

Minutes

Faculty Senate Meeting

Hamblin Hall Auditorium

March 3, 2015

1:34 PM

- I. **Call to Order:** The Faculty Senate Meeting was called to order by Senate Chair, Dr. Tim Ruhnke at 1:34pm
- II. **Reading and Approval of Minutes:** Minutes from the previous Senate Meeting were read. Motion to approve the minutes carried.
- III. **Approval of the Agenda:** - Dr. Ford is at an ACF meeting
  - There is no report from Academic Appeals.

-Inclement weather policies will be moved up, to follow comments from the chair, and updates on faculty computers and new copiers

Motion to approve agenda carried.

IV. **Comments from the Chair**

- a. Updates on VP for Finance Search – Two candidates are scheduled for site visits. There were four candidates recommended to the President, all qualified for the position.
- b. Ad Hoc Committee for Graduate Program – The committee met today and will be meeting again for draft document of governance of grad programs. This document will be brought to the senate for informational purposes. A meeting will be held of graduate faculty for them to review and amend as needed the proposed document, then vote to adopt final document.
- c. Announcement of Gen Ed Proposal Vote – 74 total votes, 51 for plan B and 23 for plan A. Gen Ed committee will meet to go over documents, which will then go to EPC. In April, the Faculty Senate will have a timeline for implementation of the new Gen Ed for fall 2015. As it's getting a bit late, the Provost may want to consider starting to offer the new Gen Ed in the spring as there is no real difference for 1<sup>st</sup> year freshmen.
  - i. Questions – In Plan B there are a few classes removed (ex. Race & Gender) how do you advise incoming freshmen? - Students will still be able to graduate under the current Gen Ed programming, and the University will have to continue offering the current classes for the next few years although there will probably be fewer sections. Individual programs will have "extra" hours and can leave them as free electives, or use them for additional content.

V. **Inclement Weather Policies/Faculty Computers/New Printers – Mr. Jones**

a. Inclement Weather

Dr. Ruhnke – Over the last few weeks there have been two weather events, the first resulting in almost a full week of lost class time, the second two days. Those who have been here for a while are aware that how the university responds to inclement weather has changed over the past few years.

Mr. Jones – Overview of the decision making process: When a warning of inclement weather occurs staff from physical facilities arrives 10 PM to prepare for weather. At 4 AM Marvin Smith calls with an update, what still needs to be done, what can be done in the time allotted. The main concern is if campus can be safe and we do not close campus lightly. Input is gotten from state and local weather, Kimberly Osborne takes part in the conversation, and if county schools and other universities are opening are also considered. Since the university is mostly a commuter school, surrounding road conditions are looked at as well. The

decision to close is made around 5:30AM and notifications are sent out via text, phone, and e-mail. Local radio stations and TV stations are also notified.

Questions/Comments:

Dr. Ruhnke: It's very important that notification goes out early. There is a difference between a university and the county school system. The public schools have designated pick up points, and are allowed to add days at the end of the year, if a certain number are missed. The academic calendar does not allow for additional days, if instructional days are missed, they can't be made up. If one class loses a lab should all sections of that class not do the same lab? How do we deal with missing information to a group of students? Faculty have to spend a lot of time restructuring the classes. In the past if the weather was bad, there was a general understanding that not everyone would be able to attend. Going forward if for every snow storm we lose two instructional days, a bad winter could cause a lot of lost time.

Dr. Harris: It was very frustrating to not have class on sunny days where there didn't seem to be any problems with the road.

Dr. Guetzloff – Has the reduction in physical facilities work force affected the ability for snow removal? Can the new janitors shovel? Does outsourcing snow removal for certain situations make sense? Is there a master map, of order of walkways cleared?

Mr. Jones – Yes, the new janitors can shovel. The university had rented extra equipment, but not all of the staff could get to the school due to the weather conditions. There were times where they may have erred on the side of caution, but policies have not changed since Carter. There were also conversations on days when the school did not close. The main focus is to make sure it is safe for students to move around campus. There is a plan for certain pathways to be cleared first, however for every person clearing a sidewalk a part of the parking lot takes more time.

Dr. Seyedmonir asked about a student falling on campus

Dr. Ruhnke – A student fell down the steps in front of Hamblin, combination problem of ice and inappropriate footwear.

Prof. Marrash-Minnerly - Doesn't think the faculty senate needs to micromanage what the administration does, should just explain when there is something the faculty is unhappy about it, and have enough faith in the administration to believe there is a plan in place.

Dr. Jayasuriya – Agrees with previous statement, appreciates the faculty senate brought their concerns to Mr. Jones, but this is a problem on every campus, and in situations like this someone is always left unhappy.

b. Faculty Computers

Mr. Jones – There's a rotation of computers, the oldest replaced first. Every requisition for computers has been signed. It is up to IT to determine if the computers are no longer serviceable or too old. There are currently no outstanding requests.

Dr. Harris – What kind of budget exists?

Mr. Jones – Various accounts are used, there is no specific budget, would have to come back with specific numbers. All orders are to come through IT.

Dr. Guetzloff - The plan from the President was 5 computers replaced per month including classified staff, which is 45 per year. No real money was discussed as it comes from various places.

Dr. Ruhnke – The average age of computers for faculty is bad, classified staff is even worse. There needs to be a more aggressive replacement plan depending upon age of the computer. There will be budgetary consequences, and the information of computer age and budget needs to go through the Provost.

Dr. Jayasuriya – Chair in a previous meeting requested a show of hands for those who had computers five years or older, about 15 people raised their hands, will see about getting a list from Tom Bennett.

c. Copier Rollout

Mr. Jones – Plan was for every copier was to be installed and training to take place before the installer left site, however this did not occur for numerous reasons. Now need to go back and redo some training. There is a quota, but the machine won't stop copying. The cost for copies made will be charged back to the department. There will be no copy centers around campus. It used to be that the copy center took care of the bills and the departments paid for the use, but never saw the bill, now the bill is coming directly to the departments and should be half of what was being paid before.

Dr. Seyedmonir – Please send a memo to the chair of the departments about the accounting.

Dr. Harris – It's important that the copiers are kept running as they should be. They are currently running slow and create a backlog.

Mr. Jones – The old machines copied 60 pages per minute, the new ones copy 40 pages per minute. However they are half the price, and have more flexibility as to where you can pick up your copies. They have the capability of color printing which will be set up once they are set behind a firewall.

VI. Reports

a. Provost

The department of Homeland Security approved the ESL program. Much of the credit for this goes to Ms. Hunter. There are some searches going on for vacant positions, Masters Public Administration, Mechanical Engineer, Dean College of Professional Studies.

Questions:

Dr. Guetzloff – Still have students who are in web 100 classes who have not had their lab fee removed. Arts are having the same issue.

Dr. Jayasuriya – Haven't heard about art, will look into that. Going forward the deans will have a list of courses that need to have lab fee changes.

Dr. Harris – How do departments budget for fees? If students take a while to pay, the department should still get 100% of the money from the fees.

Dr. Jayasuriya – Mr. Jones has a list of priorities as money comes in. Believes the top priority is the residence hall, so if students pay in installments, that's where the first part of the money goes. Not sure where fees fall in the hierarchy. Since his arrival, fee money hasn't been touched. There was a one time cut at the beginning of the semester and the President said no one could be fired, and departmental money couldn't be touched.

b. EPC (Fultz)

Written report – Motion to accept report carried.

c. ACF (Ford)

Currently at an ACF meeting – will have a report in April

d. BOG (Guetzloff)

Sent the packet via e-mail, there are 3 programs being reviewed. Biotech was postponed. BOG policy 14 is going through, do not believe it's a policy when individual names would rather there be a

framework, and positions be mentioned as opposed to individuals, no problem with policy beyond that, specific names should be listed in a handbook not a policy. The administration wants to be able to change the policy as state and federal laws change.

e. Library (Stinson)

Writing center has been a success in the library.

Portion of freshman experience class that is in the library has gone well, and has been part of a grant for library education assessment measuring the impact of library instruction on student success and how it supports retention.

The library committee's main current business has been PALCI, a consortium which brings together nearly 70 academic libraries through two interlibrary loan programs, EZborrow for books, and Rapid Ill for journals. On March 14, 2014 the university gave a statement of financial support. The library applied for membership, and Cathy Wilt (CEO of PALCI) is in favor of WVSU becoming a member. There are a few concerns in regards to acquisitions budget, the ability of the programs working with the current library catalog (Virtua) and currently low statistics when it comes to ILL. There is concern that if ILL requests don't improve the \$15,000 won't be worth the investment.

Diana Haberfield demonstrated how one places and ILL through the library webpage.

Dr. Ruhnke – Do we know what periodicals WVU and Marshall have? Can the library fill requests in a timely fashion?

Dr. Stinson – Did a 5 year analysis of ILL requests in the library through OCLC and a membership through PALCI would have done a better job of fulfilling the requests.

Dr. Ray – has had some problems with the quality of scanned articles, will the new program fix this?

Diana Haberfield – Some microfilm is of bad quality, and if this is the case the copies come out worse than the film. This particular article would have to be reordered from another source.

Dr. Seyedmonir – is there a limit to the amount of items one can request

Diana Haberfield – not at this time.

Motion to accept the report as is and a written report will be forwarded to Jenn Zuccaro – motion carried

VII. **New Business**

a. Return to a class schedule that includes a T/Th "common period

Dr. Ruhnke – fall schedule will block out t/th 12:15-1:30 ish

Dr. Jayasuriya – Will get specific information at the Dean's Council. The idea is to hold events such as state stride during this time, to avoid loss of instruction time.

Dr. Guetzloff – questioned the belief that there are Friday classes.

Dr. Jayasuriya – many do not believe there are enough Friday classes in the process of getting a classroom report which will show when and where most of the classes are.

Dr. Ruhnke – Kathy Harper was charged with coming up with the current schedule blocking and probably has more information about it. Shouldn't be too difficult to change back to a mon/wed/fri schedule if endorsed by faculty.

Dr. Harris – went to 4 day a week schedule due to the price of gas.

b. Faculty Handbook

Dr. Ruhnke – In faculty senate exec the handbook was recognized as 2 documents put together. The 1<sup>st</sup> is faculty senate constitution and bylaws. The 2<sup>nd</sup> is part administrative and prepared by chairs and deans. How should the handbook be managed? If it's going to be a single document it needs to be housed someplace (Academic Affairs) and the two parts managed by the Provost.

c. Minority Recruitment – Coach Banks

Dr. Ruhnke – Point of information – before the present administration recruitment, there was a general fall and minority recruitment slipped. There have been a total of 54 new or transfer students in fall of 2012 and 79 in 2013, and 91 in 2014. Trend of students that self-identify as African American is up as well as enrollment.

Coach Banks – In a meeting NAACP there were a number of students concerned about the lack of minority students on campus. They believe that more needs to be done to increase enrollment of minority students. The group that met asked that faculty get involved to help increase the number of minority students. The university needs to turn recruitment around and start to make an effort to recruit minority students. Marshall, WVU, Concord are all talking to minority students in and out of state. WVSU should be getting students from the valley. There have been many students who have said no one has made an effort to contact them. The university can no longer attract minority students because of HBCU status. The students in this group volunteered to go to local high schools and try to recruit. There are a number of African American students who start at WVSU and then transfer. Students feel there isn't enough to do on campus.

Dr. Zaman – emerging leaders program can give scholarships to African American students who in turn can go to high schools to recruit students possibly 1 student to 5 high schools in order to try and create the genuine connection.

Dr. Ruhnke – About 40 years ago African American students didn't have much option, recently Marshall and WVU have put forth a serious effort to recruit.

Dr. Jayasuriya – Has seen Call of Duty competitions – problem is things that students think are fun aren't what faculty think is fun creating programs is sometimes difficult.

Dr. Ruhnke – Students should take those concerns to student affairs while the faculty is supportive there really isn't much they can do about activities on campus.

Dr. Guetzloff – Isn't there an activity fee to help pay for such things?

d. Commencement AM or PM start

Dr. Ruhnke – there has been some displeasure from some faculty about the 10Am commencement start time as it has routinely been at 2PM

Adjourn 3:53 PM