled for January to review remaining Charges.
CRAO Meeting January, 2016

Minutes

In Attendance

Melina Alexander
Kathy Newton

Nanzeen Ahmad
Sandeep Rangaraju
Kristin Rabosky
Shane Perry
Dave Feller
Shaun Adamson
Mary Beth Willard

Excused: Natalie Williams, Nicole Berthelemy

Charge 4

The committee asks for an update on the progress of the department chairs task force.

Charge 5

The CRAO committee was presented with a charge to review PPM 4-3.

- Review a proposed change to PPM 4-3a regarding procedures for establishing new WSU centers.

In consideration of charge 5, adding procedures for establishing new WSU centers, the committee suggested changing the language to read:

*The implementation of new programs and centers, and the expansion of existing programs, must be coordinated with the provost’s office and the faculty senate committees deemed appropriate by the executive committee or provost’s office.*—PPM 43a

Motion to approve made by Nanzeen Ahmed, Second Shane Perry. All approved.

Charge 6 & 7

The committee asked for a continuation of these charges into next year.
Appendix II: Apportionment Procedure for CRAO approved by CRAO committee in September 2015 meeting.

Faculty will be eligible for a seat on faculty senate and will be represented on faculty Senate if they meet all of criteria 1-3:

1. Full time (3/4 or greater) salaried appointments, with the rank of Professor, Associate Professor, Assistant Professor, or title of Instructor, or Instructor Specialist in the given academic year.
2. Are a member of one of the Organizational Units described in Article B-II.
3. Do not hold an administrative position higher than that of department chair.

Exceptions and other notes.
- Deans and associate deans are not counted regardless of teaching load. However, faculty with other release positions in the University will not be excluded as long as they meet criteria 1-3.
- Faculty on leave will be counted regardless of the duration of the leave and the reason for the leave. Faculty hired to replace the faculty on leave will only be counted if they meet criteria 1-3.
- Visiting Assistant Professors do not meet the criteria for apportionment since they are not listed as faculty in the ppm.

Apportionment will be determined using the Hamiltonian Method shown below (Enter values in yellow in the embedded Excel spreadsheet).
- Total Seats: As of 2012/13, we have 39 seats available in Faculty Senate.
- Faculty: Faculty in each organizational unit as defined in Criteria 1-3 above.
- Raw Seats: (Faculty ÷ Faculty Total) × Total Seats
- Base Seats: Round down raw seats to whole number.
- Remainder: Raw seats – base seats
- Sort Remainder from largest to smallest.
- Assign remaining seats from largest remainder to smallest until all seats are assigned (All Organizational Units listed in Article B-II shall be granted at least one seat regardless of the size of the remainders).
- Total Seats: Add Base Seats to Seats Added for each organizational unit.