

# Fairmont State University Faculty Senate

## Meeting Minutes

October 8, 2019

3:00 - 5:00 p.m.

303 ED

### Members in Attendance:

Matt Hokom (President), Donna Long (Vice President), Pam Pittman for Jason Noland (Secretary), Tom Cuchta (Webmaster), Todd Clark (Ex. Comm. Member at-large), Jim Davis (Ex. Comm. Member at-large), Harry Baxter (Ex. Comm. Member at-large), Janet Floyd (Business), Molly Barra (Library), Dan Eichenbaum (Performing Arts), Stephen Rice (Natural Sciences), Denice Kurchoff (Nursing), Jennifer Satterfield (Nursing), Nina Slota (Psych/Behavioral Sciences), Tim Oxley (Academic Affairs), Beth Thompson for Steven Roof (Academic Affairs), Elizabeth Savage (Language & Literature - interim), Annalisa Hall (SGA), Musat Crihalmeanu (Sci-Tech), Diana Noone (Social Sciences), Paul Reneau (HHP), Mark Flood (Natural Sciences), Laura Clayton (Nursing); Budd Sapp, (BOG Rep).

### Guests:

Dr. Mirta Martin; Dr. Rick Harvey; Dixie Yann, BOG; Deborah Prezioso, BOG; David Goldberg, BOG; Dick Bernhart, BOG; Cynthia Bernhart; Jon Dodds, BOG; Jay Puccio, BOG; Jennifer ?; Kandi Nizune; Deb Hemler (Science), Jan Kiger (HHP), ; J. Robert Baker (Liberal Arts); Zac Fancher; Charley Hively (Library); John Polis; Gina Fantasia (Business); Macgorine Cassell (Business); Dillon Bradley (SGA); Carol Tannous (Education & HHP); Chuck Shields (Liberal Arts); Jacqueline Sikora (General Counsel).

The meeting was brought to order by Faculty Senate President, Matt Hokom, at 3:00 pm.

Motion to approve minutes of the September meeting. Seconded. Approved.

Matt Hokom welcomed the members of the Board of Governors, who introduced themselves. Attending were Dixie Yann, Chair; Debbie Prezioso, Secretary; David Goldberg, new member of BoG; Dick Bernhardt and wife, Cynthia; Jay Pucchio; Jon Dodds; and Mark Hart.

President Martin thanked Faculty Senate for hosting the Board of Governors today. She also thanked Faculty Senate members for the hard work they have done. Fairmont State University and students are doing well due to diligence of faculty and staff. Dr. Martin requested continued excellence in advising students because retention is important. She reiterated the three goals this year of retention, enrollment growth, and accreditation. It is critical to have faculty input in the quest for accreditation. In addition, the last time we spoke enhanced hours of the library. Dr. Martin thanked Charley Hively and staff; they've done an incredible job. Fairmont State University has had a significant decrease in funding due to Pierpont pull out, but the library staff has done an outstanding job with the resources we do have. I am happy to share that library is open until midnight on M - Th, and also open Saturday and Sunday afternoon. No updates on Pierpont; we continue in mediation. We will continue in the professional and steadfast manner as we have always done.

Provost Harvey reminded everyone of deadlines that are fast approaching: Promotion & Tenure portfolio is due Oct 14 to get the process completed earlier; program reviews are due November 1; call for sabbatical proposals are due Nov 8. This is new and we want just a brief summary and

plan which will be reviewed in spring; Annual Faculty Reviews are due Nov 11; a hard deadline for curricular revisions is March 1 in order to get through Curriculum Committee and Faculty Senate by the end of the year.

Provost Harvey also reminded everyone that Amanda Steinmetz in the Office of International Student Services asks that faculty diligently keep record of attendance and report students who miss classes. This is a Federal mandate due to the current national climate, not a Fairmont State mandate.

Q1: About sabbaticals. In the past, the Faculty Senate personnel committee reviewed sabbatical applications. Who will review this year? What criteria will be used? Will those who applied last year be reviewed first?

Provost: Yes, those who applied and were denied before will be considered first.

Dr. Martin: this is just a proposal as funds become available. This is part of our promise to faculty when funds become available. Again, it's a brief summary, not a full proposal to gauge where we are with funding and if we're able to grant sabbaticals. Then, we'll come back to faculty for full applications if funds are available.

Q1: So personnel committee will review first? Provost: Yes.

Dr. Martin: again, this is just a proposal to evaluate costs to institution. Based on funding, we can make a decision. Then the Provost will come back to those applicants and will ask for a full proposal.

Q1: Are these just for fall? Provost: starting in fall. President Martin: could be for spring as well.

Comment1: I applaud you for noting that sabbaticals are necessary for faculty renewal and offering the opportunity to faculty.

Dr. Martin: let me say that I support scholarship for two reasons: 1) as faculty, we come with an area of interest and a discipline. Part of this is to advance the discipline. Sabbaticals are critical to self development in order to achieve standards of excellence; 2) sabbaticals are also important because when faculty names are attached to research, it supports and advances the institution. We are committed to faculty excellence. Our first focus was on financial security of the institution when I came here. If financial security is realized, then faculty development can move forward.

Comment1: Cost of sabbaticals in the past was for adjunct faculty to cover classes for at least one faculty member in a unit to go on sabbatical. Other faculty are willing to step up to cover the one faculty member (advising duties, etc.).

Dr. Martin: we acknowledge that and that's why we're offering these proposals. We want the investment to come back home. We are committed to making tuition affordable to make it affordable to students but also to retain quality faculty. Our research shows that once students come, they stay because of you, the faculty.

Comment1: Going back to the sabbatical, most of us include our students in our sabbatical research process. Thank you for clarifying.

Dr. Martin: we fully support and endorse faculty development and growth. It took everyone to turn our ship around to keep our institution financially secure. Now, hopefully, we can invest in faculty and staff as well as students.

Comment2: Policy 3 from December 2001, section 8.2 notes a deadline for sabbatical proposals every year of December 15.

Dr. Martin: that deadline may have to be extended. The provost will report back.

Board of Governors Representative, Dr. Sapp, thanked the Board of Governors for accepting the invitation to be at the meeting. He said that Kevin Rogers emailed him and had a scheduling

conflict. Dr. Sapp also thanked Dr. Martin and Serena Scully for taking care of the social today. I sent out an email related to the Board of Governors meeting at 9:00 am next week. All of you received the agenda, so if you have questions, send me an email.

ACF Representative, Harry Baxter, reported on the ACF's top priorities for the 2019-2020 school year. Dr. Baxter said that at the HEPC meeting on Sept 27, Michael Farrell, Chair, voiced optimism that a budget cut of 4.6% may not be necessary if budget recovers by end of year. A presentation was made stating that students whose primary residence is a university should be counted as voters in the city where they are housed on campus, not in their hometown. Dr. Baxter further noted that the number of high school graduates is projected to fall in mid 2020s, so Institutions of Higher Education will need to adjust for that drop in enrollment. SAT takers said they would enroll in five majors: business, education, health sciences, engineering and criminal justice.

I'd like for you to endorse ACF's top agenda priorities for 2019-2020. These are: Increase funding for students; fully fund PEIA and explore alternatives to meet needs of state employees for affordable and accessible healthcare; include faculty in planning and decision making; ensure transparent and fair hiring practices; preserve the autonomy of Boards of Governors to ensure the safety and security of their campuses.

Motion to endorse. Second. Motion carried.

Sophomore representative, Annalisa Hall, gave the Student Government report.

Matt: I had a question come up today. Has technology committee met this semester? I need to talk to the chair. Comment: yes, it has met.

In unfinished business, Dr. Robert Baker gave a brief report on the status of the faculty handbook. Currently, the draft has seven sections - preamble and general info section with the history of the institution and its values as well as the role of a liberal arts education; faculty ranks and the process for Promotion & Tenure; faculty development and awards, including a discussion about how we would define scholarship (Boyer model); faculty rights and responsibilities; grievance process and procedures; faculty benefits; and support services for faculty. It was a bigger project than we first imagined. We want to adhere to HEPC regulations and WV code. We hope to have a draft late in fall or early spring. Faculty input will be solicited along with other constituents' input. Hope to can get a revision by April.

Dr. Davis gave the report from the Ad hoc committee on the Faculty Senate By-Laws and Constitution. The committee met today and put together a timeline. For now, in Nov, the committee will submit an edited version to the handbook committee to see about syncing all information. In February, we'll have open forums for all faculty to see bylaws and constitution.

Campus Climate Committee membership

Chuck Shields gave the updated report from the Presidential Perception Survey Committee (PPSC). He stated that the survey has a long history into the early 2000s, and was discussed in the 2005 Faculty Senate notes as an ad hoc committee. The PPSC has been a standing committee since 2011. We've been doing the survey for a long time. We've done surveys from 2009 - 2014 for every president including one interim president. That said, the committee met in spring 2019; revised the survey instrument, and Faculty Senate approved it. We determined to do an online survey and launched that in May. Problems with that survey - unauthorized participants were

inadvertently sent the link to survey. We allowed everyone to complete the survey, and then we met and decided there were too many problems so did not compile the data. Again in fall, tried new online survey and asked Institutional Research to assist. Institutional Research assured us of 3 important criteria - 1) no one could take the survey more than once, 2) the survey was anonymous, and 3) no one except authorized faculty could take the survey. The committee soon learned those representations were incorrect - people could take the survey multiple times; discussed with IR but they assured us it would not affect validity. Then IR determined that anonymity was not correct, but confidentiality was more correct. Finally, a member of PPSC forwarded a reminder email from IR to a faculty listserve, and we learned that the survey links could be compromised. We do not have data from the Fall survey. That data is still with IR. We don't know the data. Given all the concerns and problems, this committee will launch a paper survey tomorrow. Chuck Shields explained the process for collecting the paper surveys. Then, he stated that the PPSC will compile data and submit to Faculty Senate.

Q1: how long will faculty have to take it? Chuck: 1 week

Q2: I came here in 1992, and I think I sat on that committee in 1993-94. Why have there been so many issues? Chuck: I don't know. Elizabeth Savage: It was all paper at the beginning, but now technology is involved.

Q1: this will be our 3rd time. Have we considered faculty motivation to take the survey? Maybe we need to wait. Chuck: I guess we'll find out if they are motivated tomorrow. We have learned valuable lessons about technology through this process.

Q1: prior survey was 11 days but now it's only 8. It should be administered a full two weeks. It is in faculty's interest to do this, but faculty thinks committee will find a way to negate the data once again.

ES: we were told by Institutional Effectiveness that people don't participate in surveys of 14 days. We've learned a lot about transitions and have responded already, such as adding the "not observed" feature.

C2: are we going to vote on this? Matt: no.

Matt: go to your constituents and beg, plead. No one can make anyone do anything. We'll just see.

Matt Hokom: At the last meeting, you charged me to talk with Officer Swain. They're in the process of totally revamping parking. Plans: anything after 4 pm is open parking, no ticketing. Before that time, some procedures are in place. If departments have a small number of guests, can get reserved spaces. Also charged \$5 a day for that service. Bigger groups, don't ticket at all. Officer Swain suggested that if people were here only a few hours, use the meters. Plans also in the works to coordinate with the City of Fairmont for an app to pay for metering electronically. There is also an exclusion list. If your department has a license plate, then it's impossible to ticket. Q: Does department have to have the plate the day before? Matt: Preferable but the day of, they can make it work. Plan to put booth in Education parking and by Hardway Hall.

Q: exclusion list: people charged? Reneau: example, he's driving a temporary car right now because both of his vehicles are out of commission; exclusion list is a one-day thing, I think. Security is very helpful if you will talk to them. If you're on the exclusion list, you won't be charged. Q: No cost? Yes.

General Counsel: Security is in the process of creating a restructure to have plenty of space for faculty. Faculty are not complaining as much but on the flip side, we get a lot of complaints from visitors. All of the things Matt has mentioned are simply conversations. We hope to have some things in place by mid spring so that processes will be in place by next fall. Clarification of exclusion list: we don't typically get calls from people. If you already pay for parking, you will

be added to the exclusion list, if you call and don't have your car today. However, visitors will be on the exclusion list, but the department will be charged for parking to help fund our dept. If you have comments or concerns, please contact us, we want to know so we can help. As of now, nothing has changed. We won't change anything without notice. If you have feedback or input, please let us know.

Parking policies that are updating are taken down from website, and once revised, we will put them back up. If there are any changes, you will get notifications.

Provost: one caveat about the wait until spring stuff: I've already let people know that they can park after 4. Is that still okay? GC: Yes.

Q: if I know of a potential issue, should I email Matt? GC: yes.

Matt Hokom is happy to take questions to Officer Swain, and Officer Swain is open to coming to Faculty Senate to speak.

If guests get a ticket, call Officer Swain. He'll address it.

The floor was opened for new business.

Matt Hokom introduced Curriculum Proposal 19-20-02

Motion for first reading. Moved. Seconded. Approved.

Discussion

Q: could you briefly describe what it's for?

C: first year course in school of business: go over growth mindset, learning skills, learning styles inventory, overview of topics in school of business to grow school of business community.

Projects are major assessments; students present on their major. This course is an opportunity for students to explore business, and for students to find an area of interest earlier. The course meets twice per week for an hour and 15 minutes; 3 credit hours.

Move to approve first reading. Seconded. Approved.

Matt Hokom: will look again next month for second reading.

The floor was opened for open forum.

Comment: concern. Many institutions already have policies or are instituting policies that students can call emergency services for assistance with students in trouble, particularly when alcohol is involved. Q: Do we have a policy to protect students if emergency services is notified? Should we have a policy?

C: we are in process of revising student handbook to include WV code about immunity.

C: thank you. If the information is in the student handbook, that's good, but most students don't read it. There is a presentation at some institutions when freshman come to college orientation.

C: you are assuming that students don't read it, but we can include it in freshman orientation, but we will also make it available in the handbook as well.

Q: can we revisit PPSC? We are concerned about the time factor. Has instrument been validated? Has it been piloted? Can we vote on this?

C: no vote is required.

C: Robert's rules of order states that the committee fulfills its charge.

Q: what about the time frame of survey in past?

C: survey was administered in spring. We are trying to fulfill the mission of the PPSC now.

Matt: It's been a goofy process this year.

Chuck: goofy is as good a term as any.

Q: to what extent is this survey connected to climate?

Matt: the charge we gave that committee was almost absurdly general. They were evaluating the campus climate.

C: I think common sense would say that campus climate covers all areas of campus. Presidential survey covers presidency.

Matt: there may be overlap, but if we want to refine campus climate to exclude items, we can. I'll put it on the agenda for next time. I think we can carefully define the mission of each committee. Does that sound reasonable?

All: yes.

Q: for the record, likely that Presidential survey was last done in 2013.

Chuck: incorrect. Faculty Senate minutes show it was 2014.

Matt: should we look at the policy and define when survey should be conducted?

Elizabeth Savage: I would encourage that. In the past, there has been pressure to conduct a provost survey, but that wasn't within our scope. We would welcome a look at policy. The PPSC is an elected committee, and our integrity is constantly questioned. You need to have the support of your colleagues in your department when you serve on this committee.

Motion to adjourn. Seconded. Meeting ended at 4:24 pm, and the Social time with the Board of Governors began.

**Next Meeting\*: November 12, 2019 3:00 - 5:00 p.m. 303 ED**

\*If you have items for the agenda please send your request to the Faculty Senate President by Tuesday morning November 5, 2019 for consideration by the Executive Committee.

Respectfully submitted,  
Pam Pittman (School of Education)  
for Jason Noland