

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

**Absent members:** Michelle Ellis-Thomas, Rose Kutlenois, Barbara Kulpa, Bonnie Porter, Hollie Buchanan

**Honored Guests & Ex Officio:** Robin Capehart, (WLU President), John McCullough, (Interim Provost),

**Absent:** Erik Root, (ACF Representative),  
*Senate was called to order by Chair Linda Cowan at 3:03 pm.*

**Approval of Minutes:** A motion was made and seconded to approve the minutes for January 22, 2013. Minutes were unanimously approved.

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

**WLU President:** *Robin Capehart*

The president announced that Dr. Brian Crawford was awarded as our new WLU Provost. The president then discussed a recent incident that occurred in a WLU classroom regarding an assignment in which students were to discern bias in the news media.

President Capehart's concern was that we stand by the academic freedom of our professors at WLU. Students have academic freedom as well. The professor initially indicated on the assignment handout (not the Syllabus as was reported) that two media sources should be excluded from their search. These 'biased sources' were "The Onion", and "Fox News". Fox News called President Capehart for an interview regarding this issue. He stated that after students said that this was an unfair restriction, Professor Wolfe told students that they could use any source they wanted. President Capehart expressed support for the academic freedom of the faculty and of the concern for academic freedom of the student during his interview on Fox News. Since then he has been inundated by e-mails from both sides. He has responded to these and most wrote back that they understood. A discussion ensued.

There will be a new series of faculty round tables coming up now that we have a Provost named. He would like these round tables to determine needs and establish priorities. They will include the budget process in these round tables. He wants to encourage collaboration within the different academic units.

The LEAP program, (Liberal Education and America's Promise) begun by American Association of Colleges and Universities for faculty, administrators, is a program begun to encourage a solid Liberal Arts education for students at the university level. This is not just for Liberal Arts students, but also for other university students to develop a broad base of knowledge and intellectual skills such as problem solving, critical thinking, innovation and creativity. This program will help give

students a broad base of knowledge. He will send an e-mail out about it. He will meet with the Faculty Senate Executive Committee about this at the next Faculty Senate Executive Committee meeting.

**Interim Provost:** *Dr. McCullough*

We have a new Provost, and the Steering Committee tried to make the process as open and honest as possible. Dr. Crawford will work hard to be an effective Provost. He knows WLU protocol and procedures. Thanks to faculty for the work you do as critical review body, and also for the presentation to BOG. The BOG will meet again with the faculty as per Policy 330. Dr. McCullough also thanked faculty for their role as classroom instructors and the Faculty Senate for their collaborative work.

Dr. McCullough will continue to be involved with President's Council on Sustainability. The Sustainability Council is not just the conventional meaning of just environmental and ecological approach, but a three pronged approach of social, economic and environmental sustainability issues. Your role in Faculty Senate is to provide critique on protocols and finance in academia. You act as a check and balance. Dr. Crawford will be here from now on once he clears a class conflict. If you have questions for Dr. McCullough, he will be in Shaw Hall until June 30<sup>th</sup> as Executive Assistant. Brian is moving into Provost Office tomorrow. There will be an announcement about the new Interim Dean for Liberal Arts soon. It will be an interim appointment of about a year and a half.

Questions involved representation for a faculty member who might be in a meeting with their Dean and or Chair. Dr. McCullough responded that WLU does not have a representative in this role as does the NEA and WVEA. There are faculty members who can act as a third party who is not involved in the situation. He believes in working things out one on one, and that involving legal representation in the beginning stages has a chilling effect and is not conducive to conflict resolution.

Linda thanked Dr. McCullough for his continuous tireless service, representation, support and accessibility. He is to be applauded for his personal investment in WLU.

**ACF Representative:** *Eric Root* - absent – He sent out 2 e-mails two weeks ago, but has not been heard from recently.

**BOG Representative:** *Carrie White*

The BOG met Feb. 6<sup>th</sup>. Carrie sent out brief meeting notes from that meeting. She emphasized the Policy for Presidential Evaluation. There will be substantial changes made and it is in our best interest to make comments. This proposed policy change is still posted on BOG website. Linda sent out an e-mail with the BOG policy attached for faculty to evaluate. The next BOG meeting is scheduled for April 17, 2013.

**Committee reports**

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

1. At our last Faculty Senate meeting we discussed that anyone who had problems with room assignments to send Judy the information. No room assignment problems were reported to her. The committee met and had Bev Burke come and explain how room assignments work. Most of their ideas were not possible at this time because Banner does not have the apps available to change the process, so it will continue to be alphabetically for now.

2. In regard to the safety issues discussed at the last meeting, she spoke with Safety and with Maintenance. They guaranteed that by fall there will be emergency directions and on the first page will be the emergency numbers that you need if something should occur in the classroom. This will make it easier to find the information in an urgent situation. Bev Burke liked their idea of finding out all the technology in each classroom to be used for room assignments. The committee will be creating a code that will be put into Banner with the rooms so we know what technology is available in the room.
3. Faculty development funds must be applied for by April 15<sup>th</sup>. After Apr. 15<sup>th</sup> the faculty development fund will be encumbered and go to another pot. Judy expressed concern that in the last several years of doing this, the money has never been all used. A faculty member asked if they could have more than the allotted \$200.00 if the fund is not completely depleted. Judy answered that you cannot apply for more than your \$200.00 per year, BUT you can assign your money to someone else if you are not applying for the entire \$200.00. She is concerned that if we do not use it, that we may lose some of it. On the Provost's page of the website under forms there is a form called Faculty Reimbursement. Also fill out the regular purchase sheet and send to Judy. If you do purchase equipment, journals, books, etc., with this money, those items belong to university, and will stay with university. The only things you may keep are memberships.

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

1. Darrin followed up with Scott Cook about the question from the last Faculty Senate meeting about graduate course tuition waivers. Scott replied that this has been talked about in the past, but until they start generating enough money and sustaining these graduate courses more thoroughly, there will not be any tuition waivers for faculty members. They are willing to address this issue again should circumstances change.
2. He also contacted Stephanie Hooper about travel reimbursements and an explanation of the meal allowance policy. If the timeframe when you leave or arrive home is around a mealtime, then they will not pay for that particular meal because you could eat at home. You cannot get a full per diem for those circumstances. When he also asked Stephanie about travel form submission due date, she replied that travel forms are due within 15 days of your return from your trip. Another question he received about the business office was how changes to business office policy would be communicated to the campus. Stephanie replied that usually they will communicate this via mass e-mail, but methods may vary based on the situation.
3. Regarding the issue of the business office requirement that all travel begin and end at WLU, Stephanie replied that the 'approval to travel must be secured in advance.' According to Business Office Procedure #40 in Travel - Section 1A, "All travel shall originate from and end at the university.' The CFO will approve specific situations in advance of travel to start or end at the employee's home if this will save money for the university. BOG Policy #10, HEPC Series #29 and WV State code 12-3-11 govern WLU policy on this. Stephanie stated that we have the authority to put our own policy in place and the administration chose to put this policy in place. You can find WLU Travel Policy on the WLU Human Resources website under Policies. These are all the issues brought up in senate and sent to him at [fsfinance@westliberty.edu](mailto:fsfinance@westliberty.edu). Lastly, the Finance Committee will be meeting with president soon.

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

**Student Advising Committee:** *Traci Tuttle, Chair.* 1. A concern brought up to the Student Advising Committee involved extra fees paid by the students. Is there a cap on how many fees are charged, and can online fees be waived if student has no other option to take the course?

2. A student also expressed concern about courses that are only offered online. Traci Tuttle plans to meet with Scott Cook to explore these concerns.
3. They are also looking into developing an advising manual. They were told that Dr. Lukich might be working on that already. Therefore they are tabling this issue for now until we get more information.
4. A big concern brought up to the committee is that of designated advisors for individual colleges. The College of Business has Brianne doing advising, and also has a mentoring program. The College of Education has requisitioned a designated advisor. They asked Lee Ann Yeater to take this to SGA. The student perception as whole is that it depends on the college or department you are coming from. If your college has 30-70 advisees per faculty member, as is the case in the College of Education, then you see the need. If your college only has 10 advisees or so, then you may not see the need for a full time advisor. Questions involved a concern about how this is reflected in faculty performance document and merit pay? This is a significant performance item that will be removed from the faculty performance.
5. Another big concern is with the upcoming schedule change. Will there be transparency as to when it is released, and how it would be implemented? Dr. McCullough says it should take effect next spring. Discussion ensued about all of the above issues. Questions or comments are welcome on these or any other advising topics.

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

The Social Committee has not met. Based on their last meeting, the Social Committee made a survey on Survey Monkey regarding faculty social events. So far they have 65 responses. Shannon will look at responses the 25<sup>th</sup> and report at the next Faculty Senate meeting.

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

The Bylaws Committee met and discussed a variety of other ideas for changing the Faculty Senate Bylaws. A consensus was reached that we should not change the bylaws just for the sake of change. We decided to leave the bylaws as they are with one exception. We do suggest that an addition to the bylaws should be made that provides for a process in the event that a Committee Chair needs replacement temporarily or permanently. The exception is a change to Article VI: Committees and Subcommittees. Section 1, after the sentence: "The chairperson of a standing committee must be a Senator." We would like to add the following to the Faculty Senate Bylaws. *"If a Committee Chair is temporarily unable to perform the Committee chair duties, the Senate Chair can propose a motion to replace the Chair (temporarily or permanently) by a majority vote of the Faculty Senate."* We would like faculty to consider this and then vote on this addition to the Bylaws at our next Senate meeting. Any suggestions are welcome.

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

1. The committee met and discussed the upcoming WLU Environmental Education Day scheduled for April 24<sup>th</sup> in the Alumni Lounge of the College Union. There are ten participants committed at this time. We also discussed the possibilities of having a featured speaker and an evening film, perhaps *The Promised Land* or *Gasland*. Riesbeck's is considering being a sponsor for our program.
2. They agreed to do a limited trial-run of our recycling program with only the committee member departments involved in order to work out any bugs before opening this across campus. All of the attendees agreed to initiate recycling within their respective departments until Spring Break, then assess the response. We also discussed the possibility of having a bag/box repository on campus to be used for recycling containers until other possibilities arose. Those participating in the trial should remember to use small bags because the WATCH Program members will be picking up the

recycling. The WATCH Program is a way for differently abled people to find employment., and they may not be able to lift heavy bags.

3. Regarding the Shuttle-Service to the Highlands, they will be circulating a survey regarding potential ridership to The Highlands from the main campus.

4. They worked on developing a Mission Statement, as well as discussed "Green" Practices'. We discussed the possible compilation of our own personal "green" practices such as reusing paper with one blank side, shutting off lights in areas unattended, repurposing comic strips as wrapping paper, etc. This would be for campus-wide circulation.

5. We also talked briefly about some questions we would like to see considered by the President's newly appointed Sustainability Committee, since this same topic was one of our original goals for the semester. Questions about WLU's water, sewerage, solid waste, garbage, electricity, and gas bills were raised. A faculty member suggested that those participating in the recycling trial should shred any sensitive papers or documents that should not be available for public view.

### **Announcements:**

1. Sustainability Committee: Linda sent an e-mail to Ron Witt with the names Dave Thomas, Keith Bell, Li Hua Chen, Fu Wua Chen, Nadia Omelchenko, and Lance Tarr, and a couple of extra people from the College of Arts and Communication since there were no volunteers from there.

The Sustainability Committee will consist of five people from this list.

2. Library Committee: Thank you for the many volunteers for the Library Committee. The names have been sent on Brian Crawford with all of the names. There will be an action item later about a possible Library Resolution.

3. Provost search: Brian Fencil was the Chairs representative and Linda was the Faculty Senate representative on the Provost Search Steering Committee. Linda stated that we did a proper search. Linda commented that she represented us to the best of her ability and the committee seriously considered each applicant. In her mind, it was never a done deal.

4. Policy 202: The changes recently approved were uploaded on line by Sue Garrison.

5. New Policy on Tenure and Promotion (Policies 214,216, & 217)– This will be addressed now that the Provost search is done. This policy will be quite involved for next two meetings. Linda appreciates faculty feedback and constituent ideas that are contributed through Faculty Senate. Please be sure you discuss this issue with your constituents.

6. Sylvia: Last week the Social Work Program was granted approval of their new program. They are recruiting students for this now.

### **Action Items:**

1. Research Integrity Policy: Faculty received an e-mail about a WLU Research Integrity Policy from Linda. Joe Horzempa got a NIH grant \$250,000.00. We must have a Research Integrity Policy in place or WLU will not get any further NIH grants and Joe will lose this NIH grant. The NIH requirement only applies to faculty who use federal funds, but the new policy will apply to all research at WLU. This must be in place by March 1<sup>st</sup>. Comments received about this were about the Research Integrity Officer in version #1. In version #2 that we are voting on today, they took out the Research Integrity Officer from the Policy. Remember that voting today does not mean we cannot change the policy in future. Sylvia mentioned that she had commented to Dr. Kriesburg with a question as to what criteria would be used for student work, and do students need to take the NIH training module? Discussion ensued. It was decided to work these issues out as possible amendments to the policy at a later date. A motion was made to approve and seconded. The motion was approved unanimously.

## 2. Library Resolution:

Linda suggested that the Faculty Senate should have Library Resolution per discussions held during our last senate meeting. Tracy Z. read the Senate Resolution she wrote for senators to consider. *The Faculty Senate encourages the formation of a university-wide Library Committee to explore avenues of increased library support and funding.* A motion was made to approve, seconded. The motion carried.

## Faculty Forum:

1. Linda led with discussion of a suggestion by Tracy Z. that Faculty Senate minutes and agendas should not be printed for Faculty Senate meetings. This would save a lot of paper as we have lots of copies left over at the end of our meetings. A suggestion was made that if Faculty Senate members still prefer to have paper copies available, that the Senate members who will be using electronic copies let Tracy Z. know and she will not print copies for them. Discussion ensued. Another senator suggested that the Agenda and Policies under discussion be shown via overhead during the meeting. The decision was made that Senate minutes and agenda will still be e-mailed out via list-serve before the Senate meetings, and the Agenda will be shown electronically during the meetings in the future. Faculty members approved the complete cessation of printed copies of minutes and agendas during Faculty Senate meetings.

2. A question was asked about faculty role in creating the academic calendar. In many universities, the Senate is the origination point for development of the academic calendar. Maurice stated that all other public universities in WV have the entire week of Thanksgiving off. They don't have a Fall Holiday and a Spring Holiday. He recommends that WLU have more faculty involvement in this process and should consolidate holidays to make them a more meaningful time. Sheli suggested the addition of days of special concern for those individuals who celebrate non-Christian holidays. Dr. McCullough commented that the Dean of Students and administrators play a major role in determining the WLU calendar. He referenced Policy 246 on the use of a perpetual calendar and stated that Faculty Senate at WLU has never been involved in this process. A suggestion was made to send this issue to policies and procedures, because it is existing policy. The Policies and Procedures Committee was tasked with follow-up on the calendar issue.

A motion was made to adjourn, seconded, and approved.  
The meeting adjourned at 4:39 pm.

The next Faculty Senate meeting will be March 19, 2013 at 3 pm in Arnett Hall, room 202.

Respectfully submitted,

Tracy A. Zang,  
Recording Secretary

1 Attachment: Senate Attendance



Faculty Senate Minutes February 19, 2013

Attachment 1: Senate Attendance

Faculty Senate Sign-in Sheet  
Full Senate Meeting

Date: Feb. 19, 2013

Department	Senator	
<b>Business</b>		
Marketing & Management	Lihua Chen	<i>Lihua Chen</i>
	Craig Crow	<i>Craig Crow</i>
Acct., Finance & Info Systems	James Crumbacher	<i>James Crumbacher</i>
	Maurice-Theophilis Lockridge	<i>Maurice is here!</i>
<b>Education</b>		
Professiona Education	Judy Stechly	<i>Judy Stechly</i>
	Traci Tuttle	<i>Traci Tuttle</i>
Health & Human Performance	Aaron Huffman	<i>Aaron C. Huffman</i>
	Richard West	<i>Richard West</i>
<b>Arts &amp; Communication</b>		
Music & Theater	Christopher Barrick	<i>Christopher Barrick</i>
	Linda Cowan	<i>Linda Cowan</i>
Journalism/Communication Studies/FineArts	Brian Fencil	<i>Brian Fencil</i>
Arts	Ryan McCullough	<i>Ryan McCullough</i>
	Michelle Ellis-Thomas	
<b>Liberal Arts</b>		
Humanities	Shannon Halicki	<i>Shannon Halicki</i>
	Dominique Hoche	<i>Dominique Hoche</i>
Social and Behavioral Sciences	Darrin Cox	<i>Darrin Cox</i>
	Sylvia Hawranick-Senften	<i>Sylvia Hawranick-Senften</i>
	Corey Reigel	<i>Corey Reigel</i>
	Sheli Bernstein-Goff	<i>Sheli Bernstein-Goff</i>
<b>Science</b>		
Health Science	Barbara Kulpa	
	Rose Kutlenois	
	Bonnie Porter	
	Tracy Zang	<i>Tracy Zang</i>
Natural Science & Math	Hollie Buchanan	<i>Hollie Buchanan</i>
	Judy Carney	<i>Judy Carney</i>
	Joe Horzempa	<i>Joe Horzempa</i>
	Matthew Zdilla	<i>Matthew Zdilla</i>
Advisory Council Rep.	Erik Root	<i>Erik Root</i>
BOG Representative	Carrie White	<i>Carrie White</i>
<b>Guests</b>	<i>Evan Lau</i>	<i>Evan Lau</i>
	<i>Alternate for Hollie</i>	<i>Alternate for Hollie</i>