

West Liberty University
Faculty Senate Minutes
March 15, 2016

ATTENDANCE: Lihua Chen, Travis Miller, Traci Tuttle, Ryan Koenig, Jerry Duncan, Linda Cowan (FS Chair), Susan Herrick (FS Secretary), Jim Haizlett (BOG representative), Jeff Pfister, Aaron Harper, Jeremy Larance, Dave Blowers Sheli Bernstein-Goff, Corey Reigel (FS Vice Chair), Stephanie Meredith, Margy Bowman, Fuhua Chen, Jon Serra, Matthew Zdilla, Sylvia Senften (ACF representative).

ABSENCES: Greg Chase, Michael Aulick, Teresa Faykus, Rick West.

GUESTS: President Stephen Greiner
Provost Brian Crawford
Professor Joseph Horzempa (Biology)

Meeting convened at 3:33 PM

Minutes accepted

President Greiner addressed many topics:

Radio Interview: Informed us that he would be giving an interview on a Wheeling radio station.

WLU Budget: Dr. Greiner invited questions and addressed the subjects of our budget deficit, cost-saving strategies such as utilities, supplies, attrition of staff and faculty (through retirements and resignations), balancing the budget with supplemental funds, not filling vacancies, cutting underutilized positions. It was noted that the faculty who are not returning are already aware of their situation. Tenured and tenure-track faculty were notified as of March 1st. Later Dr. Crawford stated that WLU is saving with lowering our operating budget, eliminating classified and unclassified positions, whereby remaining staff have increased duties, and there has been a savings of about a quarter of a million dollars in adjunct salaries. Dr. Crawford reported that some programs have been cut due to low enrollments. He assured us that WLU is committed to private music lessons.

State Funding: Dr. Greiner reported that he has met with all our representatives in the State Legislature. "How can we help you?" they asked. "Money." "There is none" came the reply. (The State is not balancing its own budget and likely will pass the deficit on to State agencies.) State funding has been cut by 4% for next year and we can expect an additional cut of 6.5%. Once we were at over 50%, but now our current coffers consist of 18% state funds – "a state stipend", Dr. Greiner calls it. Senator Kessler believes the solution is/was the proposed cigarette tax.

In response to questions, Dr. Greiner told us that there is a lobby of state higher ed. and presidents of college and universities for more state funding. In addition, Dr. Greiner said he would be glad to talk to all the other presidents regarding sharing library resources and research contracts when he meets with them on April 1st.

WLU in the News: Our Athletics Program was not presented in a favorable light in the Charleston Gazette because we failed to mention how generous our donors are. Discussion regarding our public and internal relations ensued.

BOR report, Jim Haizlett: None. The next BOG meeting will be at 8 AM in the Shaw Hall on March 30th. Dr. Greiner offered his home for the annual BOG-Faculty Senate meeting tentatively on Wednesday April 13th at 4 PM.

Advisory Council of Faculty, Sylvia Senften: The State Legislature ended without passage of a budget. Once again, Sylvia urged us to contact Senator Jeff Kessler and Delegate, Erikka Storch regarding funds for WLU and PEIA – for which there is an anticipated 15% in deductions and premiums – passing costs on to us.

Senator Jeff Kessler: Business: 304-845-2580; Capitol: 304-357-7902

Delegate Erikka Storch: Business: 304-233-2575; Capitol: 304-340-3378

HEPC is reviewing Title 133 on Procedural Rules, Series 11: Review, Monitoring and Discontinuance of Programs. This is a streamlining of a standard policy on procedure for 4-year institutions. This is available on the HEPC website, “Series 11”.

Provost Report, Dr. Crawford

Three Policies up for comment until March 23: Policies 123, 210 & 214 but Policy 201 (regarding the evaluation of Academic Unit Heads) is not ready but probably will be before the April Senate meeting. Currently evaluations require faculty signatures which inhibit compliance since most faculty are not tenured – even though Maryann (the President’s administrative assistant) separates signature from the evaluation form. This admittedly “antiquated” procedure will be used for the last time spring, 2016.

In preparation for our HLC visit, two new policies will be offered for comment:

Policy 252 on credit hours outlines the criteria for credit-hour designations.

Policy 253 address criteria to ensure that course are taught by qualified faculty.

The latter stipulates a Master’s degree in the subject area or a Master’s in another field with 18 credit hours in the subject area being taught. In addition the policy will address experiential and professional credentials that would also qualify a person to teach in a subject area.

Good news: About half of our expected enrollment is already filled and our new MBA program has the needed applicants (25) for its first year.

Summer courses: Enrollment is down and we need more faculty to teach summer courses at the highlands. We would like to offer ,e.g., chemistry, economics, geography.

Other subjects broached were the cost per credit-hour for summer courses, the kinds of information offered to prospective students and their parents and problems of the timing and distribution of financial aid over the summer.

Ashley Carter, Campus Visit Coordinator, is better able to plan when given sufficient advanced notice of expected numbers of parents and students.

Proposal for an MA/MS in Biology: Prof. Joe Horzempa presented the highlights of this proposal already ratified by the Curriculum Committee. The program prepares students in three tracks: for pre-med, for the Ph.D. and a combined 5-year BA/MA program. There was some concern that there may be a paucity of mathematics requirements. The infrastructure and additional faculty are/will be in place for student research and projects. The proposal was approved by the Senate vote: 18 Yeas 0 Nays 1 abstention.

Ethics Committee: Aaron Harper presented the final draft of the ethics statement, which was emailed out to the faculty prior to spring break. Vote carried to accept the Ethics Statement: 14 Yeas; 1 Nay; 3 Abstentions.

Policy 214 on Annual Faculty Evaluation: 1) Vote recommending to change the name "Initial Letter of Appointment" to "Letter of Appointment" was carried (18 Yeas and 1 Abstention). 2) Strong concerns were discussed. It was pointed out that a faculty could be *denied merit* on the basis of the Dean's opinion regarding professional conduct without the faculty having recourse of appeal. The Dean does not have to present any reason for this opinion nor does the policy require a plan for improvement of professional conduct. Further the words "satisfactory" and "unsatisfactory" do not manifest major categorical differences. Any change to this policy would go into effect in the 2016-2017 year. Traci Tuttle, Rick West Jon Serra and Travis Miller will work on revisions and the appeal for more time to review Policy 214. Senate voted 18 - 1 (no abstentions) for the motion for additional review time. Senate voted 17-0 (no abstentions) to table further discussion until April.

General Studies Committee, Traci Tuttle: The Committee continues course review to ensure they meet General Studies requirements. Prof. Tuttle commended Paula Tomasik for her workshops on LiveText.

Finance Committee, Ryan Koenig: No report. A meeting is still pending.

Green Initiative Committee, Dave Thomas (read by Chair Cowan):

1. GIC and Council of Sustainability jointly met with Dr. Greiner on 16 February and had a fruitful meeting. Another joint meeting is being planned in mid-April.
2. West Liberty University Environmental Education Day (WLUEED) West has 21 participants for Wednesday, 20 April from 10:00-2:00 in the Ballroom of the College Union. (This is *not* an Earth Day program as stated in the last Faculty Senate's minutes, but rather the date was chosen to fall between Earth Day and WV Arbor Day.)
3. President Greiner's office has pledged \$400 for refreshments for WLUEED, and Riesbeck's, as our corporate sponsor, is donating 450 reusable tote bags for the same.
4. Continued preparation for recycling education is on-going: A PowerPoint is being developed for use in subsequent Freshman Experience classes, and Social Work 310 is conducting a survey about the strengths and weaknesses of our current recycling program.

Classroom Space Utilization & Facilities Allocation, Jeff Pfister, Chair: The Committee continues its mission. Currently they are examining how Banner calculates room usage. There are discrepancies. Sometimes Banner calculates Lab time as one usage period and other times as three periods. Thus, accuracy is needed in order to properly assess utilization. The members are: Steve Criniti, David Hanna, Leann Elkins, Michael Aulick, Sylvia Senften, and Karen Kettler.

Committee on Inter-Professional Education, Jerry Duncan (as read by Prof. Cowan):

1. After our first meeting, we concluded that there is clearly a need for an IPE Committee, which allows for:
 - a. Structured communication across the board rather than only one-to-one interaction
 - b. The development of strategies for stronger IPE.
 - c. Discovering and sharing resources
2. The IPE should be all-inclusive and across all colleges and programs.
3. The Committee is strictly an advisory body.
4. The IPE will demonstrate to the HLC that our campus engages in collaboration, especially for programs that must meet IPE competency
5. Mission statement [See PDF in Appendix.]

Policy Review Committee: Prof. Harper suggested that we modify policy 206 to clarify that "faculty meeting" means "general faculty meeting" as it is called in other policies (e.g. 207). The Committee discussed some potential clarifications to language in policies (e.g., policy 213), which should now refer to electronic rather than paper personnel files.

ANNOUNCEMENTS

BOG Meeting: Our last meeting for this Senate will be on April 12th, 2016. There will be an additional meeting with the Board of Governors on Wednesday April 13th. Chair Cowan urged us to send our Alternates if we cannot attend.

Elections for 2016-2017 Senate: Should be held in late March or early April. As stated in the newly revised Faculty Senate By-Laws (see minutes, p. 6-2 to 6-3 for February 16, 2016), representation is allocated based on faculty slots as of March 1st 2016, regardless of anticipated slots (or lack thereof) for the fall term. Chair Cowan said she would talk to Provost Crawford number of faculty for each College for the allocation. The Deans are mandated to call for the election of senators.

FACULTY FORUM

Modifications to the General Studies Process for the new catalogue. Changes can still be made but just would not appear in the new course schedule for the fall since the deadline has passed.

Revision of Performance Factors (Policy 214): Jeremy Larance, Darrin Cox and Sylvia Senften were instructed by Dean McClain to revise their performance factors in a week's time in the spring semester (the week before Spring Break) and have all faculty sign off on them. It was the opinion of concerned faculty that there was no rationale given for this breach of a traditional procedure. The policy requires that Performance Factors be submitted by a September date. However, the policy does not stipulate the deadline for the Dean's review of the submitted performance factors. Hence, though the Dean did not breach the policy, currently the policy does not and should stipulate a timely deadline or a two-week reply period for the Dean's review and faculty revision of the performance factors (see page 7 of Policy 214 under the timeline #1). It was pointed out that timely feedback should be part of the faculty survey of the evaluation of Deans.

To change the evaluation criteria three quarters into the evaluation period is deemed egregiously unfair. As of this Senate meeting, the two departments have not received feedback on the new submissions. It was noted that this problem did not arise in any of the other colleges but that it could if the policy is not corrected. Chair Cowan encouraged the small ad hoc Committee on Policy 214 was to make the correction.

Shared Calendar: Prof. Zdilla proposed the need for a yearly calendar of meetings of administration and faculty that would outline the bodies and committees that meet, their dates, times and locations so that we can more efficiently coordinate and address issues in a timely fashion. He suggested using a Gmail shared calendar account to help us keep track of deadlines. There was a general accolade for this suggestion. Chair Cowan said she would suggest this to Provost Crawford and Crystal Lorimor.

Policy Review Limit?: Prof Zdilla: suggested that there might be a limit on how many policies can be submitted for public review and comment at any one time. It may be possible to attach documents (e.g., policies to be reviewed) to the shared calendar.

Faculty Input to New Policies?: It was pointed out that Policy 252 and 253 introduced by Provost Crawford (see p. 2 of these minutes) were constructed without faculty input.

Faculty who will not be here Fall 2016: Senator Haizlitt wondered whether all possible avenues for saving money and obviating the non-renewal of faculty contracts have been considered. It certainly is not great for recruitment to eliminate programs and faculty positions. He suggested that we dig into a slush fund for another year to get back on our feet rather than make these major changes. Prof. Senften stated that this next year will be a financial challenge for the University, especially in light of the lack of support from the WV Legislature.

Prof. Senften encouraged Prof. Haizlitt, as our BOG representative, to speak to the BOG about our budget and that faculty slots should not be the first means for budget cuts. Concerns for non-tenured faculty in 2017-2018 remain. Chair Cowan noted that in January 2016 there was no “list” of faculty whose contracts may not be renewed, but now (in March) there is a “list”. Prof. Larance stated that administrative started by looking at faculty and instructor credentials. Sen. Senften corrected that they started with retirements and attrition, which began three years ago. Prof. Haizlett reiterated his concern that there need to be more possibilities for budgetary constraints – aside from faculty cuts. Sen. Herrick opined that WLU needs to have maintenance and anticipatory plans – for prevention of difficulties and for development rather than mere response procedures – especially in terms of our infrastructure.

Other cuts: WFF staff have been cut – and so have services! (It was noted that there was a roll in the classroom for self-service.)

Prof. Zdilla asked if anyone had heard of the hiring of “adjunct administrators” to save money, which appeared in the *Chronicle of Higher Education*.

Adjourned at 6 PM

Respectfully submitted,

Susan C. Herrick, Ph.D.

APPENDIX

MISSION STATEMENT OF THE INTERPROFESSIONAL EDUCATION COMMITTEE

WLU Interprofessional Education Committee

Mission:

The West Liberty University Interprofessional Education Committee is dedicated to facilitating the lines of communication and collaboration between all the educational programs at the university. We believe that programs should move beyond the profession-specific education and also engage students of different professions to interact with each other in preparation for real work-life experiences. We believe that education should include such competencies that support the student entering the workforce to be ready to practice effective teamwork and team-based services. Our definition of interprofessional practice is cooperation, coordination, and collaboration among professions allowing integration of knowledge, skills, and values/attitudes to best serve our consumers.

IDENTIFIED COMPETENCIES: (from IPE Collaborative)

1. Interprofessional teamwork and team-based practice
2. Interprofessional communication
3. Values/Ethics for Interprofessional practice
4. Roles and Responsibilities for Collaborative practice

GOALS:

1. Brainstorm ideas, among professions, in teaching/learning strategies for IPE
2. Communicate strategies to each individual program stakeholders
3. Collaborate in teaching/learning strategies for IPE in a way that benefits the student as a learner and next generation of professionals