

Faculty Senate Minutes October 16, 2012

Senators present: Linda Cowan, Christopher Barrick, Hollie Buchanan, Judy Carney, Lihua Chen, Darrin Cox, Craig Crow, Sheli Bernstein-Goff, Shannon Halicki, Aaron Huffman, Rose Kutlenios, T. Maurice Lockridge, Ryan McCullough, Corey Reigel, Judy Stechly, Michelle Ellis-Thomas, Traci Tuttle, James Vopal, Richard West, Tracy Zang, Matthew Zdilla.

Absent members: Dominique Hoche, Brian Fencil, Barbara Kulpa, Bonnie Porter, Sylvia Hawrenick- Senften, Michelle Ellis-Thomas.

Ex Officio: John McCullough, Interim Provost

Honored Guests: Robin Capehart, (WLU President), Carrie White, (BOG Representative), Erik Root – (Present via speaker phone), Justin Miller (Student Government Representative)

Absent: None

Senate was called to order by Chair Linda Cowan at 3:02 pm.

Approval of Minutes: A change to the Finance Committee Report was suggested. Instead of stating the former chair, it was suggested that we use Jack Wright's name, as he is both former chair and present chair. A motion was made and seconded to approve the amended minutes for September 18, 2012.

Report by Dr. McCullough, *Interim Provost*

Advisory Council Report: Erik Root, (absent – present via Skype) Erik sent his report.

Honored Guests: President Capehart discussed the budget process at WLU. This included estimate categories and the various fees and number of students. On the revenue side this year there has been a downturn in out-of- state students, so despite the fact that the enrollment is up, our revenue is lower resulting in a decrease of about a half-million dollars. This is still within our cushion. Losing revenue won't allow us to do everything, but the basic budget approved by BOG is still funding things. Adjunct instructors are an area that we need to look at. Expenses in this area of adjunct professors have been over \$230,000. 00. We need to identify what classes are taught by adjuncts, etc. and analyze this trend. The number of scholarships increased by 105% in last five years. This included a marked increase in the number of Elbin Scholars, and while this has led to an increase in retention rates, it does decrease our revenue. WLU spends over \$200,000.00 over on scholarships now. While we have a slight surplus in funds right now, there will be a lot tighter budget to come considering expected state budget cuts. We are required to keep about 10% in reserves. Last year we spent about 10 million renovating Shaw Hall. Much of this was grant money. We also have bond money coming in that is reserved for the new Health Science Building. The Physician Assistant Program required some investment, but that will bring in revenue.

Dr. McCullough commented that there are many financial reserves in dedicated accounts, or capital accounts, that cannot be used for any other purpose. For example, to get bond money from West Virginia, we had to come up with matching funds of 3 million dollars to draw on the bond money.

The president continued that the metro students and out-of-state students pay more. More students are staying close to home due to economic issues. The plan is to step up recruiting efforts in this area. Three years ago, our recruiters were all from here. They would drive out from here and go to several places to recruit. Then we decided to hire people who live in those areas where they are recruiting. The recruiters there wears the t-shirt, sees their neighbors, and gets more exposure than a single recruiting trip to a high school would provide.

The President then introduced a new initiative called Focus 20/20. He stated that when he arrived at WLU in 2007, there was a strategic plan, and a core mission. The trend was to build on typical strategic planning. In 2008 we built on a strategic positioning initiative that would position WLU to be highly competitive within several years. There are ninety higher learning institutions available in WV alone. The world of higher education is highly competitive and we want to continue to attract students 5-10 years down the road. He discussed recruiting efforts. Twenty years ago, there was no recruiting at all. Now recruiting is essential due to the very competitive market. We must position ourselves to be competitive by achieving distinction in our core mission and achieve distinctiveness in niche areas. These specialized areas can be used to attract students from those specialized areas such as the Physician Assistant Program, Music Technology, and our Learning Center.

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When the last strategic plan was developed, five out of the six Deans representing academic leadership were not here. In addition, sixty percent of our current faculty members were not here when this was done. Considering all of this, we want to combine the wisdom of those who have experience with new ideas. We are now focusing on 2020 and beyond. This new group of initiatives has several key components.

The President then described a new strategic positioning initiative for West Liberty University called Focus 20/20. The purpose of this effort is to provide the entire campus with the opportunity to play a role in the University's future plan. FOCUS 2020 seeks to navigate a new strategic direction for WLU with an emphasis on participation, communications, rational data-driven analysis, and an orientation towards results. He outlined several paths constructed that will include the following.

1. The Strategic Positioning Advisory Committee is a coordinating committee to bring together task force coordinators and representatives of key groups.
2. A Mission Review Task Force will conduct research and review data. We found that there was research and data all over campus, but it has never been brought together into a cohesive place to allow meaningful use.
3. The Smart Campus Task Force will engage the University community in identifying practices and processes that are inefficient or ineffective and also propose ways in which various practices and processes can be improved to produce greater efficiency and/or effectiveness. We want to help people do their jobs better and eliminate ineffective processes.
4. The Student Experience Task Force will focus on identifying those attributes or characteristics of the total student learning experience that shall be necessary for the University to remain competitive and excel in the future. This is faculty driven and it is based on your aspirations for your students. What skills and aspirations do you have for students?
5. The Programs of Distinction Task Force will focus on identifying current or prospective academic programs within each College and also from Professional Studies, which possess a high potential for distinction and distinctiveness. From these programs, each AT will nominate one or two academic programs, program clusters or program themes within each college and school that exhibit the potential to enhance the university's regional and national visibility, academic reputation and competitiveness. These will be designated as Pillars of Distinction.

In addition, the President described several projects. These are:

1. Information task force: This is an institutional dashboard for campus. It involves gathering research and data together and using data to make effective decisions.
2. A study of academic program status: WLU has 30 nationally accredited programs. The plan is to determine the accreditation status of the different programs and label them accordingly. We will use red green or yellow. Green means that the program status is fine. Yellow means that possible adjustments may be needed. Red means that the program is in danger of losing its' accreditation.
3. Marketing: We will use all of the above to enhance our marketing efforts for more effective recruiting.
4. A study of the impact on intercollegiate athletics and various Division II issues.
5. Enhance customer service: This is vital to our mission. We will use survey information to find out about problems and address them. We are preparing a customer service survey to be used for services received in the Registrar's Office, Admissions Office, Business Office, College Union, and the Learning Center.

All of these efforts will require a communications team to make sure that all the information we gather is transparent throughout the organization. An administrative team will now have a dedicated person whose job is to administer this whole process. Questions from faculty were then discussed.

Interim Provost: Dr. McCullough: All of these initiatives are on a focus group basis, providing a meeting of the academic and non- academic. We would like to get your input and advice on those processes that work well and those that don't. The first focus group is this Friday, and this will continue through the next two months.

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Regarding the Provost position: The national search for a new provost will start soon. Our goal is to have the new Provost named by February or March of next year. The Faculty Senate will be represented with the Chair Linda Cowan or a faculty representative serving on the Steering Committee. Policies 214, 216 and 217 are being looked at now to update and clarify these. The Faculty Senate Executive Committee suggested that these Evaluation, and Tenure and Promotion Policies would be extremely cumbersome to have as one document. We also want to make sure the changes made last year are included. The Faculty Handbook should be aligned with current policies as well. Faculty advisement is important and looked on as valuable counsel. Our seven consecutive years of enrollment increases says something about how you build a strong teaching and learning environment. On a last note, the adjunct faculty members referenced by President Capehart are a trade-off from full-time instructors. We went from 97 to 140 plus additional programs and online courses. We must get a handle on this because the cost may be excessive. This needs to be looked at with deans and chairs. The full time faculty load is set at 12 hours. That policy may need to be looked at to make sure that if there are gaps in effectiveness, we can address them. A question was raised about why lab fees are not paid into the department responsible for staffing and equipping labs. Dr. McCullough responded that he will check into this.

BOG Representative: *Carrie White* - There is a BOG meeting tomorrow, October 17, at 5 pm. This is open to all attend. The next BOG meeting dates are December 12th and February 6th. Discussion ensued regarding BOG dinner meeting presentations to help the BOG understand what we do as faculty. A vote was taken on the date for the faculty presentation to the BOG. Two thirds of the faculty voted for the December 12th BOG meeting date. A location has not been established yet. Carrie will let us know the venue.

ACF Representative: *Eric Root (via speaker phone)* - Eric mentioned the Action Item on the agenda today for approval of a letter to be sent to Governor Tomblin from the ACF. There is also news that PEIA is not only going to raise insurance premiums, but also cut benefits. This will be a pay cut that will be hard, considering we did not get raises this year.

Committee reports: Academic Policies and Procedures: *Judy Carney, Chair* - The committee met yesterday with Ron Witt and Shannon Halicky regarding the Advanced Academy and Honors College and some of the new initiatives coming out. Ron is working with Carrie White to produce an entrepreneurship online 15-credit course. This is a statewide initiative. Feedback and suggestion are welcome. Shannon, as the Interim Coordinator, briefed the committee about the Honors College. The committee was concerned about the growth and changes that will occur as Honors College students graduate. Will the guidelines and criteria of the program stay the same as the program grows? Also will the credits completed within the Honors College remain the same? Will new freshmen continue on in the Honors College?

Regarding the Advanced Academy briefing by Ron Witt: The Advanced Academy is hoping to double student numbers for next year. Current enrollment is 6 students. The Academy has funding for one year. They are working on obtaining funding and grants for next year. Faculty concerns included the impact of this program on scholarships, and a suggestion that the Freshman Experience curriculum should be designed for them specifically. Shannon told them that faculty will be notified soon if they have an Advanced Academy student in class. Please direct any questions about either the Advanced Academy or the Honors College to Judy. Shannon added that she did check on the scholarships issue and Advanced Academy students are eligible for scholarships after high school graduation.

(Moved student advising and Student Advising Action Item up due to Traci's need to leave to teach a class.)

Student Advising Committee: *Traci Tuttle, Chair* - The Student Advising Committee met September 18th and discussed concerns with advising and scheduling Advanced Academy students. Scott Cook responded that we are learning as we go. He will be checking that pre-requisites are followed in the future for these students. Secondly, our capacity as advisors to help students as they switch majors and audit classes was discussed. The Student Advising Committee suggests that WLU investigate purchasing a program called Degree Works that can work with Banner. This program would allow students and advisors to look at various scenarios of majors and minors and see what courses the students would need in those scenarios. WLU is only one of two state institutions that do not have this. Discussion involved the cost of the program and the improvements it would bring to advisors of students who change majors or add minors not in the advisors' specialty area.

Action Item: *(Moved up due to Traci's need to leave to teach a class.)* Traci read the following motion: *I move that WLU investigate the acquisition of the Degree Works advising program by WLU in order to improve and enhance advising capabilities especially in the light of our new Focus 20/20.* The motion was seconded and approved unanimously with no abstentions.

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Finance Committee Report: *Darrin Cox, Chair* The Finance Committee has met. The Faculty Salary Review Committee will meet in November or December. There is the possibility of a raise of 2-3% as long as finances permit. They are investigating the way lab fees are distributed. Darrin met with John McCullough and Jim Stoltz to discuss the salary equity issues and showed them figures he has researched regarding equity issues. They are looking at forming a new committee to investigate these issues. The Finance Committee has also set up a new e-mail address. The purpose of this is to address the processes of Business Office with the hope of getting a Business Office Operations Manual. They are seeking examples of business office processes. Please send both positive and negative examples to help support the need for a Policy Manual and to get things flowing more smoothly. Please send your input to fsfinance@westliberty.edu.

Personnel and Policies Committee: *Brian Fencl, Interim Chair* (Absent, No report)

Social Committee: *Shannon Halicki, Chair* - The Social committee will meet next week. Issues before the committees include the standing offer from the president for a social hour at his house or other venue. Money for this is built into the Sodexo budget, and is not from university budget. Shannon asked Faculty Senate if they want to get together with the president for a social get together. Discussion ensued. A motion was made and seconded to get together with president. All were in favor with the recommendation that a day other than a Faculty Senate meeting date be considered.

Faculty By-laws Ad Hoc Committee: *Tracy Zang, Chair* - Our first meeting to discuss by-laws revision will be this Friday, October 19th at 1:00 pm in Room 22 of the College Union. Please send any ideas or suggestions to Tracy at tracy.zang@westliberty.edu or to Cory Regal, Ryan McCullough, or Matt Zdilla.

Green Committee creation: *Linda Cowan, Senate Chair*, Officially created the Green Committee.

New business: A new standing committee updated list was handed out.

Action Items: Erik Root - (*Advisory Council Representative- via speaker phone*) Erik suggests that the Faculty Senate adopt the ACF letter to state representatives regarding budget issues. There is a general sense that budget cuts next year will be across the system. The share that a university like WLU would receive will be significantly lower. There is also pressure in the situation, considering that HEPC wants us to graduate students, and this is difficult to do with budget cuts. Also the state regulates our tuition, which limits our ability to make up the difference in the expected budget shortfall. All colleges need to have more freedom to make up this difference in tuition. Erik stated that the ACF is asking that we endorse this letter and present a united front. This letter is going to each Faculty Senate throughout West Virginia for endorsement. He will be on campus Monday if anyone would like to talk to him about this.

Erik then made a motion that we endorse this letter regarding budget issues by the ACF. Motion was seconded. All were in favor with no abstentions. The motion passed.

Announcements: *No announcements*

Faculty Forum: Matt Zdilla brought up concerns summer service expectations such as Sakai, P-card training, traveling abroad with students, hiring committees, etc. These duties are expected of faculty during the summer months, but the faculty members are no longer under legal obligation and there could be repercussions for not performing the expected services. What are practical ways to approach summer obligations for 9-month contract faculty? How can we achieve a better understanding of what is asked in advance?

Discussion ensued. Another issue pertaining to this is that WLU is not legally covered in terms of liability for faculty on a nine-month contract who are on trips or training for WLU. Dr. McCullough voiced his opinion that there is no policy that addresses this issues and anything you do that is not in the nine-month timeframe should be voluntary and clearly not have repercussions for faculty with other commitments. The same should apply over Christmas vacation. He suggested that we talk to the parties involved, like the p-card training personnel. Any type of training should be during contract time.

The Senate decided that the Personnel and Policies Committee should handle this issue.

Further discussion involved a separate issue related to the nine-month contract. Faculty who are required to travel for WLU purposes during the summer are required to state that their point of origin is WLU even if they are in a different location or state. Several examples of travel situations involved faculty who were in Florida and traveled for WLU, or education faculty who travel to the schools for student teacher assessment were all required to state the point of origin as WLU. Several concerns associated with this issue are that the travel forms that we are required to sign are then fraudulent claims, that some faculty were not reimbursed for travel from very far distances and had to pay out of pocket to attend training or conferences for WLU and the issue of WLU liability should an accident occur during travel. In the past, Jack Wright and the Business Office state that the point of origin as WLU is required by Charleston. This issue was referred to the Finance Committee. The

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Chair of the Finance Committee will handle the financial issues involved, and also asked Maurice to talk to Jack Wright regarding this.

Dr. McCullough stated that he would follow up on the issue of what exactly the state policy is regarding point of origin for travel reimbursement forms.

Sheli brought up the issue of room assignments for next semester. Room assignments seem to be made alphabetically and social work is always low on the list. They even have a class in the chapel. Dr. McCullough said that he would check on this issue. This seems to differ by dean.

A motion was made to adjourn and seconded. The meeting adjourned at 4:55 pm. The next Faculty Senate meeting will be November 20, 2012 at 3 pm in Arnett Hall, room 202.

Respectfully submitted,

Tracy A. Zang,

Recording Secretary