Minutes from the WVSU Faculty Senate Meeting Friday, March 1rst, 2019
Hamblin Hall Auditorium, 1:30 pm

Attendance: Senate list: Deborah Wells, Michael Casey, Oree Banks, Jack Mc Gan, Upali, Mark Wilson, Tim Ruhnke, Frank Vaughn, Rich Ford, Barbara Ladner, Mike Fultz, Becky Francis, Michael Kane, Katie Biting

Deans: Debbie Williams, Naveed Zamann

1. Minutes: Fultz moved to approve minutes with corrections, Tim seconded. Approved by voice vote.
2. Agenda: Fultz moved and Oree seconded. Agenda approved voice vote.
3. Announcement:
   - There is a second active shooter drive March 14th. Rich suggested that Faculty get some points for attendance.
   - Online suggestion box for Senate has been sent out. Rich asked if staff were included – Jessica said not at first – but will send out link to staff as well.
   - Rich discussed getting a printed version of the Faculty Directory. Woodard said that Academic Affairs has asked Administrative assistance to compile the information for the directory. Deborah asked if we could get a list from human resources about a list of all employees. Woodard said that we could do that and send the list out to make sure active/inactive faculty will be listed correctly.

4. President Jenkins is not here but we have a list of things we would like to bring up to him. Rich discussed the updating and organization of policies. He asked that we keep on our statement that faculty should be full partners at every step in creation of policies that effect academics. Rich said those policies coming out are not always clear. Rich said that he asked the President’s office is he is allowed to share tuition policy for employees. Woodard said that the language was changed to add graduate – not just graduate classes. Tim said that a routine meeting for policies from the administration should be created so that everything gets discussed and that there is a group and hierarchy of interested parties. He said right now we don’t really have follow up for concerns that faculty bring up in Senate. He says that an issue is that it seems those things are not addressed and/or they are addressed but we don’t know how. We need a communication between Faculty and Administration about this issues. Woodard says that he is concerned that when Rich sends an email he often gets a lack of response or unclear responses. Tim said he thinks that this would be solved by regular meetings between the President and his administration and the cabinet. Rich said that we do have a meeting scheduled March 15th. Rich said that a good example is a list of the president appointed list of committee members – it took a full academic year to get that request accomplished. Becky Francis said that one of the issues is that these things/policies get dropped on us without warning and no lead time. Fultz asked about tuition waivers – how does the policy that just came out work with the BOG policy.
Deborah discussed the lack of a book budget for the Library. This has been an issue that has been discussed for years. The collection is outdated and they do not have a budget. New librarians are working on organizing etc with what is in the collection currently. She asks that each department make a list of books, prioritized, that they would like to see in the collection. Guetzloff asked how much money is in the literacy fee. Deborah said that they have not been able to get that information – about the budget or the literacy fee. Guetzloff said that every student after 12 hours is being charged $120 every semester – but it seems like that money is not being used. Deborah said that they have not been able to get information about that fee or that money. She said the library is looking at building the collection from the ground up. She said that the library is pushing for a research library that will reflect what faculty and students need – and make sure that the library is in fact a research library. Becky asked about accreditation and how that is looked at by the accreditation team. Deborah said that they had not visited the library the last few times. Woodard said that he has not seen any requests from the library. Deborah said that librarians have been told that there is no money. He said that he encourages that the library makes their requests very soon. Tim said that most faculty have really given up on the library because they are always told no or that there is no money. He said that too often people are discouraged because it takes so much time and effort to try to get requests granted. Rich asked where those requests go to. Deborah says that it goes to academic affairs after going through Dr. Stinson. Deborah asked us to prioritize because that is how they will request the money for books. Frank said that it is disingenuous for the University to collect a literacy fee, and bring in new majors, and not actually do anything to support that or use it the way it is supposed to be used. Barbara said that if the money is not used it can be swept into other places – but if requests were denied to use the money elsewhere then that is a violation of code. Tom Kidde said that in reference to accreditation we will eventually be dinged – we have masters degrees and we do not have the library to support that. JBP said that we should be able to see where these monies go – for lab fees and literacy fees and cultural activity fees. Woodard said that if Rich sent him a list of the fees budget he would like to see he would send that along.

5. Woodard

- Rich asked what analysis of the data from annual faculty evaluation – what is the status? At what point will we look at data campus wide. Woodard said the plane was to use the data to look at the instrument from this year and then ask the faculty for input on it. He said sometime around May we should see the data and call for suggestions. Tim R said that he collected data from last year to compare to this year.
- Rich asked about student evaluations. Woodard said that he has ordered materials for this year but not for the fall, which should be online. Tom Kiddie asked if we have identified an online platform we will use. Rich said that he did not think so. Fultz asked if we are satisfied with a low percentage of students completing the evaluations. Katie said that where she was – they set aside a time for students to complete the evaluation. Tim R said that he has concerns that students who stopped coming to class could still complete evaluations. Tom G asked if there is a budget to
complete this – what is the budget? Woodard said right now counting materials and man hours it is about $3000 per semester. Rich said that we would look to the committee.

- Status of administrative withdrawal. Tim R said that he asked about this because of a student that he had who was a perfect example for administrative withdrawal. Woodard said that he and Tom G have worked on a policy for that and it has been submitted. The policy would apply to students who have stopped attending all classes. Tim said he is speaking about students getting full time aid when they are only attending part time. Tom G said there is software called starfish that would/could help keep track of student attendance. It may replace attendance tracker and faculty referral. Woodard said that there is a demonstration in April and that he will invite exec cmte to come see the demonstration to see if it could help solve the problem. Tim R said that regardless we still need a policy – especially for first time full time freshman. And we could have a policy we could put in our syllabus. And maybe we could move our drop date back a week or so – to deal with those students who never show up. Woodard said we would write that policy to work with Starfish. Rich asked if that policy could be written up for Senate to look at in the next few months.

- Rich asked about the short notice for midterm grades – that all grades, not just D/F’s be listed. Woodard said that that came out of a meeting with the President and the thought is that students should know where they stand. Jack said that policies like that should come from the faculty not the administration and the Senate should let the administration know that this is administration over reach. Rich agreed that we just had a discussion with the President about over reach and the importance of the faculty in making decisions about academics. Jack said that the senate should send a letter about this to the president and his cabinet. Jack pointed out that the cabinet are not people who teach or are in the classroom to be able to make decisions about academics. Fultz asked where that data is going – and why it is being demanded now. Woodard said that the President’s office felt that students wanted to know what their grade is in midterm. JBP asked if academic affairs expect faculty to be able to make this turn around in less than 24 hours. Tim R said that this may actually hurt retention because it does not encourage students to go to the faculty themselves. Barbara moved: “Be it resolved that the faculty senate has grave concerns about the efficacy and possible negative impact of this order and the dictate to award grades to all students and rejects the way in which it was arrived at because it did not involve faculty or shared faculty governance.” Tim R seconded. Approved unanimously by voice vote.

- Program Review: BOG asked academic affairs to develop a better format for program review. It is thought that what we are collecting is the bare minimum required by the HEPC. Barbara L said that it would help if we knew how to get the data we are supposed to supply. Woodard said that AA could request and make sure that that information is available. Rich said that he hoped that faculty would be involved in that process.

- Policy on Academic dishonesty has been disseminated to Faculty. Woodard said that the topic was brought up by President’s COS. Barbara said that this is yet another example of policies that the faculty should absolutely be involved in writing. Woodard said that AA is looking for input about the policy – he emphasized that this
is a draft and they are looking for input. Barbara again emphasized that faculty should have been involved since the beginning. Tom Kiddie said that many of us in lower level writing classes are teaching students what plagiarism is and they need space to make mistakes while they are learning. Woodard said again that this is a request for input on and about the policy. Naveed said that we should have an ad hoc committee to organize input. JBP and Jack volunteered to help do that.

6. FSS

- EPC: See report. Some proposals were sent back from small changes. Some things were passed conditionally in November. But none of the changes were sent back in time for this meeting. Woodard said that anything that can be in by April 1st will be in the catalogue. As long as changes are submitted by the next EPC meeting March 29th – they can be approved by Faculty Senate by April 5th they can get into Fall catalogue. Fultz moved and Barbara seconded accepting the report. Three changes were approved for CJ degree program and were approved. Fultz moved and Oree seconded acceptance of report. Approved by voice vote.

- ACF: See report. Been concerned about the Campus Carry Bill. BL urged people to express their views to the State Legislature. BL discussed where the bill is and is going and the exceptions that are sought in the bill. JBP moved Tim R moved and seconded accepting the report. Approved by a voice vote.

- BOG: See report. Frank said that the attendance at the faculty forums were great and helps maintain cooperation between Faculty and the BOG. He feels like the BOG is concerned about what is going on on campus and the more support we show the more we can get done. BOG has two new members. Two program reviews were passed. Finance – the money that we owe is decreasing. Institutional Advancement – we have raised more money but have less donors. Tom G asked questions about accounts payable and how and why we have these large accounts owed and how the school is getting control over it. Tim R said that it is important that we have representation during the finance committee. Fultz moved and Oree seconded to accept the report – passed by voice vote.

- Academic Appeals: See report. Discussion of appeal cases that the committee looked at and all three cases were upheld. He emphasized that syllabus that lays out assignments and the repercussions for missing those assignments is invaluable for the committee as they are looking at grade appeals. Tim R moved and B Ladner seconded to accept the report. Tim R brought up the topic of using attendance as part of the grade or a policy that could effect a student’s grade and how that has been legislated in other states/schools. There was a short discussion about that. Motion approved by voice vote.

- Research and Faculty Development: The Peer grant submissions will be due April 1rst and they will be review those. They have also received two sabbatical requests and the committee will meet to make recommendations on those requests. Gerald
recommends that they report again toward the end of the semester when they have something to report. Fultz asked about reporting on PEER grants, but G Hanskins said that since Oct. 1rst is the start date they do not expect reports until the fall. Fultz asked about having an ex-officio member of the IRB sit on the committee. Gerald agreed that that would be a good idea. Jack said that the best course would be to write up a motion as an amendment to the constitution and that it brought up at the next Senate meeting. Rich suggested that we pursue both tracks – that the committee ask for advisement from the IRB and that we make a motion to amend the constitution. He also asked about reports from the Office of Sponsored Programs that update the Senate on grants. Barbara moved, Frank seconded to accept the report and was approved by voice vote.

7. Barbara moved that “Once a year we get a report on the grants that have been awarded from the Office of Sponsored Programs, and with that the indirect that each grant generates and the indirect cost distributions.” Frank seconded – approved by a voice vote.

8. YUM’s office send an invitation to the CAEA committee and a few members of the executive committee. JBP said she sent an email to request that the rest of the exec committee be invited. Rich said that we need to make sure that the Constitution description needs to be updated. Tim and Barbara said that the language has passed the senate but needs to be updated in the constitution.

9. Rich asked about Dean faculty status and if they can act as faculty representation on committees. Jack said that Deans, while faculty members, have different focuses as administrators and should not be representatives of Faculty on committees. Frank disagreed and says that we should leave that status alone. Tim R said that yes Dean’s are faculty members but should not be put in place in lei of other faculty – or as the only representatives of faculty or to be able to state faculty are represented because Dean’s are on the committee. Woodard said that he sees nothing wrong with making the statement that Dean’s being on committees should not be seen as the only faculty representative. Jack recommends that someone write up a motion to be bring up at a later date.

10. Rich shared with the Senate the recommendations that the exec cmte came up with to send to the BOG. Barbara said that she think we should take program review off since Woodard has already addressed that. Tim R asked about the R & D board and how long often they meet. Fultz said that the board has only met once a year since he has been on it – which actually violates their own by laws. Naveed suggested that we make specific arguments with supporting documents and explanations about why we want and what our specific concerns are. Tom G suggested that the exec cmte get together a good document before the April 4th meeting. Woodard said that the deadline for getting things to the BOG is March 14th. Rich and exec cmte agreed to work on this through email and/or google docs to get this done earlier.

11. Rich shared what the exec cmte decided about asking about the availability of data about enrollment – Tom G said probably the Oct and March Senate meetings.