**Senators present:** Linda Cowan, Lihua Chen, Craig Crow, Maurice T. Lockridge, Judy Stechly, Ken Sexten, Richard West, Christopher Barrick, Ryan McCullough, Sarah Davis, Shannon Halicki, Dominique Hoche, Darrin Cox, Sylvia Hawranick-Senften, Corey Reigel, Sheli Bernstein-Goff, Bonnie Porter, Kate Tennant, Tracy Zang, Hollie Buchanan, Fuhua Chen, Jon Serra, Matthew Zdilla.

**Absent members:** James Crumbacher, Aaron Huffman, Brian Fencl,

**Honored Guests & Ex Officio:** Brian Crawford, *(Provost),* Sylvia Hawranick Senften *(ACF Representative),* Jeremy Larance, *(Chair of the General Studies Committee),* Stefanie Hooper, *(VP of Finance.)*

*Others: Susan Herrick, Dr. Jim Scarpacci, Robert Gall*

**Absent***:* Robin Capehart, *(President),* Frank Noble *(BOG Representative),*

Senate was called to order by the Senate Chair Linda Cowan at 3:30 pm.

**Approval of Minutes:** A motion was made and seconded to approve the minutes for March 18, 2014. Minutes were unanimously approved.

**Honored Guests:**

*The Senate Chair requested that the guest speaker speak first as he has class in an hour. Senate agreed.*

**Dr. Larance – General Studies Assessment Committee Chair.**

The General Studies Committee was reformatted last fall and he was appointed chair. HLC told them that they were not getting enough data to be significant and that they had to get their assessment data together for general studies before the next inspection scheduled for 2017. They had a data point project for around 5 years and while it was working well, this project was not being used enough to provide significant data. With that background, the General Studies Committee looked at the way general studies classes were arranged. The arrangement makes sense according to classes, but not from an outcomes perspective. The committee decided that rearranging the classes would give more of the assessment data needed by HLC. At that time, the Deans Council and the Chairs and different schools had already approved Live Text. The committee’s idea is to us Live Text as an assessment data collection tool for the general studies program. That way, if you are teaching a general studies class, you will have to assess at least 1 assessment outcome, thus providing WLU with the required assessment data for the HLC. For example, Eng. 101, 102 will assess writing using Live Text to collect that information. One problem noted was how they would have students subscribe to Live Text. They first requested that the BOG include the fee for Live Text as part of the university fees, but the BOG turned that down. So this fall, beginning with Eng 101 and Com 101 every student will be required to have a live text subscription. There is a portfolio system and they will make this part of Eng. 101, 102. So if you are a student in a general studies class you will be required to purchase a Live Text subscription. The committee have developed assessment outcomes. To simplify the assessment outcomes, they narrowed them down to three primary learning outcomes from an original total of seven. (Communication, problem solving and global awareness.) Use of these assessments in general studies will begin in the fall and then they will add classes in the spring.

Numerous questions were asked by the faculty present as follows:

- Moving forward, are committee members from each college, how are they elected and how long is their term. The Provost replied that the members are appointed by the deans, will be for more than one year. Whoever is on committee will remain at least for next year or perhaps until the 2017 HLC visit.

- Question about transfer students who do not have to have any of the introductory classes that require live text.

- How is the faculty member involved? All faculty members will be given accounts. Some faculty alreay have accounts. These faculty members already participate in Live Text in their college, such as Education. The Provost noted that a campus-wide roll out this year was the initial plan. After the academy report to HLC, they were encouraged to roll out Live Text piece meal and not all at once. As your program or general studies course requires it, you will be given access.

- A comment was made that each college should be sure that adjunct professors have access and are trained. Also, access to the portfolio tools help the learning process and student retention.

- There will not be a cost for faculty. It will be like requiring a course book or software for students.

- A comment was made that a system integration between WINS, Sakai, Banner, and the Academic alert system would be useful. The Provost replied that Live Text can be integrated with Sakai theoretically. Can grade in Sakai. All you have to do is assess one assignment.

- A comment was made that Faculty Senate seems to have been by-passed as this is now being mandated and this is the first we have heard about it. There has been lack of communication about this. Wouldn’t it be a good idea to have Jeremy come to senate and report on this on a regular basis? Jeremy replied that each committee member should report to his or her constituents about this.

- A comment was made that it was said that the committee was in a fact-finding position just at the last senate meeting, but now we have a mandated Live Text. Ryan responded that he made the offer and the decision was made since the last meeting.

Dr. Crawford said he would make sure that there is some sort of update at each faculty senate meeting.

- Jeremy Larance noted that the HLC is breathing down their necks requiring assessment data.

- A suggestion was made that there be someone to call with questions- The Provost noted that Paula Tomasik will take that position. Tracy Tuttle has done it for education, but Paula will become campus person.

- A question was asked that ‘besides the general studies committee – are there any other major substantive changes to classes that comprise the general studies program classes?’

- Jeremy responded that he won’t say no, but certain things are problematic. It is sometimes difficult to figure out what those 3 things have in common. Have stipulated that once things are in place, if the faculty member does not do the assessment, they will be in danger of losing their general studies class. - - The Provost noted that the Curriculum Committee will have a say over whether this happens.

Darrin – isn’t that supposed to be in hands of faculty senate instead of committee chosen by a dean.

General studies has three rubrics at present and are using them, (Writing Rubric, Oral Communication rubric, Global Awareness rubric.) but they have had difficulty in getting them to be used. Use of the rubric will be required. Grading and assessment will be separate from the general studies rubrics.

Concerns were expressed about training and the chronology of the data.

**President**: (absent)

**Guest:** Stefanie Hooper, *Vice President of Finance*.

The president was unable to be here today, but he sent Stefanie Hooper to discuss financial issues. Stefanie presented a presentation that they presented to the Executive Finance Committee in February on the status of the fiscal year 2014. They begin the budget process very early by looking at previous enrollment counts, data from Scott Cook on students graduating from high school and then come up with a number that they think will be the enrollment count number. When the enrollment numbers came in this fall, they were very surprised by the lower numbers. The actual number came in at 2,195, and room and board was 1192. WLU took a significant hit on revenue estimates from the $42,920,000.00 that they had estimated for the board at the beginning of the year. We also took a 3rd quarter state appropriation cut of $92,000 that was unexpected. The gas royalties were higher than expected so that was a plus. The total revenue was down from projections by $641,000.00. Salary and benefits total $23,500,000.00. Two dean and three faculty positions were deferred to next year which saved us some money. Grievance settlements cost $145,000. They were also off the labor budget by about $200,000.00 as of February 7th.

Things that impact the budget include the utilities, the Sodexo contract, debt and lease payments for the Highlands and University Place and organizational budgets. Some items are difficult to control such as scholarship and waiver amounts. These are very hard to pin point. For example, we could bring in 50 Elbin scholars, who essentially have everything paid for with discounts and waivers. This is good because now we have bright students, but that takes a cut in the revenue they have projected. So we estimated $4,300,000.00 budgeted but the actual number was at $4,784,000.00 that was higher than expected. When they presented this to the board they had presented a budget that almost broke even. The board required them to rework it and they ended up with ‘$397,000 + to the bottom line.’

Since then, we went through a budget cut process. Academia came in with $80,000.00 and had many departments go through and determine what they can defer till next year. Now we are at a break-even point, sitting at 0 or + $30,000.00. This leaves them at about $400,000.00 off where the BOG asked them to be. Utilities were an issue this year. They had thought there would be potential utility savings but the cold weather probably ate that up. The summer school income forecast was based on last years summer schedule. This will impact the budget. WLU is currently in an ADA lawsuit and the final resolution will be coming soon on what the university will need to do to satisfy the lawsuit. The university will be responsible for paying for the plaintiff’s attorney and fees. No figures are available at the moment. They have already begun looking at fiscal year 2015 using a base of 2,195 students for revenue projection. They are being ultra conservative and trying to find a student mix to help with a 3% cut across the board to get them to 2,129 students which is where we are right now. Our hope is that we get more than the 2,129 students. Mandatory salary adjustments will need to take place next year, so they are looking at a large deficit for next year. Consequently, they are looking at things they can do to have a minimal impact on all parties involved.

A question was asked about Campbell Hall and Capital revenue. Campbell Hall had money from state, a bond issue and the BOG had designated all the timber money and lease of acreage around campus for gas rights to the Campbell Hall fund. Gas royalties filter down to be used as revenues on campus, but the gas lease money was designated by the BOG for use in Campbell Hall. A question was asked about whether there was discussion to cut faculty or new appointments. Stefanie responded that there wasn’t anything that was not discussed at table. This will go to BOG. So far, they have taken a general approach on how to get there. There were three faculty positions that were not filled: the art therapy position, the political science position, (which may be converted to psychology) and also another political science position.

A question was asked about how cost effective the Highland lease has been. Stefanie replied that WLU generates about a million dollars in revenue from summer school. Also many of these courses are offered online. Much of the revenue is from electronic course fees, but some of that is put into teaching the online course. A concern was voiced that grievance and ADA lawsuit costs are brought to the budget and that administrative transgressions have had a massive impact on operating the university. Stefanie replied that those issues did not translate into the budget. There is a 10% reserve and she would not translate these as having these impacts. She is more concerned about how to remain fiscally sound over next 5 years. Then she noted that we would need $9,800,000.00 next year for faculty salaries, while these salaries cost $5,000,000.00 less than this number five years ago.

They’ve already gone through an extensive review process and presented this to the executive finance committee, and to the BOG. This presentation is exactly what was presented to the BOG in the interest of transparency. Questions were asked about various staff positions, since we have already given up two dean positions and three faculty positions. Stefanie replied that we lost some non-classified positions in the last year. In addition, classified staff cannot really be fired, so unless they leave, they can’ really work with it. HEPC requires a certain percentage of classified vs. non-classified staff. This is in SB 330 and is required by state law. For tenure track faculty positions, they must follow their guidelines in the university policies such as the policy for reducing or discontinuing a program. A comment was made that faculty was asked to teach additional lower level courses to make up that load during the large enrollment years recently. So now future revenue from summer may be dipping because these students have already taken these classes. This may well affect the summer projection numbers.

A faculty member noted that the College of Liberal Arts issued an e-mail about step-down retirement two weeks ago. The Provost noted that there is no special format in place but the issue has been discussed. A comment was made that it is not unprecedented for administrators making $600,000.00/year to take a cut to help their organization.

**Provost***: Brian Crawford, Provost*

The provost commented that budget meetings are ongoing. The issue of faculty pay raises has not been dropped and they are still discussing what they might be able to do to cut the budget. The President has made an effort every year to do something for faculty pay. The stipend for teaching online courses has been under discussion with talk of cutting or eliminating it. No final decision made on that. Ann Rose did a survey; if you participated in this, or have comments on this as individuals, contact Ann Rose about this. The higher learning commission did approve a request for distance delivery of programs. Their definition is not 100% of every course online, but if more than 50% of courses offered online, then you have an online program. Policies 216, 217, & 245 have all been approved by Deans’ Council and sent to Linda for dispersal. Hopefully will see significant improvement from where we were.

Lastly, there was some interest in the new Black and Gold Opportunity Plan. The overall plan is intended as a way for us to let public know what we do for our students, such as veterans, student services, etc. Also we have in developmental some math and English courses. Math 046 is a real challenge, but they have taken new steps this year, and want the public to know about it. There are potential students out there who think they wouldn’t be able to come to WLU, or to go to college at all. Also under discussion is a three-year degree, initially under community education program. They envision a cohort program, with 8 week accelerated courses, and courses during the summer. Tuition would have been reduced for this program using the cohort model. That was the intent, but the president, deans and provost decided to put the major in the Interdisciplinary Studies program as a general broad BS degree. This would prepare students for a lot of things. The original plan was to use existing courses, arranged for a new major. The deans and department chairs were enthusiastic about it. At first we thought they would be able to offer it next fall, but it is not ready yet. There are still too many questions such as: will we need specialized courses especially in the sciences with an 8-week session? How many students should they allow? If we begin with 24 students (maximum science lab enrollment) then with attrition, would they start losing money on it? Because of these issues, it is paused, and will be discussed in Deans Council tomorrow. He commented that it was unfortunate that there were not more discussions with faculty earlier in the process. A comment was made that it is unfortunate that there were not more discussions with faculty before they got this far down the road and that maybe inviting faculty from the different colleges would help. The Provost answered that he assumes that when he talks to a dean that they are talking to their faculty. A question was asked about the 8-week semester. Would faculty be forced to have a semester long course and a half semester course simultaneously? A statement was made that it is very scary for this to be planned and finished without any faculty input or even informing faculty. A suggestion was made that faculty should be more involved as they move forward with this endeavor as a way to give positive input.

Ryan moved to move the Action Items up on the Agenda while we still have a quorum. Motion was seconded and passed.

**Chris Barrick**. (*Chair of the Department of Music & Theater)* **BA of Theater Proposal**. This is a stand-alone theater degree instead of a Communications degree with a concentration in theater. It is a Bachelor of Fine Arts so it has a heavier general studies component than the current Communications BS degree. Essentially it is an existing curriculum but students in this new degree will need more general studies. We changed some of the course numbers to make sure we have enough higher level course numbers to provide the 40 upper level hours, but it is essentially the same degree. We already have two full time faculty members and this degree does not ask for any more faculty members at this time. The constituents are current students who would like to graduate with a degree that says theater, and it will make it easier to attract new students who are specifically interested in theater. Also, it will make it easier to track theater students instead of having them included in the Communications degree since communications is a different department from music and theater. HEPC approved the Intent to Plan last November and they hope to have the full proposal to HEPC over the summer. This should not have any impact on the budget.

A motion was made to approve and seconded. The motion passed unanimously with no abstentions.

Linda called for a motion to approve the Shared Governance document. A motion was made, but was not seconded. The motion was not discussed further.

**ACF Representative:** *Sylvia Hawranick-Senften.*

1. She will be attending the ACF meeting this summer.

2. Great Teachers Seminar. 7 people requested to participate. Two persons were selected.

3.She pulled all the legislative bills that are currently under consideration.

*Senate Bill 306* – State budget - $504.00 extra payment for faculty included in the bill.

*Senate Bill 322-* This is currently waiting for a signature from the Governor to move state employees from a 24 to 26 pay cycle.

*Senate Bill 426* – Addressed the timely appointment of representatives to the BOG of any college/university. This is an issue across the state, and affects the BOG’s ability to make decisions.

*House Bill 4254* – A leave of pay for state employees if a state of emergency is declared.

4. Sylvia sent an e-mail to the provost, deans, and chairs about the Smarter Balance Assessment that is being used in 48 of the 50 states. This involves English, Language Arts and Math. Each state that uses the Smarter Balance Program uses these national assessment rubrics to evaluate career college placement.

**BOG Representative:** *Frank Noble (absent)*

**Committee Reports**

**Academic Policies and Procedures:** *(Jim Crumbacher) absent, no report.*

**Finance Committee Report: (***Darrin Cox, Chair)*

Darrin met with the president recently. He discussed Senate Bill 245. There was going to be the approval of some $500.00 odd dollar raise for state employees. The amount of money that accompanies the bill will not actually cover the amount of raise that was recommended. The president is trying to work something out. On Policy 245 – This policy will not change the merit or tier system at all. If senate wants to do this, then Policy 245 needs to be a specific item on the finance committee next year. Policy 245 is more concerned with changing equity. The president wants to turn the merit and tier system into market equity based on your rank and discipline based on the national average. Rank is somewhat based on longevity because you need to be here a certain amount of years to attain a certain rank. This is an attempt to even out some of the inequity evident here at WLU, by trying to create a specific pool of money to shorten the gap. If the state gives 1.5% for faculty increases, and university matches it, then the pool will not change much from what it was before unless the university designated more money from that pool.

If Tier 1 merit was $1200, then the Tier 1 equity will be about same amount which will not close the gap. The president said they will have to consider whether they can do this. Darrin also brought up parking as a source of revenue given the fact that he knows WVU makes a lot of money from parking fines. He said one of the hold-ups is that HEPC has not given them permission to do any more, such as towing. They have just received that permission and are looking into using parking as a source of revenue. He brought up the short-term, long-term and employee parking concepts that we have discussed in senate before.

The president wanted to know if we were done with policy 245 yet. We just got it from Brian. SREB deals with external equality. Internal equality is maintained by three individuals on a committee and is geared to gender, race, religion. If you don’t have a case built on this, then the university cannot do anything about it. The only redress is to go to the president. Darrin asked that the internal equity concept be built into the salary faculty review committee. The president was hesitant to build that into policy, but suggested an ombudsman a (who would be paid a small stipend) to be available for so many hours per month. He thinks an impartial liaison would be useful for faculty.

**Personnel and Policies Committee: (***Dominique Hoche, Chair*)

Dominique was going to suggest a meeting of the personnel and policy committee to go over the policies, but said that it would be more useful to have a whole faculty approach that we will have with the General Faculty meeting called for next Tuesday by Linda at 3:30 pm in room 202 Arnett.

**Student Advising Committee:**  (Tracy Zang, Chair)

The committee discussed the proposed Advising Workshop for New Faculty agenda. The workshop will include the core values of advising, information from the National Academy of Academic Advising, and more. Tammy McClain and Tammi Beagle will cover best practices in student advising. Tammi Beagle volunteered to present on the topic of Advice from a Veteran Advisor. Tammy McClain has agreed to present on Working with the Millennial Generation and Developing Relationships with Students, as well as the Psychology department’s new approach to advising. A speaker on motivational interviewing as applied to advising was also suggested in addition to the speakers from the Registrar’s Office, and the Student learning center. In addition, the committee reviewed a survey that the Faculty Senate Student Advising Committee had sent out to faculty and students a few years ago. The committee agreed to use this same survey. It is a simple checklist survey, without a great deal of information about the person completing the survey. Given that we have little time left in the semester and that preregistration is almost upon us, the committee felt that the survey would at least give us some idea of the characteristics that students prefer in an academic advisor. A suggestion was made that we also consider filming the workshop in order to post the videos on the web site for faculty members who were not able to attend. The workshop is scheduled for April 1, 2014 in the Alumni Room. We also discussed a storyboard for the online faculty advising handbook that we would like to see implemented. A comment was made that all surveys must go through the institutional review board before implementation on campus.

**Social Committee:** *Chris Barrick, Chair*

The committee met before Spring Break to plan events. There will be two social hours coming up. First, on Apr. 9 at Liberty Tavern there will be a social hour. This is on the opening night of Midsummers Nights Dream or the Summer Series Concert. On May 2, at noon, there will be an event downtown at Generations. Mary Ann Edwards will be sending out information on these. The Faculty Lounge will be open during all union hours. If you go to use it and it is locked, please let him know. Based on feedback from faculty and the committee, the committee and faculty recommend changing it to an employee lounge. They will try to post a social event during the day at Campbell Hall with refreshments and coffee and the opportunity to say hello to people in Campbell Hall. The social committee arranged for a WLU faculty game night on May 4th with the Wheeling Nailor’s for $5.00 per person. Also it is Frosty Friday, with beer for $1.00. If you are interested, you must arrange tickets in advance.

**Green Committee**: *Dave Thomas, Chair – (Report forwarded to Faculty Senate Secretary.*

We received a budget modification approval from the WV DEP for our REAP recycling grant, allowing us to move funds from the purchase of an industrial scale, a recycling cart, and one out-building ($9,937.50) to additional recycling bins.  The recycling program should be up-and-running beginning with the Fall 2014 semester. We await to hear from the Coca-Cola/Keep America Beautiful Recycling Grant about the outcome of our application for additional recycling bins.  The decision is to be made by the beginning of April. We have eighteen participants lined-up for the WLUEED 2, the second annual West Liberty University Environmental Education Day, on Wednesday, 23 April 2014 in the Ballroom of the College Union. Riesbeck's has donated 500 reusable shopping totes (value of $531) and 25 cardboard recycling containers and Kroger has donated two $25.00 gift certificates for WLUEED 2. The GIC and the President's Sustainability Council have mutually agreed in principle to partner-up in areas in which similar goals are being pursued.

**Announcements:** Linda announced that next Tuesday there will be a general faculty meeting on the policies 216, 217 and 245 for comments. This will be at 3:30 pm in room 202 Arnett Hall.

**Action Items:** *(Moved to before committee meetings due to potential loss of quorum.)*

**Faculty Forum:**

A variety of issues were discussed.

A motion to adjourn was made and seconded. The Senate adjourned at 6:30 pm.

Respectfully Submitted,

Tracy A. Zang,

Senate Secretary