

Constitution and Bylaws Committee Report

My name is Jim Davis and I am the chair of the ***Ad Hoc Committee on the Constitution and Bylaws***. Our committee has been on standby until the restructuring has been completed. We have all the information and revisions in place but are simply waiting to see what the official restructuring will look like. I will be at Tuesday's Faculty Senate meeting to field questions if there are any.

Thanks,
Jim

Jim Davis, MBA
Assistant Professor - School of Business
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General Studies Committee Report

**Report to FSU Faculty Senate
General Studies Committee
2018-2019
Respectfully submitted, Chair, Dr. James Matthews**

During the academic year 2018-2019, the General Studies Committee's business consisted of the following:

- 1) We made progress towards implementing a new Core Curriculum to replace our current GS program. We had originally planned to continue assessment for a final year to complete a five year cycle, but President Martin made it clear that we needed to move on this project ASAP. The Core was submitted to the Senate in November.
- 2) We revised the course application process and form to match the Core Curriculum outcomes rather than those for the current General Studies program.
- 3) Also as part of one Dr. Martin's initiatives, we have been considering the place of a required Freshman Seminar course in the Core Curriculum.
- 4) Because of the new Presidential mandate, we did not review submitted assessment materials this year.
- 5) We also made no changes to the the 2019-2020 catalog, with no courses removed from or added to the General Studies course lists.

Personnel Committee Report

MEMO



*Charles A. Shields, J.D.
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To: Dr. Mark Flood, President
Fairmont State University Faculty Senate
From: Dr. Charles Shields, Chair, Faculty Senate Personnel Committee
Date: May 2, 2019
Subject: Faculty Senate Personnel Committee Report
2018/2019 academic year

SENATE PERSONNEL COMMITTEE REPORT ACADEMIC YEAR 2018-2019

Members: Dr. Charles Shields, Chair, Dr. John O'Connor, Ms. Jennifer Boggess, Dr. Galen Hansen and Dr. Matthew Hokom.

Committee Business: The committee met on January 31, February 7, February 21, and March 5. The committee was charged with considering seven applications for promotion to the rank of associate professor, two promotions to the rank of professor, for a total of nine applications for promotion, and eight applications for tenure. The committee did not consider any applications for sabbatical or emeritus status.

After considering all applications, the committee made recommendations to the President of the University through the Provost and Vice President for Academic Affairs.

If you have further questions or the need of further information, please advise.

Respectfully,
Charles A. Shields
Charles A. Shields, J.D.
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Library Committee Report

As chair of the Library Committee, I submit the following report to Faculty Senate for the 2018-2019 academic year.

A joint meeting of the library committees for FSU and PCTC was held on February 26, 2019. This meeting (along with a follow-up meeting between myself and Sharon Mazure) led to the drafting and delivery of a letter to Presidents Martin and Moore. In this letter, we drew attention to problems facing the Library, all of which can be resolved by the Physical Plant. To summarize, those problems are:

1. The Library requires proper light switches on the second and third floors. Presently, the lighting for the second and third floors of the Library is directly controlled by way of the associated circuit breakers—the breakers themselves are being used as though they were light switches. This proves problematic because:
 - most circuit breakers are not designed to be used as switches—their regular use as such can result in their early demise;
 - there is some controversy as to whether circuit breakers may legally be used regularly as switches (as in, meeting the relevant regulations), so their use here introduces unnecessary legal risks; and
 - this improper use of circuit breakers for most Library lighting presents a quality-of-life issue for staff tasked with controlling lighting (at the beginning or the end of the day).
2. On the third floor of the Library, while a host of computers have been introduced for student use, they are still without a proper power source—the wiring required here has yet to be installed. (Also specific to the third floor, a *significant* number of lights bulbs are in need of replacement.)
3. Third, the Library requires more study rooms for student use—they are constantly in demand.

If Faculty Senate requires the full letter sent to the Presidents of FSU and PCTC, I will be happy to provide you with a copy.

Best wishes,

Adam C. Podlaskowski, Ph.D.
Associate Professor of Philosophy

College of Liberal Arts
Fairmont State University

Admissions and Credits Committee Report

Committee on Admissions and Credits
Annual Report to the Senate
2018-2019

During the current academic year, the Committee conducted two meetings, in the first of which Leland George was elected to serve as chair for the year. Also occurring since last report was a meeting to hear suspension appeals in the summer of 2018.

One student appeal was heard.

The Committee approved the following two recommendations to the Senate:

1. That the scope of Academic Forgiveness be extended to include courses transferred in from other institutions.
2. That the Test of English for International Communication (TOEIC) be added (with the minimum score of 605) to the list of reliable language-proficiency tests available for international students.

Other proposals under development by the administration were explained to the Committee, which responded with constructive discussion. No official action by the Committee on these matters has yet been required.

Respectfully submitted,

Leland M George, PhD
Professor of English
Chair, Committee on Admissions and Credits

Legislative Advocacy Committee Report

2018-19 Annual Report

Legislative Advocacy Committee

The Legislative Advocacy Committee and the President's Office organized and funded a Legislative Forum that took place on Wednesday, November 28, 2018. Senator Roman Prezioso and Delegates Michael Angelucci, Barbara Evans Fleischauer, Tim Miley, Dave Pethtel and Terry Waxman attended. There were about thirty five administrators, faculty, staff and students in attendance. A lot of discussion about a number of issues occurred. The roundtable format was utilized during the program.

President Martin, a Dean and several faculty members had a meeting on campus with Senator Charles Clements on Wednesday, December 12, 2018.

The important bills during this year's legislative session were: SB 1 Increasing access to career education and workforce training, SB 25 Authorizing certain higher education governing boards to eliminate faculty tenure, SB 150 Budget Bill, SB 636 Authorizing legislative rules for the Higher Education Policy Commission, SB 673 Relating to public higher education accountability and planning, and HB 2519 The Campus Self Defense Act (Permitting the carrying of concealed weapons on the campus of a state institution of higher education.) The campus community was very concerned that legislation would allow individuals to carry guns on the Fairmont State University (FSU) campus. The campus carry bill, HB 2519, was stopped in the Senate Judiciary Committee on Tuesday, March 5, 2019 with a vote of 7 in favor of the bill and 9 opposed. Republicans Charles Clements and Ryan Weld voted against the bill.

This year Higher Education Day in the Legislature was on Monday, January 28, 2019. The Higher Education Policy Commission asked each institution's president to attend the event and to designate a current student to accompany the president. I was allowed to attend as I am the Advisory Council of Faculty (ACF) representative for Fairmont State University. There were thirteen other ACF members in the legislature with me. Meetings took place with Senate President Mitch Carmichael, Senate Finance Chair Craig Blair, House Majority Whip Paul Espinosa, House Education Chair Danny Hamrick, and House Finance Chair Eric Householder. The ACF went to the legislature a second time on February 8, 2019. We met with Marion County Senate Minority Leader Roman Prezioso, House Minority Leader Tim Miley, and House Assistant Minority Whip Lisa Zukoff.

We continue to depend upon the FSU faculty at large to make phone calls, and/or write letters when such action is deemed necessary. Several members attended PEIA events. Members continue to attend local legislative events in support of FSU's interests.

Respectfully submitted,

Harry Baxter

Chair, Legislative Advocacy Committee

Curriculum Committee Report

FSU Curriculum Committee Report 2018-2019

Provided April 29, 2019

Overview

- Dr. Harvey (Provost and ex-officio) continued past work with deans to move curriculum proposals be submitted prior to November 2, 2018 to allow the curricular change process due time in committees for full and proper reviews. Eight proposals were submitted prior to the November deadline. Seven additional proposals were accepted after the deadline.
- Dr. Susan Ross (Executive Director of Academic Programs and Support Services and ex-officio) was welcomed to the committee in January 2019.
- In the 2017-2018 academic year, the curriculum committee, in support of program assessment activities, voted to require minors not only include course outcomes, but also program outcomes in proposals. During the 2018-2019 academic year, this was questioned by proposal preparers as the current proposal forms do not reflect this requirement. Work began to update the forms and process currently used by curriculum committee to submit proposals. During this process, it was discovered that many past processes were difficult to find in written form, which brought up further questions/concerns by the committee.

Academic Affairs Policies and Procedures

The work continues in revising and/or developing the forms and processes for curriculum approval. The intent of this work is to streamline curricular proposals/forms with catalog requirements and align with WV-Higher Education Policy Commission requirements where appropriate. Such forms include:

- New academic minor proposal form
- New course proposal form
- Course modification form (for minor course changes)
- Revision to existing curriculum proposal form

The process for which the approval of new forms and other curricular requirements have not been established. The current report from Dr. Ross suggests that steps may be taken to put together an Academic Affairs Policies and Procedures Committee to guide this process. The curriculum Committee suggests that the proposed committee coordinate with or be overseen by Faculty Senate to ensure Faculty/Academic representation in academic matters.

Further information concerning the differences in hour requirements for minors vs. specializations vs. concentrations was presented by Cheri Gonzalez. HEPC defines minor but Concentrations, specializations, tracts and series are not clearly defined and all similar. The curriculum committee continues work to ensure new proposals utilize language that allows students proper documentation of a minor/concentration/specialization/tract upon degree completion.

Academic Curriculum

As of Fall 2018 a total of 15 curricular actions have been reviewed. These included:

- 2 new academic degree programs
- 4 new academic minors
- 4 new course proposals
- 5 curriculum and/or course revisions

All 15 curriculum proposals were reviewed and passed both first and second readings in the curriculum committee. These proposals are as follows:

- 18-19-01 - Fine Arts - Music -Musical Theater
- 18-19-02 - Forensic Science
- 18-19-03 - Cell Biology
- 18-19-04 - Forensic Science Minor
- 18-19-05 - Anatomy and Physiology
- 18-19-06 - Leadership Certificate
- 18-19-07 - Psychology
- 18-19-08 - Community Health
- 18-19-09 - Creative Writing Minor
- 18-19-10 - Education Core Support Courses
- 18-19-11 - Creative Writing Capstone
- 18-19-12 - Folk - Preserving Appalachian Culture
- 18-19-13 - Professional Writing Minor
- 18-19-14 - BS Surveying and Geomatics
- 18-19-15 - AS Surveying and Geomatics

Respectfully submitted,

Kim Derico, RN, MSN, CNE - Chair of FSU Curriculum Committee

International Education Committee Report

For the 2018-19 academic year, the committee welcomed two guests at separate meetings to address the committee.

The first was Amanda Stinemetz from the EPICS center. We discussed international education on campus in the context of recent and ongoing administrative changes. As has been the case since I began working with the committee, we do not have a specific charge or role beyond generally supporting international education. At the same time, issues related to international education campus-wide are not brought before the committee. At the conclusion of this meeting, we renewed our desire to keep in touch and provide input on campus as appropriate.

The second guest was Eduard Mandell, president of KEI (our study abroad provider that links students with selected international universities around the world). Eduard was visiting campus to promote current summer 2019 KEI programs, and to let faculty know about opportunities to create programs with KEI and partner institutions. After the session with the International Education Committee, Eduard joined me for an open information session with students. I appreciate the time and effort KEI makes to support making international experience available to our underserved student population. This summer alone, we have more students studying abroad than all last year combined. The committee would like to see study abroad become accessible for even more of our students.

Respectfully submitted,

Erin Hippolyte, chair

Faculty Welfare Committee Report

Year-end report for Faculty Welfare Committee for 2018-2019

The Faculty Welfare Committee began the year working to finalize the approval of the Academic Honesty Policy we finished drafting at the end of the 2017-2018 school year. It was approved by the Faculty Senate in August 2018, and sent on to Provost Harvey with the provision that he would solicit comments from various stakeholders before final approval. Comments were forwarded to Faculty Welfare Committee. We discussed them in our October and November meetings, and we sent our responses to the Provost. The Provost confirmed in April 2019 that the policy is ready to go and will be included in the upcoming revision of the Faculty Handbook.

We continued organizing Faculty Social Hours, usually on the first Friday of each month. President Martin hosted a very well-attended social hour at the Shaw House during Faculty Development Week in August. Following that, the hosts were the School of Fine Arts (Aug.), Lang/Lit (Sept.), Sci/Tech (Nov.), President Martin (Nov. 29), School of Ed/HHP (Mar.), Social and Behavioral Sciences (Apr.). February was cancelled due to winter weather. President Martin continued to provide drinks each month. For reasons that are unclear, we were not allowed to provide alcoholic beverages for most of the year, which was very unpopular with the faculty.

In the fall, we discussed creating a faculty survey. We were hopeful that feedback from the general faculty would help us decide which issues are of greatest concern, which would help us decide what to work on going forward. No substantive progress was made, and then in the spring semester the Campus Climate Committee was created. We have reached out to them to avoid doing any redundant work. We are hopeful that the two committees might collaborate on a faculty survey.

In September, the ad-hoc committee charged with revising Faculty Senate constitution and by-laws asked our input on an appropriate ex-officio member for Faculty Welfare. The ex-officio member was currently listed as the Assistant Vice President of Human Resources (Cindy Curry). We concluded that we do not need an ex-officio member on our committee, but we appreciate the willingness of faculty, staff, and administrators to attend meetings and participate in discussions when invited.

In October, Stacey Jones attended the meeting to discuss various concerns, particularly how faculty loads are calculated. The Faculty Welfare Committee was asked by Faculty Senate to work on revising the Faculty Handbook, but we suggested to Faculty Senate that perhaps that work would be best done by an ad-hoc committee consisting of both faculty and staff. Such a committee was created in the November Faculty Senate meeting. We also sent a formal statement to Faculty Senate saying that a clear process needed to be created for approving changes to the Faculty Handbook. In their November meeting, Faculty Senate commissioned us to draft such a process.

Our November meeting was largely devoted to conceiving and drafting an approval process for changes to the Faculty Handbook. Below is the statement we sent to Faculty Senate for their consideration:

Changes (additions, revisions, or deletions) to the Faculty Handbook should be submitted to the Faculty Senate for approval. Faculty Senate will do two readings of the changed content, similar to a Curriculum Proposal. At the first reading, Faculty Senate can do one of three things:

- Send the revisions out for public comment [specific amount of time allowed for this?]
- Hold the revisions over for second reading
- Waive the second reading

This process allows for faculty input, but also provides a timeline, preventing the revisions from being “in limbo” indefinitely.

Our spring semester meetings were devoted to discussion of several issues of concern that were raised by various members:

- Academic freedom and chain-of-command issues related to HR and the General Counsel weighing in on course content and threatening to discipline faculty without consulting or going through the Provost.
- Lack of clarity in the university's policy on political speech by faculty. As it turns out, the university has no policy, but simply appeals to provisions embedded in state code, which we feel is insufficient. Also, we found conflicting information in sources available from the state.
- Practical, financial, and gender equity concerns raised by the new student travel policy.
- The need for a university policy regarding transgender students and faculty.
- The need for an approval process for revision of the Faculty Handbook that includes faculty oversight.

It is our recommendation that the 2019-2020 Faculty Welfare Committee continue work on these issues. Ideally, policies governing some or all of these issues can be included in the revised Faculty Handbook.

Also, with the yearlong delay of implementation of the Academic Honesty policy, some work is left to be done in that area, namely:

- 1) Institution of a training module for students to educate them on what constitutes cheating/plagiarism and on the consequences they could suffer under the new Academic Honesty Policy if they are caught cheating/plagiarizing.
- 2) Training for faculty so they understand how the policy works.

Respectfully submitted,

Sam Spears
Chair, Faculty Welfare Committee

Student Financial Aid Appeals Committee Report

Student Financial Aid Appeals Committee Report - Academic Year 2018-19

The Committee reviewed and addressed all Financial Aid appeals forward to the committee by the Office of Financial Aid.

Presidential Perception Committee Report

Presidential Perception Survey Committee, Annual Report, 2019

Members: Gina Fantasia, Charley Hively, Debra Hoag, Janie Leary, Pam Pittman, Elizabeth Savage (Chair), and Chuck Shields

The PPSC redesigned the Presidential Survey. Drawing on the folio FSU used for the 2017 presidential search stating duties and expectations for the position, the Committee drafted a concise survey to measure the key priorities, then cross-referenced those elements with corresponding characteristics summarized in 2016 American Association of State Colleges and Universities' "Presidential Competency Model."

In response to faculty concerns that Survey Monkey, used for past presidential surveys, made possible identifying faculty who took the survey, the PPSC consulted with statistician Dr. Joshua Smallridge to create a fully anonymous electronic medium. After deliberation, we agreed to offer paper versions of the survey as well to accommodate faculty uncomfortable with technology. Interim Faculty Senate President Dr. Mark Flood and Charley Hively sought funding to set up the UCA for the PPSC in order to collect the results. After confirming the Faculty Senate no longer has a budget, the Committee secured funds for the UCA from the provost's office.

The survey launched April 22, 2019 and closed at 4pm May 3, 2019. The PPSC met in the RAM Library Tablab to merge the survey data and write the accompanying report.

Institutional Review Board Committee Report

**Institutional Review Board
2018-2019
Year-End Report**

I. Members:

Clark, Todd	Moore, Zach
Cuchta, Thomas	Myers, Jennifer
Gray, Joni	Ransom, Michael (chair)
Hemler, Deb	Ryan, Michael
Kato, Tad	Smallridge, Josh
Leary, Janie	Tyce, Spencer

II. Activities:

A. The committee reviewed applications for approval to conduct research involving human subjects from individuals planning projects for school courses, and faculty working on individual or departmental research projects.

Fall 2018 Approvals

1. Minimal risk approval given on October 8, 2018 for Dr. Sidwell's- Health and Needs Assessment.181001
2. Minimal risk approval given on October 10, 2018 for Dr. Kato's PSYC 3390-Capstone- 20 student projects.181002
3. Minimal risk approval given on October 12, 2018 for Dr. Reneau's PHED 4410-16 student projects.181003
4. Minimal risk approval given on October 17, 2018 for Dr. Sanchez's Master student project- 1 student. 181004
5. Minimal risk approval given on October 20, 2018 for Dr. Kast's SOCY 4480-capstone- 2 student projects. 181005
6. Minimal risk approval given on October 24, 2018 for Dr. Reneau's PHED 4410-1 student project.181006
7. Minimal risk approval given on November 7, 2018 for Dr. Kast's SOCY 4480-capstone- 1 student project. 181007

8. Minimal risk approval given on November 28, 2018 for Dr. Cuchta's Research-Human Hazards in Cybersecurity.181008
9. Minimal risk approval given on November 28, 2018 for Dr. Leary's student research- 3 student projects. 181009

Spring 2019 Approvals

1. Minimal risk approval given on February, 11 2019 for Dr. Reneau's Masters student project- 1 student.192001
2. Minimal risk approval given on February, 22 2019 for Dr. Kast's SOCY 4480-capstone- 1 student project.192002
3. Minimal risk approval given on February, 28, 2019 Dr. Henning's research-AIMMS survey.182003
4. Minimal risk approval given on March 7, 2019 Dr. Dos Santos' and Dr. Ryan's student research- 11 student projects.192004
5. Minimal risk approval given on March 22, 2019 for Dr. Ryan's PHED 4410 class- 9 student projects.192005
6. Minimal risk approval given on March 22, 2019 for Dr. Moore's PSYC 3390-Capstone- 22 student projects. 192006
7. Minimal risk approval given on March 29, 2019 for Dr. Dos Santos' research-grant. 192007
8. Minimal risk approval given on March 29, 2019 for Dr. Kato's research- visual stimuli.192008
9. Minimal risk approval given on April 7, 2019 for Dr. Kast- SOCY 4480-capstone- 1 student project.192009
10. Minimal risk approval given on April 10, 2019 for Dr. Moore's PSYC 3390-Capstone- 1 student project.1920010
11. Minimal risk approval given on April 23, 2019 for Dr. Slota's research- attitudes toward substance abuse.1920011
12. Minimal risk approval given on April 26, 2019 for Dr. Dos Santos' research-college swimmers.1920012

B. The committee individually reviewed applications in .DOC, .RTF, or .PDF format sent over University email. Email was used by committee members to provide feedback on all applications.

*The committee will also like to inform the faculty and campus community concerning changes in IRB policy this past year. The federal government mandated changes to the Common Rule. Fairmont State's IRB committee made the necessary changes in our policy which can be found online (<https://www.fairmontstate.edu/irb>). Furthermore, we are currently working on providing more guidance on what activities constitute research. To that end we will be meeting with various interested parties in the near future.