

**Senators present:** Linda Cowan, Lihua Chen, Craig Crow, James Crumbacher, Maurice T. Lockridge, Judy Stechly, Traci Tuttle, Aaron Huffman, Richard West, Ryan McCullough, 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:** Christopher Barrick, Brian Fencl, Rose Kutlenois, Barbara Kulpa.

**Honored Guests & Ex Officio:** Brian Crawford, Provost

**Absent:** Robin Capehart, (WLU President), Erik Root, (ACF Representative),  
*Senate was called to order by Chair Linda Cowan at 3:05 pm.*

**Approval of Minutes:** A motion was made and seconded to approve the minutes for February 19 , 2013. Minutes were unanimously approved.

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

**WLU President:** *Robin Capehart*  
*Absent*

**Provost:** *Dr. Crawford*

1. WLU is moving forward with a typical Monday-Wednesday-Friday schedule. Most departments have submitted schedules. They are working on finishing preparations.
2. Live text: A decision was made to move ahead and bring live text to the WLU campus in a program-by-program basis or department-by-department basis. Two are already on board, one other is getting ready to use Live Text this fall. A discussion ensued about a workshop for faculty who will be embedding Live Text into course this fall.

**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 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. 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.

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

Senate agreed to move the bylaws amendment up on the agenda. As per the constitution a majority of two-thirds or greater will be required for adoption of the following legislation. It is proposed that the following be added under the Bylaws "Article VI: Committees and Subcommittees. Section 1, after the sentence "The chairperson of a standing committee must be a Senator."

*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.*

Faculty discussed the amendment wording and a motion was made to remove the term temporarily, and the phrase 'temporarily or permanently.' A motion was made, seconded and approved to delete these terms from the amendment. A motion was then made and seconded to approve the amended motion.

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

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:**

**New Policies or Policy Changes-** *Dr. Crawford (Provost):* Dr. Crawford explained some of the new policies coming forth.

1. Faculty Personnel Policy. They are back to separate policies for promotion, tenure, and evaluation instead of merging them. They are still under construction.

2. Proposed Policy 213 on Faculty Personnel File. Several personnel files are available in various offices on campus. The new policy will create a personnel file be held in the Provosts office that will have a standard list of contents, with responsibilities listed as to who is responsible for specific items. This will ultimately replace the portfolio that you currently turn in.

- Those reviewing materials for recommendation will simply view the personnel file instead of the large portfolio. Faculty member can put in a more current CV and a reflective letter with comments to add.
- The new policy on tenure will take out the requirement for faculty members to apply for tenure by March 1 of the year before. The policy will create a more detailed letter of appointment when new faculty are hired that will specify a particular year in which the faculty member will apply for tenure.
- Promotion will remain the same.
- Questions involved whether a transition period would be involved and if committees will still be involved. After 4 years. Dr. Crawford replied that as soon as the new policy goes into effect, every faculty member will have to receive a letter from the dean telling them when they are eligible for tenure. The committee of faculty at the college will work together instead of the department committee. At the beginning of year, the college will elect a tenure and promotion committee. They will look at all college candidates for tenure and promotion for that year.
- Other committees will function to make sure all the rules have been followed during the tenure and promotion process. The Human Resources portion of file will be retained in Human Resources and not available to review by the tenure and promotion committee.

A question involved the make-up of the committee. Dr. Crawford replied that it is possible to have other non-tenured faculty looking at tenure and promotion. Care will be taken to include discipline specific members of committee. The difficulty is that other disciplines may not know what it takes for tenure for a faculty member in another department. Another question involved whether Live Text will be used for performance reports. Traci Tuttle responded that the online assessment management system, Live Text can create a visitor pass so that privacy concerns are taken into consideration.

3. Discussion about the ACF representative position. A question was asked about whether there is a policy regarding election for ACF and whether we should we include the BOG representative in a new policy. Can senate create language for full faculty? Can propose a new WLU Policy? There is no BOG policy about how the election for ACF or BOG representatives are elected, other than language that states that there should be one. A motion was made and seconded to create a new policy regarding the elections of faculty members to these positions. The vote on a new WLU policy for election of BOG and ACF representative was unanimous. The majority of senators voted to create a policy. This was assigned to personnel and policies committee. Send suggestions to Dominique Hoche.

**Action Items:**

1. Bylaws amendment. *(See above)*

2. Creative Arts Therapy Proposal – Michele Ellis-Thomas presented the new Creative Arts Therapy Program Proposal. The Creative Art Therapy Program at WLU will offer a first of its kind program in the State, contribute to the mental health options in the region and offer creative students another option in the arts. It will require 48 general studies credit hours. This includes an Art Therapy core of 27 hours, 33 hours of Art Studio, and 12 hours in Psychology. Assessment will include a portfolio representing a mix of studio work, writing and Creative Art Therapy analysis during the spring of their sophomore year, an Art Therapy Internship and a senior capstone experience in the Creative Art Therapy program.

Discussion involved capstone credit hours and the reasoning behind CAT designation. Michele emphasized the flexibility to include other art therapies in the future. A question involved national accreditation. Michele stated that there is an accreditation involving 1,000 hours. Students will have to continue to the master's degree in order to practice as an art therapist. A motion was made and seconded to approve the new Creative Arts Therapy Program. Senate approved the motion.

**Faculty Forum:** Judy brought up the point that capstone courses meet different needs for different programs, some programs have very specific accreditation guidelines for capstone, but others do not. Discussion ensued. Carrie noted that the BOG bylaws state that the president of each institution shall come up with some method of representative election.

A motion was made to adjourn, seconded, and approved.  
The meeting adjourned at 4:05 pm.

The next Faculty Senate meeting will be on April 16, 2013 at 3 pm in Arnett Hall, Room 202.

Respectfully submitted,

Tracy A. Zang,  
Recording Secretary