

**Senators present:** Linda Cowan, Christopher Barrick, Lihua Chen, Craig Crow, James Crumbacher, Maurice T. Lockridge, Judy Stechly, Traci Tuttle, Aaron Huffman, Richard West, Ryan McCullough, Brian Fencel, Shannon Halicki, Dominique Hoche, Darrin Cox, Sylvia Hawranick-Senften, Corey Reigel, Sheli Bernstein-Goff, Tracy Zang, Judy Carney, Joe Horzempa, Matthew Zdilla. Bonnie Porter, Hollie Buchanan, Michelle Ellis-Thomas.

**Absent members:** Rose Kutlenois, Barbara Kulpa.

**Honored Guests & Ex Officio:** Robin Capehart, (WLU President), Keely Camden, (Dean of Education).

**Absent:** Brian Crawford, (Provost) Erik Root, (ACF Representative).  
*Senate was called to order by Chair Linda Cowan at 3:25 pm.*

**Approval of Minutes:** A motion was made and seconded to approve the minutes for March , 2013. Minutes were unanimously approved.

**Honored Guests:** *President Capehart*, Carrie White, (BOG Representative)

**WLU President:** *Robin Capehart*

1. The president encouraged faculty to attend the upcoming LEAP breakfast. Liberal Education and America's Promise (LEAP) is a 'national advocacy, campus action, and research initiative that champions the importance of a twenty-first century liberal education—for individuals and for a nation dependent on economic creativity and democratic vitality.' The Association of American Colleges and Universities has begun this initiative in order to provide a guide to high-quality education and support rigorous goals for student learning that produces students with the ability to think, write, work in teams, etc. This is a campus action network that is faculty driven that highlights the value of liberal arts to every discipline on campus. Sheppard University has this initiative in place. There will be a breakfast Tuesday, April 23<sup>rd</sup> at 8:00 am and one at 10:00 am.
2. He will pass out information at the breakfast on the LEAP programs, and is interested to see if there is interest in promoting this type of program. The web address is:  
[http://www.aacu.org/leap/documents/Introduction\\_to\\_LEAP.pdf](http://www.aacu.org/leap/documents/Introduction_to_LEAP.pdf) There is tons of information about LEAP there.
3. On April 29<sup>th</sup> we will hold the faculty round table. This will be on the pitfalls and plusses of competency-based education. Let's see if this is something we want to look at for WLU.
4. The president discussed the Hilltopper Heritage Project. Dr. Schramm was the official archivist for our school and gathered all kinds of stuff for this. The president recently went through archives and found tons of pictures, etc. in Main Hall that are important to our heritage. Shane Stack will work with hired faculty and alumni. We want to build it as we go along and organize the historical records. A comment was made on the historical archives. There was an honors student who did a senior project on the history of WLU and the history of the town. It was laid out in one of churches up in town for community members. Linda McGinley was in charge of this. Judy thinks this is in the library. Dave Javersak wrote a book on this. The president said there has been a total of three books on WLU. One was written in the 1930's, and gives more history on the town. Dr. Elbin also wrote one in 1963 to celebrate our 100-year anniversary. Dr. Elbin was here for 35 years and the president will have his desk and chair in the entryway to president's office. He will also have historical things available for different

departments to decorate with to highlight our heritage in different departments. Dr. Schramm did a good job of gathering historical information and we want to expand this across campus.

5. Regarding the concept of having students pay tuition per credit per hour. There is proposed legislation in the WV Senate to allow state colleges and universities to charge students tuition based on the number of credit hours they take. We are going to have WLU as a pilot program if this legislation passes. We ran the scenario with a variety of credit hours. This is not an efficient approach if the students take 21-24 credit hours and then drop some.

6. Regarding our cut with finance. We are looking at a 1.6 million dollar cut. As long as we grow, we can face these challenges and we want to do it in fiscally prudent manner. The president also said he had a fruitful discussion with the Senate Finance Committee. They had many good ideas and thanked the Committee for gathering information.

7. Regarding the Executive Fellowship Program. Last year was our first year trying this program. This is a good program for faculty who want to be a dean or to get a good grasp of how the college operates. It is a valuable experience. The Fellow will learn a lot about different parts of university. Faculty who participate will meet administrative leaders, etc. and learn about all the different job duties and things happening on campus. It is valuable whether you want a leadership role or just want to learn more about campus operations. The Provost will have information if anyone is interested in applying for next year. Contact Dr. Crawford. This is on a tight timeline due to the recent change in provost. Applications must be in by April 30<sup>th</sup>. A decision will be made by the end of the semester.

The president thanked everyone you for a very productive year, and said that it has been a pleasure to work with all of you this year. He appreciates Linda's leadership of Faculty Senate. The Senate started many new things, and many policy changes were made this year.

**Provost:** *Dr. Crawford – absent*

**ACF Representative:** *Eric Root - absent - No report.*

**BOG Representative:** *Carrie White*

The next BOG meeting is scheduled for April 17, 2013. Comments that were forwarded to the BOG about the proposed BOG Policy 2 were received and incorporated into the policy. The Senate Executive Committee worked on comments and sent them to Carrie. Peter Staffel, Bev Burke, and staff had also sent comments.

### **Committee reports**

**Academic Policies and Procedures:** *Judy Carney, Chair.*

1. WLU Calendar – Judy followed up on the question about the academic calendar back to 1998. A lot went into making the schedule, and in 1998, West Liberty put together a perpetual academic calendar. Policy states how many weeks for Christmas break, etc. Judy also talked to Scott Cook about this. Not every University in WV gets a complete week off for Thanksgiving, but if do, they start different days that we do here at WLU. The current schedule fits because of athletics, food service, and dorms, etc. There are many other events and activities going on prior to our arrival that have to be considered in working out the calendar.

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

The Finance Committee met with president. He reviewed how the budget is determined and how that has changed over the years. The president is to implement a budget schedule so that everyone knows at

what point in time he or she will be involved in the process. If you will need money from the budget for events, tell your Dean by mid-September. There will be a specific budgetary process with a timeline.

**Personnel and Policies Committee:** *Dominique Hoche, Chair, no report.*

**Student Advising Committee:** *Traci Tuttle, Chair.* No report

**Social Committee:** *Shannon Halicki, Chair.*

The Social Committee hasn't been able to meet, but she has completed total survey about faculty social events and ways to bring everyone together socially. There were comments about having more family friendly events and the committee will work on these.

**Faculty Bylaws Ad Hoc Committee:** *Tracy Zang, Chair.*

Tracy thanked the committee members Ryan McCullough, Corey Reigel, and Matthew Zdilla for working hard through the year. They reviewed existing bylaws and those of peer institutions. Two amendments to the WLU bylaws were passed this year regarding recall of a Senate Officer and replacement of a chair of a committee.

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

Green Initiative Committee Report to Faculty Senate: 16 April 2013

- 1) We have finalized our WLUEED program for Wednesday, 24 April in the Alumni Room of the College Union from 10:00-2:00. We have a dozen participants: Children's Museum of the Ohio Valley, Farm-t-Fork Club, Green Wheeling Initiative, Ohio County Master Gardeners, Ohio County WVU Extension Office, Schrader Environmental Center, Sunset Recycling, WLU Biology Club, WLU Sustainability Living Seminar, WV Masters Naturalist Program, WV EPA, and WV DNR. (We welcome your support.)
- 2) We have completed our survey regarding the Highlands-West Liberty shuttle-service, and we have a letter of support from Student Government. Next, we hope to get a letter of support from the Faculty Senate. Then, we hope to compile our survey results with the letters of support and send a letter of recommendation to the administration for implementing such a service.
- 3) We have run the voluntary recycling program for paper, cardboard, and aluminum cans for about a month now in conjunction with WATCH, and the few bugs in the system have been exterminated. Also, we have procured another recycling company, Sunset Recycling, who will soon provide us with containers and who will pick-up glass, plastic, and electronics free-of-charge. This part of the recycling program should be implemented during the summer. So, both programs should be up-and-running by the fall term.
- 4) The GIC has two committee members, Lihua Chen and Dave Thomas, on the President's Sustainability Council, and we will be focusing upon the environmental aspects of this committee.

#### **Announcements:**

1. Remember to do the PEIA Online Enrollment by April 30, 2013. If you do not use tobacco, there is a discount, so be sure that you complete the questions regarding tobacco use.
2. LEAP Breakfast on April 23, one at 8:00 am and another at 10:00 am.

3. Faculty round table for competency-based education will be April 29<sup>th</sup> at noon. Please respond to Linda if you interested in going to this meeting. The venue will be announced.
4. April 24<sup>th</sup> will be the Campus Report.
5. The General Faculty meeting will be May 1, 2013 at noon.
6. Parking Committee met with Linda: Requested changes in parking spots includes designates parking spaces for residents only by the dorms, and they also requested that the circle behind Fine Arts should be for Fine Arts personnel only with 2 visitor spaces. The ASRC lot is to be open for all. The only thing they got added were two visitor spaces behind Fine Arts. Security will be doing more ticketing. Linda is willing to re-recommend the proposal for a gate to the library parking lot that did not get past Jack's office last year. Faculty agreed to this and suggested that we should emphasize this as a way to generate money and to put this in a positive light. This was supposed to have gone before the Parking Committee, but they never heard of it. Judy suggested that we invite one of our senior police officers who knows the situation to discuss this in Senate since they know how many spots we have and how many tickets are given, etc. It was noted that as we increase adjunct faculty, the parking spaces available decreases.

### **New Policies or Policy Changes**

Policy 213- Discussion of Policy 213 centered on the transition from the current portfolio system to a single performance document and whether this would be managed in a fair manner. Concerns were also expressed about the timing of negative additions to the faculty members' file and whether the faculty member would be notified of said addition. Also, should negative additions be made, a concern was expressed as to whether the faculty member would have enough time to include explanations or rebuttals in the performance folder, and whether they would be able to access the folder in a timely manner before the deadline. A motion was made to table approval of this policy until next semester. Dr. Crawford was not present today, and will be able to address these concerns during the September meeting of the Faculty Senate.

### **Action Items:**

1. Community Education Program: *(Dr. Keely Camdon, Dean of Education/Director of Graduate Education)*

This will be an accelerated three-year program that includes summer terms with a mission of producing creative and knowledgeable graduates prepared to work with children and adolescents outside the traditional classroom in non-formal and community-based settings. These jobs require not only a typical education background, but also knowledge of finance and fundraising in non-profit organizations. There will be four tracks through this program that include Community Arts, Museum Education, Outdoor Education, Sports, Recreation and Wellness, and Youth Ministry. The prospective coursework will consist of a total of 120 credit hours: 63 credit hours of General Studies, 32 credit hours of Program Common Core, and 25 credit hours of Track Studies. Included in the 32 credit hours of the program are 4 credit hours of internships in one of the chosen tracks of Community Arts, Museum Education, Outdoor Education, Sports, Recreation and Wellness, and Youth Ministry.

The educational objective of this program is to provide a robust Community Education program with supporting tracks in the specialized areas of Community Arts, Museum Education, Outdoor Education, Sports, Recreation and Wellness, and Youth Ministry. This new Community Education program supports and integrates community engagement activities and further strengthens and enhances the partnerships with schools and non-profit organizations. The Community Education program from West Liberty University will prepare students for employment as Community Educators in formal and non-formal learning environments at a time when the demand for persons with these qualifications is increasing. The College of Education has existing partnerships with local museums and parks to facilitate internships for the program.

Questions from Senate involved whether the General Studies course requirements would follow the typical General Studies requirements that other Bachelor degrees now contain, and whether this would involve hiring new faculty members given the expected budget cuts. Dr. Camden replied that the General Studies requirement will be the same as for other Bachelor degrees and that existing faculty members will be utilized for this program. Another question involved whether there would be jobs available for graduates from this program. Dr. Camden responded that according to the Department of Labor, there is an expected increase in demand for recreational workers and the track areas provided in the Community Education Program.

A motion was made to approve the Intent to Plan Community Education Program and seconded. Faculty Senate approved the program.

2. Policy 213: A motion was made and seconded to table discussion of this new policy until next semester when Dr. Crawford could be present to address faculty concerns with it. The motion passed.

### **Faculty Forum:**

1. Over summer Linda has been tasked to serve on number of committees. One involves the orientation of new faculty. We should have something nice in place for orientation of new faculty by next fall.

2. Darrin brought up the issue of FTE Reports and faculty evaluation. These reports are not generated until after mid-term. Students that drop courses after mid-term decreases the number of students they've taught which shorts faculty the number credit, even though they have spent half the semester working with the student teaching, advising, and grading, etc. A suggestion was made that FTE's should be generated on census day which is about two weeks into the semester. The university has to report the number of enrolled students on that day.

Another question regarding FTE was how does this play into faculty evaluation? If we go by full-time equivalency then this encourages teaching bigger lower level courses, versus teaching upper level courses with less students and more rigorous paperwork. Also, how is merit pay affected by the FTE? If this is used for merit pay decisions, and used to justify growth in college, then the FTE should match up to census day. Linda will follow up these issues with Dr. Crawford.

A faculty member also suggested that the faculty performance review date NOT be at the same time as advising, since those faculty members with many advisees have much less time during preregistration advising due to conferences with students. A suggestion was made to use Jan 30<sup>th</sup> as the performance review date. Another faculty member suggested that dead week or during final exams would be a more flexible time to do performance evaluation conferences.

Another issue was brought up regarding the policy on merit tiers. Where is the policy that specifies how faculty members are sorted into the 40/40/20 merit tier groups? Brian Fencil responded that this is done per instructions from provost. Discussion ensued regarding the use of the three tiers and the possibility of revisiting this issue.

Darrin brought up his findings on the merit tier system. the longer you are here, the worse it gets for everyone.

Darrin – if you stay at one institution for a long time, you have limited opp for a pay raise. What we see here is that those who are full professors – they are making far far less than national average. – 20-30 thousand dollars less than national average.

Traci asked Darrin to address this issue if faculty salary review committee happens this summer.

Judy Carney brought up the issue of when there are activities on campus, that certain bodies of students are required to participate even if it takes them out of other classes. Students as group said they had to be there for festival fun days or will fail whole class. This meant that students had to miss her class. Does any professor have right to tell a student that they have to miss classes for other professors? Now her students can't get attendance bonus. It was explained that the student was told in the syllabus that if they could not attend the event, they were to make arrangements with their professor to work out another event to meet the requirement.

The next Faculty Senate meeting will be on September 17, 2013 at 3 pm. Venue TBA.

Respectfully submitted,

Tracy A. Zang,  
Recording Secretary