

**2023-2024 Yearly/Annual Report for Constitutional Review, Apportionment and Organization
Committee (CRAO) by Mary Anne Reynolds**

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

1. Accomplishments of the committee and objectives for the 2023-2024 year: All of the following were CRAO Committee charges for the 2023-2024 school year, except for “g”. G was added to the Committee’s agenda in January of 2024.
 - a. Calculate the 2023-2024 apportionment for Faculty Senate representation using the Hamilton Method (Fall 2020) and present the apportionment figures to the Faculty Senate during Fall Semester. (November deadline). (Ongoing)
 - o This was passed by the faculty senate on 11/9/2024.
 - b. Review and edit with the faculty senate administrative assistant (secretary) the role and description of the secretary as it relates to: *Constitution Article C-II: Section 4. Officers*, and *Bylaws Article B-III; Section 3. Secretarial Duties*:
 - i. CRAO worked jointly with Jason Francis and Bethany McElheny. Ms McElheny attended the January 22nd, 2024 CRAO meeting to clarify and discuss what changes could be made.
 - ii. After discussion, the CRAO committee suggested that we consider only editing the bylaws (Article B-III: Section 3) and not the constitution (Article C-II: Section 4) to clarify and update the title, description, and the appointment process of the position.
 - iii. It was decided at this time to table this discussion until next year (2024-2025), with input and discussion to include the current faculty senate administrative assistant: Ms. McElheny.
 - c. & f. Follow-up with the Adjunct Faculty Senate representation needs.
 - i. CRAO worked jointly with Deanna Froerer, the Adjunct Faculty liaison who attended the CRAO meeting on 2/22/2024 to clarify and discuss the needs of the Adjunct Faculty. This included an interest in creating a Faculty Adjunct University Committee.
 - ii. After a robust discussion CRAO voted to support the adjunct faculty in looking into the development of an Adjunct Faculty Committee. It was determined that more information was needed from WSU leadership to determine the next steps.
 - iii. Amy Buckway reported that follow-up conversations with the Executive Committee, the Provost, and with WSU legal representative

- that it was decided to not move forward with exploring the establishment of an Adjunct Advisory Committee at this time.
- iv. Deanna Froerer was notified of this decision. Adjunct faculty are encouraged to participate in faculty senate through their representative and be a part of faculty senate committees as currently described, as well as provide input to their respective Colleges and Departments.
 - v. CRAO members are encourage to remind their Colleges and Departments to continue to engage adjuncts in their activities.
- d. Revisit the process for replacing the Faculty Senate vice chair should they be absent or resign.
 - i. It was discussed and decided by the CRAO committee that there was not a clear solution and needs more information and direction from invested sources. It was suggested to table and review this charge in the upcoming year (2024-2025).
 - e. The EC election ballot forces each submission to vote for 9 members. Per PPM 13-1B-II.7.2. It has been reported that faculty that don't vote because they only knew a few people on the ballot and didn't want to randomly vote. Is the voting for 9 people a correct interpretation of the PPM and if so, should this change?
 - i. It was discussed by the CRAO committee and the following edit was voted on and approved.
 - o *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.*
 - ii. This will be taken to Faculty Senate for vote and approval Fall 2024.
 - f. Proposed charge: Adjunct (see c. above)
 - g. New Business added during January 22, 2024 meeting: A process for increasing Senate Committee membership numbers.
 - i. In review with the Executive committee, it was determined that committee membership numbers are not defined within the bylaws. Individual University committees in conjunction with the Executive committee will determine how many committee members they will need. Those members will be appointed. Faculty senate was made aware of this request only as an informational agenda item
2. Number of committee meetings held since August 2023
- i. Five

3. Attendance of committee members for 2023-2024

Name	Sept 18 th	Oct 16 th	Nov Not held	Dec Not held	Jan 22 nd	Feb 26 th	Apr 15 th	Terms
Amy Buckway EC Liaison	X	X			X	X	X	
Doris Geide-Stevenson Administration	X	EX			EX	EX	X	
Mary Anne Reynolds, HP; Chairperson	X	X			X	X	X	
Alyssa Mock, EAST	X	X			X	X	X	3 yr term
Nazneen Ahmad, B&E	X	X			X	EX	X	
Shane Perry, HP	X	X			X	X	X	
Dan Pyle, ED	X	X			X	X	X	
Ryan Evans, A&H	X	X			X	EX	X	2 yr term
Dustin Grote, ED	X	X			X	X	X	
Lisa Wiltbank, S	X	X			X	X	X	
Michelle Jeffs, SBS	X	EX			X	X	X	
Sarah Langsdon, LIB	X	X			X	EX	X	1 yr term
Alicia Ingersol, B&E	X	EX			X	X	X	
Karen Moloney, A&H	X	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.
 - c. Amy Buckway was invaluable to this CRAO chairperson and committee in mentoring and sharing accurate information needed to make the best decisions.
 - d. Deloris Geide-Stevenson gave expert feedback and insight, especially around discussions of schools versus colleges versus programs.
 - 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.

- ii. ARTICLE B-II; Section 7: Has been edited and voted on and approved. It is critical that this be taken forward to Executive Council and faculty senate for review and then vote.
 - **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.*
 - iii. Review and edit with the faculty senate administrative assistant (secretary) the role and description or the secretary -Belinda would like to be part of this discussion.
 - iv. Revisit the process for replacing the Faculty Senate vice chair should they be absent or resign.
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