

Faculty Senate Minutes October 18, 2011

Senators present: Craig Crow, T. Maurice Lockridge, Jim Crumbacher, Traci Tuttle, Aaron Huffman, Lance Tarr, Linda Cowan, Brian Fencil, Robert Gall, Shannon Halicki, Darrin Cox, Corey Reigel, Tracy Hutchison, Carolyn Kinney, Bonnie Porter, Hollie Buchanan, Travis Miller, Matthew Zdilla, Tammy McClain, Richard Brown,

Absent members: Earl Nicodemus, Michael Aulick , Ryan McCullough, Erik Root

Ex Officio: Anthony Koyzis

Honored Guests: BOG Representative - Carrie White

Absent: Robin Capehart

Senate was called to order by Chair Robert Gall at 3:03 pm.

Minutes of September 20, 2011 were approved with the following changes.

- Change the word putative to punitive in the section regarding the Academic Policies and Procedure Committee Report by Hollie Buchannon.
- Change the phrase ‘never voted for one of the ACF issues’ to ‘never approved something without alterations for AFC.’

Report by Dr. Koyzis, Provost

- Budget update. The University underestimated academic expenditures, largely due to an increase in number of adjuncts that is up by 80%.
- The enrollment estimates are good, but we were hoping for slight increase
- The President’s Executive council is working through issues pertaining to buildings. Primarily we have a slightly delayed building progress.
- HEPC is poised to receive information from WLU on our new athletic training program that is currently in the Curriculum committee.
- In reference to the Honors College – Remember this is an umbrella entity that has no departments and the oversight is still by the Honor’s Program, a university wide program.
- Their purpose is to enhance upper level courses as needed by Honors College students.

BOG Report – Carrie White

BOG met October 12, 2011. Topics of discussion included the following:

1. Annex university property into the town of WLU. The BOG approved request by town of WLU.
2. Expansion of metro rate counties into northeastern OH to middle of the state of OH.
3. Regarding the joint meeting between Faculty Senate and BOG, Brian Joseph determined that Dec. 7, 2011 at 5 pm would be best time for the BOG to meet with Faculty Senate. Brian Joseph requested a list of those who would attend and general topics of discussion.
4. The new Brad Paisley WLU commercial was discussed.
5. The Office of International Education was discussed briefly- we are moving forward with that.

Concern was expressed by faculty members regarding the annexation of WLU property by the town of West Liberty and the right to levy taxes, as well as any other powers the town may now have over the university.

Advisory Council Report: Erik Root, Absent. No report

Committee reports:

Academic Policies and Procedures: Chair, Hollie Buchanan

- Honors pledge information was tabled.
- We continued to discuss scheduling. There were five possible schedules proposed, and the Committee requests a meeting with the Provost to deal with this. The Academic Policies and Procedures Committee was not previously charged with fixing the schedule, just to investigate whether it needs to be fixed.
- Over-registering for classes: The committee was against changing the fee schedule. They checked into the performance of people who had signed up for more than 12 hours, more than 18 hours and more than 24 hours. Paula Tomsik has these figures, although they are not broken down by colleges. No drop off in GPA exists with students enrolling for more classes. Students who finish with more classes are those who are doing well.
- The concern is about those who over enroll and then drop classes. The committee is not sure how to track that.
- Regarding music classes for zero credit: The committee was told that WLU doesn't offer zero credit classes, but there are EDU classes with observation components that are zero credits. The difference is that the teacher in WINS is not on WLU payroll, but in local schools.

A comment was made that the music department looked into that and was told at that time that WLU doesn't offer 0 credit classes. This is no longer true.

Additions to Policies and Procedures Committee report:

- Consider including a three strikes rule – if a student has three failures in the same class, we may disallow the student from taking it again. The committee decided it best to leave this at the state level.
- Concern was expressed by the committee about chair and dean reviews of online classes. They thought a policy was being written or has been written by the Distance Education Committee.

Finance Committee Report: Darrin Cox

- Reviewed the accepted policy for the grievance procedure #37. If you have a problem with how the Chair has allocated merit points, go to Dean, go to the Provost, and follow the chain of command.
- Regarding reimbursement from the business office:
All agree that the process needs to be streamlined. The Business Office is also unhappy with the time it takes for reimbursement currently.
- Regarding the Procedures Manual: Travel request information is on the Business Office web site. An operations manual for the business office exists, but no one can find it. Travel reimbursement is not all that we need to do. The business office has no documents on any other procedures. Jack Wright thinks there is a procedure manual, but no step by step instructions for how to pay scholars from other universities when they come to visit our campus.

A discussion ensued regarding pay and reimbursements by the Business Office. It was suggested that we should resolve that the university should eliminate paper pay stubs as they are a waste of

time, money and energy. Pay stubs are available on the state Auditors website. We should also resolve that the university pay reimbursements in a timely manner. It was suggested that the Finance Committee Chair sit down with Jack Wright and see if headway can be made to have an operations manual available online with operating procedures set down. Other suggestions were that the Senate craft a resolution and tell the university President first before a vote is taken.

- The Finance Committee recommends that we invite chair of the Faculty Development Committee to the senate in advisory role. There is confusion about the new changes in the fund, what the intent of the changes and exactly what is required upon return from a conference.
- The consensus from the Finance Committee is that most members like the 24 pay and don't want the 18 pay periods.

Discussion ensued regarding the number of pay periods required by the state and parking issues. Employees of a state agency have the right to be paid concurrently with the exception of less than 12 month employees. WLU should have the option of a 24 pay or an 18 pay. This should be an option, not a requirement. Parking was discussed. In a previous year, WLU had a parking area in the town of West Liberty to help alleviate parking issues. It was found that students did not want to walk down to WLU from town. A comment was made that in order to alleviate parking issues we should begin to ticket daily and that a gate should be used for entrance to the faculty parking area. Consider the opportunity to use parking ticket fees as the funding source for parking enforcement.

Personnel and Policies Committee: Linda Cowan, Chair.

The Personnel and Policies Committee met last Wednesday to discuss Policies 214/ 216 regarding faculty merit pay and tenure and evaluation. They discussed some new ideas from the provost, and are collecting information on how merit pay is distributed at other institutions in WV. They will have more to come later when they get to the planning stage.

Student Advising Committee: Tammy McClain, Chair.

- Pre-registration will begin Oct. 31. Alternate pins will go out two weeks ahead of time as a result of work the Student Advising Committee did last year, so that faculty can get a jump on advising.
- There had been the question of undeclared majors being placed into business program. The College of Business says no, this does not happen. However, if there is an undeclared business major, then the student is put into this if they at one point are any kind of business major. Tammy talked to Scott Cook who said that if we are aware of specific instances; he will track it down for us.
- Regarding the issue of students dropping classes: This is something that does happen, and it is hard to control.
- As far as fees, committee has not agreed this is an advising issue and some have concerns that the fee structure should be changed, but not by this committee. This would then penalize some students that need more credits for their majors such as accounting CPA's, and music majors.

A discussion ensued regarding students that have a minor in another subject or a double major. They are assigned to one advisor, and often it would be helpful to have input from a faculty member from the other subject area. Only one advisor has access to WINS and the student's alternate PIN.

Social Committee: Travis Miller, Chair

The Social Committee met last week for first time and discussed the following:

- Discussed possible new events to take on, such as the speakeasy that has been cancelled by Protestant Campus ministry. A committee member suggested that a faculty forum would be a good way to fulfill the conference reporting requirement that Professional Development now requires.
- Request more free hours in the schedule to provide meeting times.
- Possible monthly socials in OH or Brook County for faculty.
- Retirement receptions for personnel and faculty who are retiring.
- A general area for faculty or faculty lunch room.
- Providing new faculty more welcome and help getting them into the community.
- Travis requested that anyone with ideas to send them his way.

A suggestion was made that WLU could set up a separate section of the Cafeteria to be used for a Faculty Forum or for an opportunity for clubs on campus to have lunch meetings. Also, members were in agreement that taking over the speakeasy concept would be beneficial to fulfill the requirement for conference reports.

Green Committee: Travis Miller, Chair

The committee's short term/long term goals include addressing recycling and energy conservation.

- The committee talked to administration about recycling and energy conservation. They recommended that the Green Committee focus on energy conservation first, then see goes, then move on to recycling at a later date.
- The committee is therefore going forward with exploration into energy conservation at WLU.

Ad Hoc Committee on General Education Requirements: Robert Gall, Chair

The committee met and tasked people to find out how they would fit general education requirements into a 120 hour schedule. Committee concerns included:

- Must take into account accreditation requirements for the various programs.
- A consensus was reached regarding cutting back three hours from the General Education requirements from 63 to 60 hours, and cutting the Bachelor's requirements from 48 to 45 hours. The committee is not clear how to accomplish this as yet.
- The committee was against a big overhaul of the General Education requirements, and more in favor of tweaking the edges of General Education requirements.
- A major concern was where the three hours should be taken out of the General Education requirements.
- This committee can only meet at noon on Wednesdays due to schedule conflicts so it may take a while before we have definitive recommendations.

A discussion ensued regarding cutting General Education requirements. It was suggested that we look at other universities throughout the country for ideas on what has been cut in other places.

Action Items:

1. A new athletic training program was presented by Rhonda Noble. A motion was approved and seconded to approve the new athletic training program. Questions involved the numbering of classes in the 300 and 400 levels. Rhonda replied that this is a combination of a lot of different programs from education and exercise physiology, so there

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will be some upper level classes for sophomores. It is a very intense program, and some sophomores will be taking higher level classes.

The motion was approved with a unanimous vote, motion carried.

Faculty Evaluation Rubrics: A motion was made presenting a resolution to allow faculty members within their department greater access to the items they will be judged on when it comes to merit pay by posting the performance evaluation rubric online. (See attached)

Discussion ensued regarding making the performance factors for each department available for faculty to access online. Some felt that the university web-site was not the place to post this and that this should be a department issue. Faculty evaluation is already addressed in Policy 214. Others felt that this would provide greater transparency and force chairs to specify how evaluation points are decided. Each department chair is required to hold meetings with the faculty member to review their yearly plan and requirements.

It was suggested that the issue be tabled and referred to the Personnel and Policy Committee as it is more appropriately their issue than the Finance Committee.

A motion was made to table the motion. The majority of faculty were for tabling the issue and sending it to the Policies and Procedures Committee, three were against tabling the issue via a hand-raising vote.

The motion was tabled, and sent to the Personnel and Policies Committee.

Announcements: None

Faculty Forum:

It was suggested that the Physician Assistant program should be represented in the Faculty Senate.

A motion to adjourn was made and seconded.

The next meeting of the Faculty Senate will be November 16, 2011.

Respectfully submitted:

Tracy Hutchison

Attachments:

1. Athletic Training Program
2. Motion regarding posting Faculty Evaluation Rubric online