

## 2023-2024 Yearly/Annual Report for Constitutional Review, Apportionment and Organization Committee (CRAO) by Michelle Jeffs

Please comment specifically on all assigned charges as well as any additional work done by the committee.

- Accomplishments of the committee and objectives for the 2024-2025 year: All of the following were CRAO Committee charges for the 2023-2024 school year.
  1. Review the recommendations of the Shared Governance task force related to the changes to PPM 1-12, in September, to prepare for a vote of the general faculty on October 10th 2024 and share feedback with the Executive Committee to facilitate the vote.
    - a. CRAO reviewed and met to discuss the recommendations. Individual members sent in feedback and suggestions in September.
  2. Review the recommendations of the Shared Governance task force related to the CRAO committee in September to prepare for a vote of the Faculty Senate on October 10th 2024 and share feedback with the Executive Committee to facilitate the vote.
    - a. CRAO reviewed and met to discuss the recommendations. Individual members sent in feedback and suggestions in September.
  3. Calculate the 2024-25 apportionment for Faculty Senate representation using the Hamilton Method (Fall 2024) and present the apportionment figures to the Faculty Senate during Fall Semester. (November deadline). (Ongoing)
    - a. This was passed by the faculty senate on 11/14/2024.
  4. Review and edit with the faculty senate administrative assistant (secretary) the role and description of the secretary.
    - a. CRAO worked with Jason Francis and Bethany McElheny, and reached out for guidance on the issue to Gary Johnson, the parliamentarian.
    - b. The committee supports amending the bylaws (Article B-III: Section 3) and constitution (Article C-II: Section 4) to clarify and update the title, description, and the appointment process of the position, but based on ongoing changes at Weber State recommend that this change be incorporated into a future revision of the bylaws and/or constitution.
  5. Present proposed change to PPM PPM 13-1B-II.7.2 relating to voting on members of the Executive Committee. The proposed change: The faculty may vote for up to nine (9) maximum members; and in the case of a tie for the ninth member, it shall be decided by the flip of a coin.
    - a. This was presented and voted on:
      - i. **ARTICLE B-II; Section 7.** *Prior to the eleventh week of spring semester, the Executive Committee shall conduct a formal, documented vote of the general faculty for the purpose of electing members of the Executive Committee for the following year. The*

faculty ~~must vote~~ may vote for up to nine (9) maximum members; and in the case of a tie for the ninth member, it shall be decided by the flip of a coin. A secret ballot shall be used. There is no requirement that every organizational unit be represented on the secret ballot. The highest vote recipient from each organizational unit represented on the secret ballot shall serve as an elected member of the Executive Committee. The next highest vote recipients shall also be elected to the Executive Committee. No more than two (2) members from the same organizational unit shall serve on the Executive Committee at the same time; for this purpose, a top-vote recipient will be eliminated in favor of the next highest vote recipient from another organizational unit.

2. Number of committee meetings held since August 2023

i. Four

3. Attendance of committee members for 2024-2025

| Name                                | Sept<br>16 <sup>th</sup> | Oct<br>21 <sup>st</sup> | Nov<br>Not<br>held | Dec<br>Not<br>held | Jan<br>22 <sup>nd</sup> | Feb<br>25 <sup>th</sup> | Terms        |
|-------------------------------------|--------------------------|-------------------------|--------------------|--------------------|-------------------------|-------------------------|--------------|
| Sarah Herrmann<br>EC Liaison        | X                        | X                       |                    |                    | X                       | X                       |              |
| David Ferro,<br>Administration      | EX                       | EX                      |                    |                    | EX                      | EX                      |              |
| Michelle Jeffs,<br>Chairperson, SBS | X                        | X                       |                    |                    | X                       | X                       |              |
| Nicole Beatty, LIB                  | X                        | X                       |                    |                    | X                       | X                       | 3 yr<br>term |
| Shi-Hwa Wang, A&H                   | EX                       | EX                      |                    |                    | X                       | X                       |              |
| Suzy Heugly, HP                     | X                        | X                       |                    |                    | X                       | X                       |              |
| Justin Knighton, EAST               | X                        | X                       |                    |                    | X                       | X                       | 2 yr<br>term |
| Alyssa Mock, EAST                   | X                        | X                       |                    |                    | X                       | X                       |              |
| Shane Perry, HP                     | X                        | X                       |                    |                    | X                       | X                       |              |
| Dan Pyle, ED                        | X                        | X                       |                    |                    | X                       | X                       | 1 yr<br>term |
| Nazneen Ahmad, B&E                  | X                        | X                       |                    |                    | X                       | X                       |              |
| Ryan Evans                          | X                        | X                       |                    |                    | X                       | X                       |              |
| Lisa Wiltbank/Brandon<br>Burnett, S | X                        | X                       |                    |                    | X                       | X                       |              |
| Dustin Grote, ED                    | X                        | X                       |                    |                    | X                       | X                       |              |

4. Names of exceptionally outstanding members who provided significant service
  - a. **All CRAO members contributed to all discussions and edits.**
  - b. **All faculty were able to attend 90% of all meetings.** This was a very committed group of individuals who made CRAO meetings a priority. Shi-Hwa Wang had a conflict with the meeting time, but she always followed up afterwards if she did not make it, and she took assignments and fulfilled them diligently.
  - c. Sarah Herrman was invaluable to this CRAO chairperson and committee in mentoring and sharing accurate information needed to make the best decisions.
  - d. Ryan Evans was always willing to help out and provided great feedback in terms of grammar, writing, style, and substance.
  - e. A special thanks to Jason Francis and Belinda McElheny. They were both always available and always followed up when there were questions and clarifications.
5. Subcommittees or special assignments
  - i. There weren't any. All members worked together with all charges.
6. Charges from this year that should carry forward to next year.
  - i. Calculate apportionment as we do every year.
7. Recommendations for new charges.
  - i. None, but we are open to serving the needs of the university with any new tasks.
8. Suggestions for new directions the committee may pursue and ways in which the committee can increase its effectiveness.
  - i. None at this time