

Note: Tables revised based on Dec 2, 2024 Senate Exec meeting. Exec approved a motion to send back to Handbook Committee to consider revising to 1 voting student member for each committee.

All faculty representatives are appointed by the faculty governance groups in their colleges. Student representatives are appointed by the ASWWU. Administrative/other members are appointed by their respective areas unless otherwise indicated. The Faculty Senate shall vote on whether to approve all appointments to its standing committees.

All standing committees shall forward meeting minutes to the Faculty Senate for approval and will regularly report to the Faculty Senate. The FLR and the Budget Representatives do not produce minutes but will regularly report to the Faculty Senate.

BL7.5 Faculty Legislative Representative

The Faculty Senate shall maintain a Faculty Legislative Representative (FLR) who represents the Faculty of Western Washington University in relations with the Legislature and individual legislators. The FLR shall be guided by policies approved by the Faculty Senate upon recommendation from the Executive Council. The FLR will seek to collaborate with the university administration, the Council of Faculty Representatives, University Government Relations, the Faculty Budget Representative, the Associated Students of Western, and the United Faculty of Western Washington.

The FLR serves for a two-year term, which is renewable up to three times for a maximum consecutive service period of six years. To carry out the responsibility of the position, the FLR will receive release time of 0.33 from the year's assigned course load, estimated by credits. When the results carry a remainder, release time will be calculated upwards. In negotiation with the FLR's department, the release time can be arranged and combined to provide more release when needed (e.g. complete course release Winter, no course release Fall). The department is advised to negotiate release from teaching and campus obligations during the Winter Quarter of both sessions, and through Spring Quarter of the long session. The partial FTE shall be returned to the FLR's unit.

The FLR will regularly report to the Senate Executive Council and the Faculty Senate during the session. The FLR is reimbursed for travel and/or other expenses incurred when fulfilling the duties of the FLR.

For the sake of continuity, the incoming FLR should work with the outgoing FLR regarding best practices and ongoing initiatives.

BL7.6 Academic Coordinating Commission

The purview of the Academic Coordinating Commission (ACC) comprises all aspects of policy relating to the academic enterprise of the University, including but not limited to:

- Curricular coherence
- Curricular administration
- Standards and requirements for admission, progress through the curriculum, and graduation
- Oversight of curricular change

ACC approval of academic programs does not constitute approval for university funding. Budgetary requirements should be handled at the collegiate level before forwarding to ACC.

ACC publishes its policies on the Faculty Senate website and in its handbook. ACC oversight in no way impinges on those matters that are the purview of collective bargaining. ACC collaborates with the Office of the Registrar, the University Planning Council, Academic Advising, Student Life, and other units on campus to further its academic mission and the strategic plan of the University.

The ACC will meet bi-weekly during the academic year.

Membership of ACC:

Area	Category	Number	Voting Status	Length of Term (Years)
CBE	Faculty	1	V	2
CENV	Faculty	1	V	2
CFPA	Faculty	1	V	2
CHSS-HUM	Faculty	1	V	2
CHSS-SBS	Faculty	1	V	2
CSE	Faculty	1	V	2
Fairhaven	Faculty	1	V	2
Woodring	Faculty	1	V	2
Libraries	Faculty	1	V	2

Faculty Senate	Faculty	2	V	1
Graduate School	Faculty	1	V	2
ASWWU Senate President (or designee)	Student	1	V	1
ASWWU Senate	Student	2	NV	1
Provost or VP for Academic Affairs	Administrator	1	NV	-
Registrar	Administrator	1	NV	-
Catalog & Curriculum Specialist	Administrator	1	NV	-

The committee shall elect a Chairperson and Vice Chairperson from its faculty membership at the last meeting of each Spring Quarter. The Chairperson will receive release time of 0.33 FTEF or equivalent as specified in the CBA to carry out the responsibilities of the office.

BL7.6.1 Executive Committee

The Executive Committee of the ACC shall be made up of the chairperson, vice chairperson, ASWWU Senate President (or designee), and the Provost (or designee). The Executive Committee is responsible for setting the meeting agendas and is empowered to cancel meetings if there is not sufficient business or to call extra meetings if they are necessary to complete business. The recorder also attends.

BL7.6.3 Committees and Reportage

The ACC shall maintain the following standing committees: the Committee on Undergraduate Education (CUE) and the Council on University Programs (CUP). The memberships of these committees are approved by ACC, and membership requirements are published along with the charge in the ACC Handbook and on the Faculty Senate website.

The college curriculum committees, including the Teacher Curriculum and Certification Council, the Graduate Faculty Curriculum Committee, and the Western Libraries Curriculum Committee, shall inform ACC of their memberships.

ACC standing committees and college curriculum committees shall forward their approved meeting minutes to the ACC via the Catalog and Curriculum Specialist for review within 21 days.

The ACC may create additional ad hoc or standing committees as necessary to effectively meet its charge.

BL7.7 Budget Representative and Deputy Budget Representative

The Faculty Senate Budget and Deputy Budget Representatives are appointed by the Faculty Senate and are responsible for representing faculty perspectives on budgetary matters and raising faculty questions and/or concerns with the administration. Their goal is advocacy, transparency, and communication as they represent the faculty.

To fulfill this mission, the Faculty Senate Budget Representative will be a non-voting member of the Faculty Senate Executive Council and will attend meetings of both the Faculty Senate Executive Council and the Faculty Senate. They will offer quarterly updates to the Senate regarding the budget. They will be a voting member of the University Budget Committee. They will conduct regular meetings with the Vice President for Business and Financial Affairs and the Provost. In addition, the Budget Representative will work regularly with the chairs of the college faculty governance committees. They will also moderate and maintain a web page and blog on the Faculty Senate website, where faculty can pose questions and offer feedback, and where they can offer updates and information about the budget. The Budget Representatives serves a 1-year term.

The primary responsibility of the Faculty Senate Deputy Budget Representative is to support the work of the Faculty Senate Budget Representative and to familiarize themselves with the university budget and budget operations. They will substitute as needed for the Budget Representative on Faculty Senate and/or the Senate Executive Council. They will be a voting member of the University Budget Committee. At the end of their 1-year term, they will step into the Budget Representative role.

To carry out the responsibility of the position, the Budget Representative will receive release time of 0.33 from the year's assigned course load, estimated by credits.

BL 7.8 Senate Library Committee

The Senate Library Committee (SLC) role is to help the library support the University’s mission.

The SLC will:

- provide advice and recommendations to the Dean of the Libraries; and
- serve as liaison between the faculty and Dean of Libraries.

Specifically, the committee shall:

- Review documents provided by the Dean of Libraries
- Introduce the Dean of Libraries to the opinions and sentiments of the faculty at large
- Provide advice on current and future policies and procedures relating to the library’s teaching and learning programs, collections, services, facilities and budget
- Assist, by way of recommendations, the development of library teaching & learning services and collections to meet the evolving needs of faculty, students, and staff
- Assist the Faculty Senate as needed by evaluating and advising on the impact of library resources that are integral to items discussed and/or acted upon by the senate and its standing committees.
- Encourage use of the library through information-sharing and outreach
- Meet regularly each quarter

Membership of SLC:

Area	Category	Number	Voting Status	Length of Term (Years)
CBE	Faculty	1	V	2
CENV	Faculty	1	V	2
CFPA	Faculty	1	V	2
CHSS	Faculty	1	V	2
CSE	Faculty	1	V	2
Fairhaven	Faculty	1	V	2
Woodring	Faculty	1	V	2
Libraries	Faculty	1	V	2
Faculty Senate (not from Library faculty)	Faculty	1	V	1
ASWWU Senate	Student	1	V	1
Dean of Libraries	Administrator	1	NV	-
Director, ATUS	Administrator	1	NV	-

Director, Teaching & Learning	Administrator	1	NV	-
Director, Archives & Special Collections	Administrator	1	NV	-
Director, Collections	Administrator	1	NV	-

The committee shall elect a Chairperson from its faculty membership at the first meeting of each Fall Quarter.

BL7.9 Academic Technology Committee

To ensure that faculty are kept apprised of and have a forum through which to participate in the maintenance and enhancement of Western’s use of and investment in technology impacting teaching, learning, and research, the Academic Technology Committee (ATC) of the Faculty Senate:

- Seeks to maintain a holistic overview of the University’s technology facilities and resources
- Facilitates and evaluates Western’s investment in academic and information technology facilities and resources to help ensure that they effectively and efficiently serve the University’s strategic activities and the academic needs of students and faculty
- Reviews, assesses, and communicates the technology needs of faculty and recommends priorities
- Provides advice, guidance, and support to the Information Technology Services organization of the University and to other units considering investment in or the adequacy of technology resources impacting teaching, learning, and research
- Provides information about technology/cybersecurity policy and best practices to the faculty
- Assists the Faculty Senate by evaluating and advising on the impact of technological resources that are integral to items discussed and/or acted upon by the Senate and its standing committees

To fulfill this mission, the Committee:

- reviews and assesses the planning, policies, resource requirements, budget requests, and practices of the Information Technology Services organization
- recommends strategic priorities to the Student Technology Fee Committee for use in its review of proposals
- shall be afforded the opportunity to advise and provide guidance on the acquisition and introduction of new and advanced technologies to assure effective use of technology and improved access to information resources; and
- shall provide feedback to the university about technology purchasing and licensing initiatives that impact the academic enterprise with potential to have broad impact on teaching, learning, research, academic advising, or faculty review prior to resource acquisition and contract negotiation.

The ATC shall meet at least once per month during the academic year, and more often if the committee chair believes it to be necessary.

Membership of ATC:

Area	Category	Number	Voting Status	Length of Term (Years)
CBE	Faculty	1	V	2
CENV	Faculty	1	V	2
CFPA	Faculty	1	V	2
CHSS-HUM	Faculty	1	V	2
CHSS-SBS	Faculty	1	V	2
CSE	Faculty	2	V	2
Fairhaven	Faculty	1	V	2
Woodring	Faculty	1	V	2
Libraries	Faculty	1	V	2
Faculty Senate	Faculty	1	V	1
OCE Representative	Faculty			2
ASWWU Senate	Student	2	1 V / 1 NV	1
Asst. Dir. Teaching, Learning & Tech	Administrator	1	NV	-
VP for IT & CIO	Administrator	1	NV	-
Director, ATUS	Administrator	1	NV	-
IT Professionals' Group	Administrator	1	NV	-

ESS Representative	Administrator	1	NV	-
BFA Representative	Administrator	1	NV	-

The committee shall elect a Chairperson and Vice Chairperson from its faculty membership at the first meeting of each Fall Quarter. In the absence of a continuing Chairperson, it is the responsibility of the Vice Chairperson from the previous year to call the first meeting of the Fall Quarter.

BL10 Outreach and Continuing Education Committee

The Senate Outreach and Continuing Education Committee’s (SOCEC’s) role is to help Outreach and Continuing Education support the University’s mission, strategic goals, and values. To do so, the committee:

- provides advice and recommendations to the Vice Provost of Outreach and Continuing Education and the Faculty Senate
- serves as liaison between the university faculty and the Vice Provost of Outreach and Continuing Education

To fulfill this mission, the Committee:

- Provides advice on current and future policies, procedures, and programs offered or considered by or through Outreach and Continuing Education to the Senate and relevant committees
- Discusses ideas about Outreach and Continuing Education programs
- Reviews and assesses the activities and direction of Outreach and Continuing Education
- Reports annually during the winter term to the Faculty Senate and ACC the following:
 - the mission and budget of Outreach and Continuing Education
 - programs run through Outreach and Continuing Education
 - students served during the previous academic year, including summer term
 - the number of undergraduate and graduate courses offered for credit and administered through OCE during the previous academic year, sorted by:
 - funding mechanism (state-supported or self-sustaining)
 - location
 - academic term (summer or AY)
 - mode of delivery
 - type of faculty (NTT or TN/TT)

- Provides advice on current and future policies, procedures, and programs offered or considered by or through Outreach and Continuing Education to the Faculty Senate and relevant committees
- Provides other information requested by the Senate

The committee shall meet at least monthly during the academic year.

Membership of SOCEC:

Area	Category	Number	Voting Status	Length of Term (Years)
CBE	Faculty	1	V	2
CENV	Faculty	1	V	2
CFPA	Faculty	1	V	2
CHSS	Faculty	1	V	2
CSE	Faculty	1	V	2
Fairhaven	Faculty	1	V	2
Woodring	Faculty	1	V	2
Libraries	Faculty	1	V	2
Faculty Senate	Faculty	1	V	1
IEP or Language & Cultures	Faculty	1	V	2
UFWW	Faculty	1	V	1
ASWWU Senate	Student	1	V	1
Exec Director, Institute for Global Engagement	Administrator	1	NV	-

At least one faculty member should be engaged in teaching at an off-campus state-funded program through Outreach and Continuing Education. If needed, this may require appointing a faculty member in addition to the college representatives.

The committee shall elect a Chairperson from its faculty membership at the first meeting of each Fall Quarter.