

Faculty Senate Minutes February 21, 2012

Senators present: Robert Gall, Craig Crow, T. Maurice Lockridge, Jim Crumbacher, Aaron Huffman, Linda Cowan, Brian Fencl, Shannon Halicki, Darrin Cox, Tammy McClain, Corey Reigel, Tracy Hutchison, Carolyn Kinney, Hollie Buchanan, Travis Miller.

Absent members: Earl Nicodemus, Traci Tuttle, Lance Tarr, Michael Aulick, Richard Brown, Ryan McCullough, Bonnie Porter, Matthew Zdilla, Erik Root.

Ex Officio: Anthony Koyzis, Provost

Honored Guests: Carrie White, (BOG Representative), Melinda Kreisberg,

Absent: Robin Capehart, (WLU President), Erik Root (Advisory Council Representative)

Senate was called to order by Chair Robert Gall at 3:04 pm.

Minutes of November 16, 2011 were approved with the deletion of the word 'insurance' from the Finance Chair report and addition of Carrie White to those present at the November meeting.

Guest: WLU Vice President of Human Resources, Jim Stultz

According to consultation with the WV Attorney General's Office, WLU needs to change this policy of mandatory 24-month pay periods to an optional 24 or 18-pay policy. Jim Stultz stated that the policy of 24-pay for a nine-month contract was not correct at the time it was implemented. In 2007 each person was mandated to take a 24-pay period due to issues with PEIA insurance premiums and the inability to appropriately collect premiums, especially for those individuals on a nine month contract. WLU needs to change the current mandatory 24 pay provision and plans to change to an optional 18 or 24 pay policies beginning with the next contract year. After the employee signs the form to elect 24 pays, it will be filed and irrevocable for the term of the WLU contract.

In response to questioning regarding the length of time the option of 24 pay versus 18 pays, Mr. Stultz stated that employees must sign the form for the 24 month pay period option with each yearly contract according to the April, 2011 IRS revision of section 409-A. In response to further questioning, Mr. Stultz also stated that once this policy is in force, he will send out a campus-wide e-mail with a sample form and notification of how this policy will be implemented.

Mr. Stultz also announced that West Liberty University is in the process of developing a tobacco-free campus. He passed out a handout listing of colleges and universities across the United States that have a totally tobacco-free campus policy for the institution. WLU already has a ban on the use of tobacco in campus buildings and residence halls in the student handbook (Policy #47). The intention is that all tobacco products should be included in this policy. There are two reasons for making WLU a tobacco-free campus including health concerns and the unsightly appearance of tobacco products on campus. July 1st is the implementation date, and information will go out with student enrollment for the fall semester. They also plan to obtain grant monies from the WV Wellness Council and Tobacco Coalition to assist employees to overcome the use of tobacco in their life and also students through the student health program will provide monies for students. A committee to explore this issue is in place. Concerns were expressed about the policy from the standpoint of alienating students who are smokers, and about the representative nature of the tobacco-free committee.

Additional announcements by Jim Stultz:

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- We have adopted the same language as Policy 7. This applies only to alcoholic beverages in campus dwelling, does not apply to faculty housing residences.
- Feb. 28th – from 1:00-2:30 pm a webinar will be held to train service employees of WLU that directly relate to students in a university setting. Training will educate employees about how to be more focused on a customer service approach. Two other events are coming up in April. The first is an ethics training session, and also the General Council of Ethics Commission will be here on campus. You are all welcome.
- Currently there are some issues regarding the recent passage of Senate Bill 330. This bill has a major emphasis on matters pertaining to classified staff pay structure, job descriptions, etc. As HEPC policy comes out from this bill, we will send out notification.

Report by Dr. Koyzis, Provost

WLU has some recent budget concerns right now as we need to find \$575,000.00 to make up for an unexpected budget shortfall. He doesn't think it will affect academic departments much, but the Deans will determine what is selected in their department for payback to help address this budget shortfall. This is from one-time extra expenses. A question was asked about what happened to the money as we were told we had extra money from lumbering and shale. Dr. Koysis responded with examples of one-time expenses that were spent this year as follows: Faculty houses that were demolished and cleared for parking, a re-lease of the soccer/lacrosse field that also needed some finishing work, an overextension of adjunct pay for an increased number of adjuncts, and some Association fees required for accreditation purposes that were more expensive than projected. There were possibly some extra expenses pertaining to the Shaw Hall renovation, but this was hearsay, he does not have confirmation of this. A comment was also made by faculty that academics have already been impacted because the library has had to give back \$12,000.00, \$8,000.00 was given back from the staff development budget, and IT had to give back \$6,000.00.

During a recent visit with HEPC Dr. Koysis felt that the HEPC chancellor and vice-chancellor both support WLU. A learning center is being implemented as a result of some committee work on campus in the space where the Registrar's office currently is located in Main Hall. There is also a pilot program associated with the learning center in which the tutor attends class with the student and determines what the instructor is telling the student that has been shown to be very effective. Math Emporium, an online program is another possibility they are exploring. Tutoring in math and writing are key areas. Comments from faculty included the following: Tutoring has diminished, individual tutoring is harder to get, math students have had a hard time getting an individual tutor, and students are told that they have to use a group tutoring session.

A question was asked regarding the Learning Center location. Dr. Koysis answered that the decision resulted from a conversation between Scott Cook and the President. Concerns were expressed about not consulting with the Humanities Department. Dr. Koysis stated that he did consult with them and that he would like the writing center to be in the library. In response to a question about the nature of the future tutoring center, Dr. Koysis responded that a one stop shop that includes the math emporium, English language, individual tutoring, as he has noted at other universities seem to work well. Also Dr. Koysis announced that the PA Program's accrediting body has asked us to create a separate department. The

BOG approved of this name change and creation of a department for the purpose of accrediting the PA Program. The Nursing Program is looking into becoming a School of Nursing as discussed with their accrediting organization.

Shaw Hall Update: Over Spring break, Human Resources, Scott Cook and his folks and the institutional advancement will be moving into Shaw Hall.

BOG Report – Carrie White

Carrie announced that the BOG met the 8th of February and everyone should have gotten a copy of her notes from the BOG meeting by e-mail. She asked if there were any questions or comments.

A question was asked whether it is the BOG policy to not publish the financial statement on the WLU Website because the speaker had to go the HEPC's website to find a copy of the WLU financial statement. Carrie responded that the finance committee on BOG is not aware of issue.

A comment was made about the issue that a Faculty Representative slot should be on the official agenda for the BOG meeting to increase communication so that they also hear of issues from the faculty standpoint, not just the president. The faculty member pressed for a regular voice or permanent spot on the BOG agenda. Carrie responded that if there is ever anything that needs to be addressed by the BOG, she is there at every meeting, and will be happy to take something to them. She has never been given any issues to ask to be put on the agenda. She added that it would be useful to educate the BOG. If there are any issues to take to the BOG, they must be far in advance as the agenda is set well before the meeting.

Advisory Council Report: Erik Root, (absent). No report. (He is in class during this time.)

Committee reports:

Academic Policies and Procedures: Hollie Buchanan, Chair

No report. We are discussing several things, but there is nothing to report now. There is a scheduling task force committee. They have narrowed the potential schedule choices down to two or three, and are planning to address implementation next week. Committee members on the scheduling committee are Brian Crawford, Michele Sweeney, Scott Cook, David Sicrolo, Hollie Buchanan, Melinda Kreisberg, and Lynn Ullom. Please contact them with any suggestions or questions. They meet at 10:00 am on Thursdays. Any comments are welcome and the meetings are open.

Finance Committee Report: Darrin Cox, Chair

No report today as Jim Stultz 'stole his thunder.' Darrin asked the Faculty Senate if they want the him to e-mail Jack Wright and request information about where the financial budget overages are coming from. Comments were favorable for a fact-finding message from the Finance Committee Chair.

Personnel and Policies Committee: Linda Cowan, Chair.

No report other than an action item. We will wait until Action Items to discuss this. We are working on policies 214 and 216 and will get these out hopefully soon. We have met twice and have had several e-mail exchanges. The personnel and policies committee chair asked the Provost where the Faculty Senate Action Items that are passed by the Senate go after the Senate meeting. Senate Chair responded that he sends all action items to the president and provost within two days of each Senate meeting, and Dr. Koysis responded that he has copies of these action items.

Social Committee: Travis Miller, Chair

The social committee is working on trying to develop monthly social events and an end of semester social here on campus. There is still some interest in faculty forum, so that those who get funds from faculty development can give required reports and present.

Student Advising Committee: Tammy McClain, Chair.

We have not met, so I have no report. Also everything we have been charged with has been done, so if there are any new issues, please let her know.

Green Committee: Travis Miller, Chair

Travis reported that Jack Wright told him that if he wanted to go green, the Green Committee should look into park and rides or carpooling. They are working on that and also working on some Earth Day activities.

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

The committee met once this semester and worked on where to take the three hours out of the BS program. They decided to take them out of social behavioral sciences, such as history. Basically, it will remove the requirement of one course from the section of three required courses in the areas of geography, psychology, political science, or sociology. Students must choose one course from two rather than three in that section. We are waiting for information from the Department of Humanities to clarify which courses they would recommend to count as the literature requirement. They are also considering two options to reduce the BA requirement from 63 credits to 60. One option is to just drop the free electives that are part of the BA general studies requirement or to drop three of the twelve hours assigned to foreign languages with the requirement that a student be proficient at the 202 level in a foreign language. This could include an incentive for students to pass out of the 101 level foreign language courses, and then have some incentive to take the 200, 300 and 400 level language courses to obtain some proficiency. There will be at least one more meeting in March and he expects the final recommendation to be given to Faculty Senate by the April meeting.

A question was asked about Departmental restructuring that is currently taking place to get to lower credit levels inside the Department without touching the General Studies requirements. The committee chair replied that committee representative should have reported to their departments so that the departments can figure out how to structure their majors. The other 5 credits will have to come out of the major. This was conveyed to all the committee members as well.

A question was asked if there was a plan as to when this will take effect. Melinda Kreisberg responded that the BOG is sending letters to every program as they come up for accreditation to reduce major credits from 128 to 120. All new programs must be 120 credits. Further questions involved whether the Registrar's Office will know the number of credits needed for each program, and when will we be notified of the start date of this. Melinda Kreisberg replied that the Registrar's Office is aware of this, but the curriculum committee must approve the changes first. She also stated that we must remember that any student here can choose any catalog to graduate under. They must fill out the form at the Registrar's Office, declare major, and declare the catalog they are to be evaluated under. She advised faculty to make sure their advisees declare the correct catalog year.

No Announcements

Action Items:

1. Motion #1: T. Maurice Lockridge motioned that the administration address the parking situation with stronger measures. Some examples of parking issues were included. Also the senate chair suggested that there may be some safety concerns due to cars parking all over the place that should be considered as part of this issue. Discussion included the suggestion for harsher penalties for parking infractions. However, the state of WV mandates the ticket charges. A comment was made that nobody should be allowed to register until their parking tickets are taken care of. The motion carried unanimously.

2. Motion #2: Linda Cowan as Chair of the Personnel and Policies Committee motioned a change to the student evaluation of faculty policy 215 that “student evaluation of faculty shall be used only in conjunction with other materials.” Also included in the motion was a change to the phrase ‘the faculty member should select a responsible person to conduct evaluation.’

Discussion centered on a concern that some deans/chairs have the idea that they can force the faculty member to have them administer the evaluation. It should be clear that one can choose *any* faculty member or responsible person. This clarifies that it is the faculty member’s choice as to who administers the evaluation. Linda recommends that they take out the term ‘should’, and replace it with the term ‘shall’ to eliminate the dean/chair from mandating who administers the faculty evaluation.

Maurice motioned to amend the motion to include the word ‘shall’ instead of the word ‘should.’ The amendment was approved unanimously, with no abstentions. The amended motion carried unanimously as amended with no abstentions.

An issue was brought forward by Linda Cowan that the Policy 215 that results from a search using the WLU web site search engine is a different policy 215 under institutional research and assessment. This is a very different policy, and has no approval, or signature, etc.

Faculty Forum

Maurice would like to inform the personnel department that the internal policy of requiring all travel to originate at WLU has the potential to invalidate the accountability of the travel costs. The state of WV does not require this. The second point is that the payroll office has issued an incorrect W-2. The result is that wages are overstated, because PIEA premiums are pre-tax, and the parking line item is post-tax resulting in the fact that my entire payroll is overstated. He was referred to the state auditor’s office, but they stated they had no control over this issue; it is West Liberty’s problem.

A second issue pertaining to an anonymous letter that was sent to several faculty members regarding a possible program called the Advanced Academy in which WLU may work with high school students and classes for college credit was to be brought up by the Faculty Senate Chair. However, after the paper was passed out in the Senate, Dr. Koysis became extremely angry and Senate was adjourned.

The next meeting of the Faculty Senate will be on March 20, 2012 at 3:00 pm.

Respectfully submitted:

Tracy Zang (Hutchison)
Faculty Senate Secretary