Chair Jan Sjåvik called the meeting to order at 10:33 a.m.

Meeting Synopsis:
1. Approval of agenda and minutes of the December 11, 2006, meeting.
2. Review workload and appointment procedures for the position of Secretary of the Faculty (continued discussion).
3. Other business as time allows

1. Approval of agenda and minutes of the December 11, 2006, meeting.
Both the (current) meeting agenda and the minutes of the December 11, 2006, FCFA were approved by a unanimous vote.

2. Review workload and appointment procedures for the position of Secretary of the Faculty (continued discussion).
Chair Sjåvik introduced Gail Stygall, Chair of the Faculty Senate, explaining that she would address issues raised in FCFA’s draft legislation concerning the position description and appointment procedures for the Secretary of the Faculty – as well as the Faculty Senate time-line for completing legislation within the academic year. Sjåvik distributed copies of three versions of draft legislation and asked Council members to focus on the “Kirtley version.”

In recognition of the presence of the Chair of the Faculty Senate, Councilmember Kirtley asked for clarification on the Chair’s charge to the Council. He reported that the Council had heard three very distinct versions (from the present and past Secretaries of the Faculty) about the Secretary’s role and selection process. It raised questions for him concerning the reason for her request in asking for an amendment to the Faculty Code and the nature of the problem that the Council is asked to resolve by such an amendment.

Stygall replied that in focusing her attention on College and School by-laws and their compliance with the Code, the current Secretary of the Faculty had not been able to perform the segment of her duties that support of the Faculty Senate.

She also reported that the President does not feel that he should be selecting an officer of the Faculty Senate. In fact, the UW is very unusual in having the President appoint its Secretary of the Faculty. Most university faculties elect their Secretary of the Faculty directly. She reiterated that she was hoping that the Council would look carefully at the position description for the Secretary of the Faculty, the appointment process and procedure for what to do when something goes wrong.

Council discussion included:
• budget, funding and staffing issues in the office of the Secretary of the Faculty;
• whether there should be provisions for succession and replacement for all officers of the Faculty Senate;
• whether there should be a part time deputy Secretary of the Faculty to assist in the workload of the Secretary and to prepare for succession to the position after a period of time; and
• the concept of Faculty Senate Chair as “line officer” – with the Secretary of the Faculty serving as “staff officer.”

Stygall reiterated her hope that there would be a way to staff the office (given available funding) in such a way that the three primary elements of the position (records management, college and school by-laws, and adjudication-related duties), could be accomplished to a workable degree.

In response to a question about whether the Secretary of the Faculty really has direct authority to require (rather than to receive) information from the Schools and Colleges, Stygall said that would need to be a judgment of the Advisory Committee on Faculty Code and Regulations.

The timeline for launching Faculty Senate legislation within this academic year would require a first reading at the February Senate Executive Committee meeting.

In response to a question about lines of reporting and how this re-worked position of the Secretary of the Faculty would look on an organizational chart of the Faculty Senate office, Stygall replied that it would be difficult to delineate clear lines of reporting. The “staff officer” would generally report to the “line officer,” but with overlapping terms (roughly three years for a Chair and five years for a Secretary) the situation is complex.

In an attempt to clarify and sum up, Kirtley suggested that there are six areas under consideration for the draft legislation:

1. Qualifications
2. Selection
3. Term of office
4. Duties
5. Removal
6. Disability

After further deliberation, the Council members present decided that the Qualifications (#1) and the Duties (#4) as currently defined in the Code are good enough.

To address the Term of service (#3), the Council members present decided to retain the addition of a final sentence to Section 22-56.A:

*The term of service shall be five years, beginning on the August 1 immediately following his or her election.*

To address the question of Selection (#2), the Council members present decided to retain a new section B (slightly revised) to Section 22-56 that reads:
B. The Secretary of the Faculty shall be elected by a majority vote of the Senate at the first regular meeting of the Winter Quarter. The Executive Committee shall nominate at least three persons for the position of Secretary of the Faculty. The Chair of the Senate shall publish in the agenda for that meeting the name(s) of the nominee(s). Additional nominations may be made from the floor. If no nominee receives the required majority vote, all but the two highest shall be eliminated and a second ballot shall be cast.

The Council concurred that issues of Removal (#5) and Disability (#6) should be handled separately, if at all, and advised that draft sections F and G be deleted. If addressed in separate legislation, it should include provisions for removal and disability for all officers of the Faculty Senate, not just the Secretary of the Faculty. They also concurred that a vote to recommend this legislation to the Senate Executive Committee be postponed. The revised version of the legislation will be circulated to all Council members in time for consideration before the next meeting on January 24.

3. Other business as time allows
There were no further items of business.

The meeting was adjourned at 12:05 p.m.

Minutes by Susan Folk, Office of Regional Affairs, slfolk@u.washington.edu, or 206-221-4183.

Present:

Regular: Callis, Christie, Hildebrandt, Kirtley, Kolko, Scheuer and Sjåvik
Members of Representative Groups: Cook, Shields and Doyle
Guests: Gail Stygall, Chair of the Faculty Senate

Absent:

Regular: Gill (excused), Graubard (excused) and Vaughan (excused)
President’s Designee: Cameron (excused)
Ex-officio: Patterson (excused)