

## Faculty Senate Meeting Minutes for Tuesday, October 9, 2018 meeting

### Members in Attendance:

John O'Connor (President), Mark Flood (Vice President), Amy Godfrey (Secretary), Jacki Sherman (Webmaster), Tom Cuchta (Ex. Committee Member at Large), Matt Hokom (Ex. Committee Member at Large), Tim Oxley (Academic Affairs), Steve Roof (Academic Affairs), Harry Baxter (ACF), Michael Ransom (Behavioral Sciences), Todd Clark (Social Sciences), Budd Sapp (BOG), Joe Kremer (Business), Jason Noland (Education), Dan Eichenbaum (Fine Arts), Joni Gray (Fine Arts), Paul Reneau (Health & Human Performance), Donna Long (Language & Lit), Theresa Jones (Nursing), Denice Kirchoff (Nursing), Lauren Manchin (Student Government), Tom McLaughlin (Technology),

### Guests:

Cindy Curry (HR), Stacey Jones, Sharon Smith, Deb Hemler, Richard Harvey, Charles Shields, Dillon Bradley, Macgorine Cassell, Tyler Keller, Pamela Stephens, Amy Sidwell, Amanda Metcalf, Anne Patterson

Meeting to order at 3:00pm in 303 ED.

- I. September 11, 2018 minutes read and approved

### Announcements

- I. Executive Committee's response to Senate's charge to reconsider its strategy for addressing faculty concerns expressed anonymously in letters delivered to the Senate president.
  - The executive committee will go through anonymous letters and add concerns directly to the meeting agenda
- II. President Martin
  - Blue Ribbon Commission
    - i. Started with 4 models for funding – we endorsed one
    - ii. Now on to a 5<sup>th</sup> model by Dr. Gilbert
      - a) Was presented in last week's meeting
      - b) Recalibration instead of funding model to bring equity due to separation from community colleges
    - iii. Is the chair an only representative from the regional institutions on the recalibration model subcommittee
      - a) Based on in-state FTE
    - iv. HEPC is not going away
      - a) Possible tier system to bring WVU and Marshall back in
  - Are there plans afoot to start a search for the Associate Provost position?
    - i. Looking for executive director to help with administration of the Provost's office
      - a) To provide support in a timely basis but continue to focus on the budget
  - Questions:
    - i. Do you have sense of co-chairs on board with recalibration formula?

a) Yes, need support from President Gee

III. Interim Provost Harvey

- What is the status of the Fairmont State University Tutoring Center?
  - i. This is a start-up operation – Pierpont had one
  - ii. Have:
    - a) Identified director
    - b) Identified space in the library
    - c) Budget
    - d) Hiring tutors
    - e) Peer mentoring
  - iii. Opening soon as a tutoring and testing center
  - iv. Question: will this preclude tutors we already have?
    - a) No but try to centralize
  - v. Question: How will this impact the writing center?
    - a) Zero impact
  - vi. Question: Is it replacing TabLab?
    - a) No not testing center
- When will the 2018-2019 Faculty Handbook be made available? The handbook linked on the faculty-staff resources web page is the 2016-2017 edition.
  - i. It is a mess and needs updated
  - ii. New general council will start in November and one of the top priority to redraft with HR and academic affairs.
    - a) Would like senators on committee to participate on redraft
- Update on the work of the Academic Restructuring Taskforces
  - i. Provost has not been attending meetings – taking a hands off approach
  - ii. Academic committee is very active and has had a lot of questions
  - iii. Initial report will come out at the Town Hall meeting on October 23, 2018
  - iv. Operations committee will need the academic restructuring to be completed
  - v. Question: What is the plan moving forward?
    - a) Recommendation at Town Hall then faculty input then ELT
  - vi. Question: Will it be a package of options or one option only?
    - a) Will include a layout with a series of questions
  - vii. Question: Can you share draft from Dr. Harrison?
    - a) It is the will of the Senate but hesitate because it is just a draft and not fully fleshed out

IV. Vice President for Institutional Effectiveness and Strategic Operations Jones

- HEPC CCA
  - i. Report is due 11/19/18. This report will be included with institutions who have been doing this program since 2012. We joined in February 2018.
  - ii. 4 strategies on how to implement
    - a) “15 to finish”
      - a. 120 hours and keep students on track
    - b) Co-requisites for Math and English
      - a. We are a leader for Math

- c) Math pathways
      - d) Momentum year
    - iii. Request at least 4 faculty senate members to join the CCA team
    - iv. Statement: Jim Matthews as English specialist
  - HLC report
    - i. Due 12/14/2018
    - ii. Continuous improvement with
      - a) Mission, goals, and outcomes
      - b) Assessment methods/metrics
      - c) Data collection
      - d) Analysis and action
    - iii. Institutional Assessment Ambassadors
      - a) 4 faculty and 2 staff
        - a. Work across campus
        - b. Trained and oriented
        - c. Serve as core team
        - d. Complements IAC
- V. BOG representative, Dr. Sapp
  - Are there plans afoot to start a search for the Provost position?
    - i. BOG only conducts President searches
    - ii. President will do Provost search
  - Details of what will be on the next BOG meeting (Oct. 18<sup>th</sup>) has been provided
  - BOG members will be in attendance at the Nov. 13<sup>th</sup> faculty senate meeting
  - Question: What is the funding for the Healthcare Management Masters program?
    - i. Should be in the proposal
  - Question: In the proposal for the Strategic Leadership Program there are increases listed for the director annually, where is this money coming from?
    - i. Need to review
- VI. ACF representative, Dr. Baxter
  - ACF has not met since our last Faculty Senate meeting
  - \$100 million to PEIA and 5% raise to teachers and state employees according to Gov. Justice
    - i. ACF will request that higher education will be funded enough to actually pay the 5% increase
  - Legislative Forum will be Wednesday, November 28<sup>th</sup> 3-5pm in the Falcon Center
  - Voting
    - i. Last day to register is October 16<sup>th</sup>
    - ii. Early voting: October 24<sup>th</sup>-November 3<sup>rd</sup>
    - iii. November 6<sup>th</sup> is the General Election
  - Oct. 12 5:30-7:30pm Senator Manchin dinner at the Robinson Grand (Clarksburg)
- VII. Student Government, Elisabeth Chaney and Lauren Manchin
  - Maroon Maddness for United Way
    - i. 350 sold so far; will be selling till Homecoming
  - Question: What is the Nest status?

- i. Need boxed food items

#### Unfinished Business

- I. Faculty Harassment Complaint Procedures – report from Vice President for Human Resources and Campus/Community Relations Curry
  - a. General Council will begin November 5<sup>th</sup>. This will be assigned to her.
  - b. Question: Senate committee is concerned what to do until then with no process in place.
    - i. Need policy first then procedure
      - 1. Hard to write, will have a general outline, every case is different
  - c. Question: Why do we not have consistent policy?
    - i. General Council will write
  - d. Question: How are policies/procedures different for faculty than staff?
    - i. Every situation is different
  - e. Question: Why did it take so long to get this information?
    - i. Only sent to HR 2 months ago; Senate kept it for a while
  - f. Question: We do not have a policy in place?
    - i. May be in archives; focused on sexual harassment
  - g. Comment: committee had no guidelines from faculty handbook
  - h. Comment: Current committee has 3 members from the School of Education. We need to watch representation.
- II. Academic Integrity Policy – report from Faculty Welfare Committee
  - a. Read by John O’Connor: Next step is to take to stake holders (student government, academic affairs, grad council, academic appeals, and admissions and credits) for input

#### Old Business

- I. Curriculum Proposal 18-19-01 – Fine Arts – Musical Theater Minor – 2<sup>nd</sup> reading
  - a. Motion: To approve for 2<sup>nd</sup> reading
    - i. Approved

#### New Business

- I. Admissions and Credits Committee Recommendations
  - a. Motion: To consider all recommendations as a group
    - i. Approved
  - b. Question: 4b would that replace the provost or in addition to? [The Committee approved Dr. Kirby’s suggestion that the Director of the Center for Educational Support Programs be made an ex-officio member and recommends that the Senate act accordingly.
    - i. Add “additional” in front of ex-officio
  - c. Comment: TOEIC is just an additional test and is more affordable
    - i. Comment: 1 and 2: in last year’s academic catalog there were no instructions or details on how to be eligible but policy was listed and in this year no policy listed but the code is listed
- II. Request for clarity INRE: the recently distributed appointment letters

- a. Question: are you looking for language from the Senate?
    - i. We are looking on how to write the new hire letters, streamlining the notice of appointments and everything else will be handled in the faculty handbook
  - b. Comment: Please go back to your academic units and look at the letters and let the Provost's office know of any errors
  - c. Question: What if this language finds its way to the faculty handbook?
    - i. Faculty will have input in the faculty handbook as requested at the beginning of the meeting by the interim Provost
  - d. Comment: Fine Arts is concerned with the type of works of art they are commissioned to do outside of the University
    - i. Note that it is not on behalf of Fairmont State University
- III. Proposed 2019-2020 and 2020-2021 Academic Calendars
- a. Starts later in August
    - i. Driver for this is the fact that several students started at WVU and wanted to transfer to Fairmont State University but we were already well into the semester
  - b. Shorter break between fall and spring semesters
  - c. Summer session 12 weeks
  - d. Question: Monday break instead of Friday break for the Fall?
    - i. Will be moving back to Friday
  - e. Question: Faculty last day is now 2 business days after graduation?
    - i. This is a request of the deans to make sure faculty complete final grade and assessment data before they disappear
    - ii. Will not include institutional events
    - iii. Question: if completed then do faculty need to be here?
      - 1. That is being left up to the dean's
  - f. Question: Why are we moving to 12 weeks instead of 10 weeks in the summer?
    - i. Gets 6 closer to 8
    - ii. Gives more time to get more equivalent to fall and spring semesters
    - iii. Do not have to meet every day like the 10 week does
    - iv. Question: Do we know students will take and succeed in classes that do not meet every day during the summer term?
      - 1. Faculty will still have issues trying to cover the same amount of material as they do in the fall and spring terms
    - v. Question: Will it change salary for summer teaching?
      - 1. Unknown at this time
    - vi. Question: Are we worried about the burnout factor for faculty and students?
    - vii. Question: Can the Registrar's Office turn us around that fast?
      - 1. Unknown at this time
      - 2. Have not heard from financial aid or housing yet either
- IV. Re-affirmation of Senate Resolution passed on 12/8/2016
- a. Question: what is the goal of re-affirming?
    - i. Some believe that the current President is not meeting all of this
  - b. Question: If we affirm or not then what?

- c. Point of Order: If we are talking about the President position in general then we are fine but if we are taking about how the President has fallen short she needs to be present and we need to be in executive session
      - d. Motion: To dismiss?
        - i. Approved
- V. CCA Team Member
  - a. Go to faculty to get volunteers by Monday
- VI. Faculty Handbook Committee
  - a. Motion: Faculty Welfare Committee to work with the Provost's Office
    - i. approved