

**Fairmont State University Faculty Senate
Meeting Minutes**

May 5, 2020

Virtual (COVID-19)

Members Present: Matt Hokom (President), Donna Long (Vice President), Jason Noland (Secretary), Todd Clark (Ex. Comm, Soc. Sci), Tom Cuchta (Webmaster), Jim Davis (Ex. Comm, Business), Janet Floyd (Business), Molly Barra (Library), Musat Crihalmeanu (Tech), Nathaniel Myers (L&L), Tim Oxley (AA), Annalisa Hall (SG), Dan Eichenbaum (Performing Arts), Denice Kirchoff (Nursing), Budd Sapp (BoG), Harry Baxter (ACF), Jennifer Satterfield (Nursing), Nina Slota (Beh. Sci.), Paul Reneau (HHP), Stephen Rice (Sci), Steven Roof (AA), Zachary Fancher (SG).

Guests: Rick Harvey (Provost), Cindy Curry (HR), Deb Hemler, Jan Kiger, Amanda Metcalf, Carol Tannous, Jim Matthews, Jon Dodds, Michael Ransom, Sharon Smith.

Meeting called to order at 3:00pm

I. Minutes

Reading and Approval of Minutes of April 14, 2020 meeting

- Motion to approve, seconded, passed.

II. Announcements/Information/Discussion

Changes to global address list

- Faculty will not be able to email all other faculty, only those in their own units; senate president only one that will have access to the global list
- Sapp: BOG agenda was attempted to be shared to Faculty excluding adjuncts and bounced back
- Comment: two people who should have access are BOG and ACF reps
- Question: what's the reason for this change?
- Rick: timing not great and "not of our choosing". Person who managed it left the institution, taken up by Colton in IT. General purpose to prevent single faculty members from emailing the entire faculty. Committee chairs should go through the Faculty Senate.
- Comment: Several concerns here -- much onus put on the Senate president and it could be misused if there was a Senate President who was not willing to be open with information. There are times when having an open forum is appropriate such as pending legislation (e.g. gun control

discussion from recent times). Email is the official communication of the institution so it restricts us in the official capacity. Academic freedom issues.

- Rick: it has nothing to do with academic freedom because it does not involve the classroom. Trying to prevent you from emailing all faculty -- I see no reason why you would need to be able to do that.
- Comment: If I wanted to email a single colleague in another unit, I could do that?
- Rick: Yes let me clarify -- I'm talking about the global "all-faculty email list". If you typed in each name individually, then you could email everyone that way.
- Rick: We need to rely on the falcon flyer on inter-campus communication.
- Comment: Is it not the case that the Faculty Flyer is edited by URM?
- Rick: URM produces the document, I can't speak to their editing powers. Anything I have sent them has been put in there.
- Comment: I've had to go through levels of approval to get on the Falcon Flyer.
- Comment: You can't have a discussion through the Falcon Flyer.
- Comment: Another example -- Faculty Handbook committee.
- Rick: This is not a finished thing -- the leadership team is still talking about it. This is not done.

Senate calendar for 2020-2021

- Distributed via email with the meeting documents, will be available on the webpage.

Term faculty serving as committee chairs

- An opinion expressed: asking them to serve as the chair of a committee is asking too much.
- Comment: whether tenure-track, tenured, or term -- no one should be expected to chair more than one senate committee. Perhaps the Constitution and Bylaws committee can work on this. Similarly, the status of FEAP is still ongoing. Although we hire term faculty on one- or three-year contracts, most departments using them have the goal of

converting those to tenure-track lines. Thus the suggestion that term faculty shouldn't serve could harm tenure and promotion portfolios.

- Comment: another solution is to actively try to hire tenure-track and not have to rely on term faculty.
- Comment: could we formally ask that the senate bylaws committee to define how FEAP/adjunct/term employees can sit on senate committees?
- Comment: we have adjuncts that have worked here for 20+ years that aren't included in this process who might want to serve in some capacity
- Comment: for adjuncts -- they are so poorly paid that is it ethical to ask them to do more?

Housing Concerns

- Comment: happy to see the announcement that refunds will be made. Would like a timeline and explanation about the decision process.
- Comment: I would like to know what the steps are as far as reopening campus. Right now it feels as if the future is uncertain. (message in email and on social media)

President Martin

- Unable to attend, at COVID-19 meeting with BoG

Provost Harvey

- Please with how this semester played out.
- Blackboard Training starts tomorrow (no pre registration required) "basics training" on webex, link sent not long ago; next week is "advanced training"
- Slight change in final grade process: final grades due Monday at noon (historically it was 4PM, but now it is at noon)

BOG representative, Prof. Sapp

- BOG Agenda was sent (or attempted to be sent) -- meeting is 14 May -- send questions and comments to Budd Sapp
- Academic Honesty Policy has not been addressed by BOG yet
- Program review for studio art and intent to plan for BS Respiratory Therapy, finance information, and focused review
- Question: for academic honesty policy -- do they still need to take it up and then there's a 30 day comment? What's the probability it will be in place in the fall?
- Answer: I was told by general counsel that it was not ready to be shared with the bylaws committee yet.

ACF representative, Prof. Baxter

- had meeting 17 April -- HEPC vice chancellor for academic affairs made a number of comments
- With fully online summer and possibly fall HEPC offers help with needs that may arise through the rest of the year
- State currently facing estimated \$300 million budget shortfall, numerous institutions expecting deficits
- Expected that federal govt will help back state and institutional shortfalls, but there are big concerns about sharp downturn of revenue due to lower enrollments
- Institutions encouraged to plan ahead and be flexible in case social distancing must continue through the fall
- Processes for quarantine and such procedures should be developed for students on campus
- In response to a request by the legislature, HEPC worked with institutional presidents to devise a funding formula. Interim Chancellor reported she met with the Council of Presidents to discuss details for the funding model. HEPC extended the chancellor's interim status for 6 months while search for permanent chancellor is conducted.
- HEPC approved Shepherd University development master plan which does capital improvements over next 10 yr

ACF election

- Jim Matthews has agreed to serve as ACF. He is the only volunteer but an election is required.

Student Government

- Still taking donations for the Senior campaign.
- Wishes everyone a happy, easy, relaxed summer

III. Unfinished Business

General Studies Policy, second reading

- Last meeting discussion about exemptions. Matt reminded that whole thing was passed for first reading last meeting, and accepted bullet pt. list and sent remainder back to G.S. comm. For 2nd reading today.
- Jim Matthews forwarded to Matt the changes that were requested to be made.
- Comment: Didn't look like it's been revised that provost or designee will be handling appeals not the Dean of School of Ed. She contacted Susan and Susan told Donna no, that the case will be Provost Or designee. Unsure why changes weren't in

- Comment: (Carol) Fixed revised document with suggested changes and had sent it in. It's now finished with the correct version i.e. ofc. Of the provost or designee to handle appeals
- **Motion to pass for second reading (Long), Seconded (Eichenbaum)**
- Question: As looking at list of courses to help advisees there are no instructors listed for Fall Soar courses
- Response (Carol): We have 1st wave of fill ins went to prof. advisors to see arrangements for their schools. Tomorrow application for all faculty and staff to teach goes out. Some sections designated for potential specific folks i.e. SoEHHP SOAR for a SOEHHP faculty member
- Question: When do you hope to have instructors listed? I'd like for English ed. students to take SOAR with an English faculty member.
- Response: As soon as we can get them in, should be within a week.
- **Motion voted, Passed 2nd reading**

IV. New Business

Committee reports: IRB, Admissions and Credits, Athletics, Ad Hoc Committee on Revisions to the Faculty Senate Constitution and By-Laws, General Studies, Legislative Advocacy, Library, Personnel Committee, Curriculum, Faculty Development, Student Financial Aid Appeals

- Sent out by Matt. Matt acknowledges they are received and no need for a vote (according to Roberts Rules).
- Sam Spears requested Matt read the following so that it can be entered into the minutes as official record –"Fairmont State lacks a clear process for creating and vetting university policies, and for determining whether such policies fall under the authority of Academic Affairs or require approval of the Board of Governors. The Faculty Welfare committee recommends to Faculty Senate that such a process be created."
- Tom – Requested Comm. On Comm. Report be moved to Open Forum
- Matt – Comm. On Comm. 1st reading is to be read in Mat
- Comment: Not all faculty received the email about committees to serve on.
- Decided Comm on Comm be voted on now instead of moving to open forum, changes will have to occur over the summer.
- **Motion to approve the list for first reading (Tom), Seconded (Donna).**
- Question: Changes to be sent to Tom?
- Response: Yes.
- Comment: When looking over the list, listed by schools not Academic Units.
- Reponse: There's a column for Academic Units and possible people listed in wrong place.
- **Motion voted for first reading, passed.**
- Thanks to the Comm. On Comm for their service.

Election of 2020-2021 officers and executive committee

- Formal nominations were read:
 - President – Chuck Shields
 - Vice President – Donna Long
 - Secretary – Jason Noland
 - Webmaster – Tom Cuchta
 - Exec. Committee Member at Large – Jim Davis
 - Executive Committee Member at Large – Paul Reneau
 - Executive Committee Member at Large – Todd Clark
- Slate brought to be voted on, Constitution says secret ballot, in the past if no nominations from the floor this secret ballot has been waived.
- Comment: Roberts Rules allow for proclamation if no nominations from the floor.
- Matt called for nominations from the floor – No nominations made. Slate presented as is.
- Matt – I prefer we have a motion to waive the rules of secret ballot since that's what's been done in the past.
- **Motion to waive rules of secret Ballot made and 2nd by Tom/ Donna. Motion passed**
- **Motion to elect the slate as presented (Oxley), seconded (Cuchta), Passed**
- Thanks to everyone for agreeing to serve and heart felt thanks to this years exec comm.

V. Open Forum

- Dan – Just received list of comm. Assignments all colleagues and I are missing from comm. Assignments
- Matt – we're working to correct that. Apparently emails were not being received and steps being taken to correct this to allow rep. on committee
- Donna – Thank you Matt for your Svc. As President
- Donna – Question many of us have serious IT support needs teaching online from home, what are plans for this summer and Fall for quality teaching online? If we're online in the Fall depts.. that need to be given access to offices / classrooms to have access to technology we need. Is this possible to gain this access for faculty that need these IT
- Chuck – Part of my issue is that desktop I brought from school doesn't have camera, mic, etc. it won't support current web-ex etc. what is plan to address these concerns? Would

also like to continue. To use Web-ex for various meetings in the future i.e. with students, etc.

- Matt – hopefully during summer I.T. may be able to address some of these concerns.

Others have shown these concerns also.

- Donna – Zach comment - status on textbook returns

- Matt – no idea Rick – There’s an email that went out, I’ll dig it out and forward it to Zach. Things are left behind in rooms and COOP group needs to be made aware of what students need to get form their rooms etc.

- Banter concerning how things were addressed to mail “back in the day”

Motion to adjourn

Meeting Adjourned

Next Meeting*: August 18, 2020, 3:00 - 5:00, location to be determined

*If you have items for the agenda please send your request to the Faculty Senate President by Tuesday morning August 11, 2020 for consideration by the Executive Committee.