

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

**Absent members:** Bonnie Porter, Judy Stechly, Dominique Hoche, Jim Crumbacher

**Ex Officio:** Anthony Koyzis (Provost)

**Honored Guests:** Carrie White, (BOG Representative), Bev Burke, Ron Witt, LeeAnne Yeater, Eric Croasman, Jessica McDonald (Student Government President, Vice President and Senator)

**Absent:** Robin Capehart, (WLU President), Melinda Kriesberg, Erik Root

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

**Elections:** Linda called for the election of a temporary chair for the Personnel and Policies Committee to replace the current chair Dominique Hoche who is scheduled to teach a class during both the Faculty Senate meetings and the Senate Executive Committee meetings this semester. Dominique will be able to resume her duties in January with the new semester.

**Report by Dr. Koyzis, Provost – Budget report:** This year the BOG has decided to explore a more conservative approach to finances in view of the potential budget cuts anticipated by the State of West Virginia. Dr. Koyzis discussed the monthly on nature of the budget. First, the cash flow is used as a revenue base, then we tap into budget reserves if we have to. The budget is fluid now, but we may have to make cuts based on the student count for the semester. The last count as of today indicates that we have 9 more students than last year. However, that does not mean we have the same revenue flow. We lost 80 Ohio students who pay either the metro rate, or out of state rates. We also lost 2/3rds of our out-of-state students. All gains in student population have been in-state students. We rely on out-of-state tuition because they pay 2.5 times the amount of tuition that an in-state student pays. The State of West Virginia has asked us to prepare for a 7.5 % cut and also a cut on financial aid possibly in January. We are hoping this is a political ploy. We will be more conservative as a result. I cannot address salary raises today.

**Academic programs:** The Physician Assistant Program is up and running and is a good revenue source. The academic trend nationwide is that most program increases are at the graduate level. So we are looking at expansion at the graduate level. HEPC is allowing us to be more liberal at the graduate level now. The MBA program is under consideration, and could possibly be ready by summer. It will be an online hybrid program. Also we are considering a Masters of Professional Studies that can include a variety of programs. We are discussing a Masters of Science in nursing and a Masters of Science in dental hygiene as well. Also the athletic training program may be followed with a graduate level program.

In terms of delivery systems, online programs are where the trend is right now. In conversations with deans and chairs, we need to look at faculty support mechanisms and mentoring programs. We want to first hire well, then keep good personnel and give them the tools they need. We should also include mentoring through the process of tenure. Graduate programs are very cheap as compared to

undergraduate programs, because many of the resources and staff are already in place. We want to be sure we use the best practices for teaching in the different disciplines, etc.

The president will soon be announcing a couple of initiatives, including Smart Campus and Focusing. Also, I'd like to say a few points about the new Honors College and the Advanced Academy. The Honors College is an umbrella entity, not an academic program. Faculty will work with the Honors College by providing an enhanced experience for students. We have hired 18 new people this year.

Questions: A question was asked about the schedule change implications. The Provost replied that there will be a Deans/Chairs meeting soon in October. The Dean's Council has met, and the Schedule Implementation Task Force Committee has met. They will be working on the schedule for the next year using the changes.

Hollie: *Regarding the Schedule Implementation Task Force.* We met one time. The biggest issue was that the Dean's Council approved the schedule change to begin in January 2014. If we are to meet this deadline, then we need to make sure that all 2013 - 2014 schedules are turned very soon in to help the Task Force iron out scheduling issues and conflicts that may come up. Bob Wise will provide us with an electronic template. It will be a MWF and Tues/Thursday format with slight variations such as the noon hour on Wednesdays kept open for meetings. (i.e. - no 3 hour classes at noon.) Or you could schedule a Wednesday noon class with a hybrid design option of no noon face-to-face class and an online component at noon instead.

**BOG Report** – (Carrie White) – Carrie reviewed her role with the BOG and requested information or issues from the faculty to take before the BOG. The BOG has a new Chair, several new members, and meets every other month. The last meeting was in August. The next BOG meeting will be held October 17<sup>th</sup> at 5 pm in Boyle Conference Room. Remember that BOG meetings are open and all are welcome to come sit in. Carrie has a meeting scheduled with the BOG president this coming Monday. Please contact Carrie, if you have any issues for her to address at the BOG meetings. These should be policy or procedure concerns. She feels that the BOG will address legitimate concerns. She sends out her notes to faculty after a BOG meeting. These are not the official minutes, but those are available online. Linda asked Carrie to invite the BOG president to our Senate meetings. If he cannot come to Senate meetings, then he is invited to Senate Executive Committee meetings.

Also, there is a yearly collective faculty meeting with the BOG for faculty to come and ask questions and address the boards.

**Advisory Council Report: Erik Root**, (absent) Erik sent his report. Erik Root asks that our Faculty Senate adopts the letter from Dr. S. Bailey Shurbutt, Chair regarding "the state's HEPC's request for exemption from the state's higher education system from the proposed Fiscal Year 2014 budget reduction." Linda will send this out to all faculty members.

**Honored Guest: Bev Burke:** *Classified State Employees BOG Presentation.* Bev first defined classified staff by using a direct quote from the West Virginia state code, and then defined non-classified staff. Concern right now is that 34% of non-classified staff is currently eligible for retirement. The code requires that only 20% of non-classified staff be eligible for retirement. They feel this issue should be brought to the BOG's attention. Also, she noted that classified staff are acknowledged statewide and

have a lobbying group. (ACCE). She then discussed the role of classified staff. They are the first people who make contact with our students and the first ones to make an impression on our students. Customer service is emphasized to keep the college experience positive for the students as they deal with Financial Aid, the Business Office, the Registrar's and athletic coaches, etc.

She also mentioned the recruiting role of coaches and their role in teaching PE classes. Campus Security and academic lab assistants teaching labs in physics, biology, chemistry, etc. are all classified staff. Maintenance workers (housing maintenance, athletic maintenance, etc.) are also classified staff. These people work many long hours especially when there is an event or program on campus. Bev recommends the faculty expand on the roles of faculty and what types of things we do as faculty when we communicate with the BOG. Classified staff feel that the BOG can respond better if they have an informed idea of what the classified staff and faculty do to help run the day to day business of the campus.

Non-classified staff are 'will and pleasure' employees. This is done because the West Virginia classified staff system is very restricted in terms of salary (The Mercer System). To hire an electrician or person with particular expertise, we cannot compete with the salary these individuals can make in the private sector. The Mercer Scale is extremely outdated. Each time it is reviewed, the review disappears because when they do a market study, the state finds they cannot fund changing it. They are required to keep up with the salary scale because it is hard to catch up.

**Ron Witt:** *(Guest - Director of the Institute for Innovation in Education.)*

West Liberty has some exciting times and new initiatives in the works right now. His job is to coordinate all these new initiatives and programs. He is focusing his talk today on the Advanced Academy. Many of these initiatives in the works will help advance our institution, such as Entrepreneurship and Education, working with K-12 teachers and the Learning Center, which is now in Mr. Cook's area. The Executive Fellowships area, sponsored programs, and also a press, and a home for publications for research, are all being explored right now.

*Post-secondary acceleration program: Advanced Academy of West Virginia.* This has been in over 20 states now for many years. We are modeling our program after The University of West Georgia is one example. They also have a residents program for these high school juniors and seniors who are part of the Advanced Academy. We have some exceptionally bright high school juniors and seniors representing Ohio and Marshall County. We have six students currently enrolled in the WLU Advanced Academy. Three are from Ohio County, one is from Marshall County, and some home schooled students. Feedback from faculty seems to be going well. Students seem to be transitioning into college life at WLU. They are now in an environment with like-minded students. This is getting attention at the state level. We had to jump through many hoops and approvals to get this program approved.

The West Virginia Department of Education had to grant a waiver for us to offer this pilot program. The state Superintendent of Education was involved and also the RESA 6 for Hancock, Brooke, Ohio and Marshall counties. Currently only two counties are participating, but Ron thinks the others will be jumping on board soon, especially Brooke County. We had at least two families from Brook contact us about the program. These are Advanced Academy students and they are under the umbrella of the Honors College. They have already developed amazing friendships. The students involved in these programs came back two weeks early and did a team building exercise with high and low ropes courses. This helped Academy students develop connections before they began our fall semester. If you have these students in your classroom, you may not know. They may be younger than traditional college students. Academically, they have already completed the academic high school

courses and required testing, etc. They went through a process to be selected, an application, with an essay that went to English faculty for review. Based on their transcripts, they were placed in courses to both fulfill high school classes for graduation and also for WLU requirements.

*Question: Is there any fee charge, or do they go here free, since West Virginia education is publicly funded?*

Answer: The counties education money follows the student to the university in Ohio. We are not there yet, but we find private resource to pay tuition with a one-year commitment. Their tuition is paid for and they pay any additional fees such as books, parking, etc. They are working on increasing private resources to fund this program, as they would like to double the program size. It can't be drain on the institution. For the high schools, they still get the funding, but the student is not there, although the student has the option to participate in activities at HS.

They can also participate in activities here except for NCAA sports and Greek life. A concern was brought up that some things might be an issue with minor children that would not normally apply to a typical college student. Ron answered that we must have parental consent. The Advanced Academy just got the forms back from the parents allowing the faculty to be informed that they have an Advanced Academy student. This is the reason for delay in notifying faculty, due to FERPA and parental consent issues.

*Questions: Are the students required to stay on at WLU after they are finished with the Advanced Academy?* They did have to sign forms requiring repayment of tuition if there is a problem academically or other issue regarding their tenure here. They will need to pay back the funding.

*Are there any Pre-requisites?* In terms of advising for the Advanced Academy: The students have to report back to the High School on attendance, behavior, grades, etc. They sign in to Ron's office, and have a lounge, peer-mentors who are fellow honors students. WLU also has an open position for the Advanced Academy Coordinator. This is someone with a background in working with high school and gifted, secondary education, and counseling. The Coordinator will be the caretaker, overseer, and advisor. So far they have had over seventy applicants for this non-classified position.

Regarding recruiting and retention: *Is there any data from Iowa and West Georgia about recruiting and retention from these programs?* Ron replied that most feedback is positive although he does not have statistics at hand. Dr. Koyzis responded with statistics from the similar program in Iowa in which the residential program has a 75% completion rate. Most students graduate from this program in three years. They are housed in a particular place, but the retention is lower, because they have less support. Our program is more hands-on. In Iowa, the students enter the program, get some advice and that's all. Most who do not complete the Advanced Academy type program go back to the high school. The social and emotional aspects are important. Ron stated that he regretted not appearing before the Senate about the Advanced Academy before now, but things progressed much more quickly than he thought they would. They started this process in October. Please defer any calls from a parent of a student in the Advanced Academy to his office.

**Shannon Halicki, (Guest)** *Assistant Dean, Honors College.* The WLU Honors College accepted 32 students with an average ACT of 27. All but two had a 4.0 GPA. Most of the Honors College students are residing together in Hughes Hall. The group also went on the Linsly Outdoor Ropes trip to Raccoon Creek State Park just before our fall semester began. This became a major bonding event for Honors College students. Some students have declared majors and some are undecided. Twenty-six of their credit hours need to be honors credit hours. We are looking for more Honors sections of General

Education courses and interdisciplinary seminars. An Honors option in agreement with the professor can turn a non-honors class into an Honors class by doing extra paper or project. We are always looking at ways to have more General Education sections such as an Honors history, Honors science. We are also looking for more proposals for Honors courses.

Questions: *Can a non-Honors student take an Honors section if the professor agrees and they have the required pre-requisites?* So far, yes. Right now we have 32 students and we are looking at a maximum program of 105 students. They are getting lots of hits on this in Black and Gold day, etc.

*Do the Honors College students take classes together?* No, they do have overlap in the first year, but they have different majors, etc.

An advisee issue was brought up. On WINS the Honors section is denoted, but you cannot search in WINS to find a list of Honors sections being offered per semester. A recommendation that the Honors seminars be targeted towards the student's course requirements was made. Ron announced that next Wednesday there will be an opportunity to meet Honors College students in Boyle Conference Center.

### **Committee reports:**

**Academic Policies and Procedures:** *Judy Carney, Chair – no report*

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

The Finance Committee raised questions to Jack Wright regarding why no faculty pay raises were submitted for this year by the administration. Darrin reported that he received no answer other than that we did not ask for them. He stated that the *Faculty Salary Policy Review Committee* should have met this spring or summer and did not. They review the overall faculty pay plan annually in the spring as per Policy 245. Generally the committee reviews the total amount of funds available following allocation of funds from state. Darrin asked Jack Wright, the chair of the committee from last year, about this and got no response. He continued to ask the WLU CFO, Jack Wright, and was told that this was not in the budget from the state. Darrin suggested arranging room, invites, etc., and was told that Jack would get to it. Now, in mid-September, he discussed this with the Provost who said that if the administration had asked HEPC for raises we might have gotten a pay raise, but with the new BOG, they were particularly conservative, and did not apply for faculty pay raises this year. The BOG decision bothered him especially considering that gift amounts to WLU have been increasing and the CFO report said that our credit rating had increased.

Due to the meeting probably not taking place in the near future, Darrin suggests that Executive Committee draft a letter to ex-officio members of the committee to get the conversation started with the members of the committee. The ex-officio members are the Provost, the CFO, and the Human Resources administrator.

Darrin also discussed WLU salary levels as compared to the SREB salary statistics. WLU is about \$10-\$15,000.00 below salary range for the SREB region. There have been questions recently about internal equity. These involve faculty salary equity issues across disciplines and certain faculty members who have been here for long time but now receive substantially less in pay than new hires. Darrin would like these issues to be part of the letter to ex-officio members to investigate these issues. He also suggests that we pursue a business office procedures manual to help with the intricacies of filing travel requests, etc. He requests that faculty send him specific instances where they have encountered speed bumps or issues to use as examples to illustrate the need for a procedures manual. He will send out the e-mail address.

A motion was made for the Executive Committee to draft a letter asking the internal equity committee to investigate the cross-discipline and cross longevity. An amendment to the motion was made to add gender issues to this. All were in favor.

**Personnel and Policies Committee:** *Dominique Hoche, Chair - no report.* Linda brought up that Dominique Hoche was assigned to teach a class Tuesday afternoons after election as chair of Personnel and Policies Committee. Consequently she will be unable to attend either Faculty Senate or the Faculty Senate Executive Committee meetings. Linda then suggested that we elect a substitute chair for this committee to take over for this semester only. After this semester, Dominique will be able to resume as chair. The Senate elected Brian Fencil for this temporary position. He will report on Personnel and Policies issues as acting chair for this semester only.

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

The Social Committee is throwing ideas around for faculty get-togethers. Ideas mentioned included picnics with children invited, and quiz bowl. Let them know if you have any suggestions.

Cory and Linda met with president. He is invited to attend Senate Meetings, but doesn't come. The President would like to invite this body to his house, or to Liberty Oaks or the old Road Worthy, on Tuesday Oct. 16<sup>th</sup> at 4 pm. We would meet here for an hour, and then go have drinks and food with the president. Some concerns expressed were that entire faculty were not invited, the possible appearance of faculty representatives not representing faculty, would it be considered meeting the requirement for the president to meet quarterly with the Faculty Senate, and would it be recorded as public record? Another concern was that if a faculty senate member were unable to attend, would there be consequences?

**Student Advising Committee:** *Chair Traci Tuttle, had to leave for class, - no report.*

**Other Committee Business:**

No representative names for Committees were sent from the Dean of the College of Business. Linda asked business faculty senators for input and then requested that Dr. Koyzis follow up on this.

**Announcements:**

We are forming an Ad Hoc Committee to revise Faculty Senate by-laws. Tracy Zang will be the chair, and Cory will also be on the committee. Linda called for volunteers. Matt Zdilla and Ryan McCullough both volunteered.

Green Committee: Is there any interest in making another green committee? Linda called for those interested in participating on the Green Committee. Li-wa, Hollie, and Darrin all responded. Linda will send out an e-mail asking for interested people.

**Action Items:** None at this time.

**Faculty Forum:**

1. Matt Zdilla –Recommended that the Advanced Academy to be presented to Human Subjects Committee so that they are aware of the possible complication of under-age students participating in human subject research as subjects. These students will need parental permissions.

2. LeeAnne Yeader – President of Student Government.

WLU Student Council has asked the administration to dismiss WFF from the current contract following a vote of no confidence by the Student Government Association (SGA) due to extremely poor performance in numerous areas around the campus. She and other student government representatives had a meeting with Pete, the new supervisor of WFF cleaning service here on campus. Marcella, Pat Henry, and Scott Cook all attended this meeting. SGA will also be making a formal presentation at the next BOG meeting. LeeAnne requested that faculty let SGA know about any conditions in academic building that students do not see, like Shotwell. Please email any comments or pictures of poor housekeeping at [sga@westliberty.edu](mailto:sga@westliberty.edu).

An additional issue mentioned by LeeAnne was the issue of hybrid classes. She said that the SGA was not in favor of more hybrid and/or online courses, especially those courses that have a "hybrid only" choice. Dr. Cowan recognized the point being made. Several other faculty members advised her to get more written documentation of student opinions, especially of commuter students, and to define exactly what types of classes the SGA refers to as far as hybrid, online, or other combination. It was also recommended that SGA President Yeader put together a presentation to make to the Senate. She was also advised to talk with Dr. Koyzis.

*Provost comments:* This is a new WFF supervisor and the administration has asked him to do spot checks once a week. This adds up to about two buildings checked per day.

3. Dr. Matthew Zdilla raised the issue of Policy 214 possibly being changed regarding the assigning of flex points. Can flex points be assigned later, maybe at the end of the year in the last meeting, rather than in the initial planning meeting? Dr. Cowan said Brian Fencil and Personnel committee can work on this issue.

4. Regarding due dates for promotion, Prof. Maurice Lockridge asked if the date of "March 1" could be moved to a different date that more accurately reflected the calendar year in which the promotion would be processed. Dr. Cowan will also send that possible policy change to Prof. Brian Fencil and the Personnel Committee.

5. Linda Cowan raised an issue (from Dr. Traci Tuttle) which concerns overload pay. Why can't a faculty member be given an overload contract at the beginning of the semester in which the overload is happening? Dr. Koyzis will examine the issue and address the Senate regarding this at the next meeting. Faculty discussion ensued, with some concern that it may be more of a College issue and that it does seem to be unbalanced, with different practices implemented depending upon the college in which you teach.

6. Prof. Judy Carney updated the Senators that work has begun on a proposed revision of Policies 214, 216, and 217. Linda Cowan explained this process. Also, Judy Carney addressed the Senators that BOG Policy 11 has replaced Policy 208, regarding the hiring of full-time faculty (effective 2003). The Executive committee will be examining the policies.

More discussion ensued regarding the Advanced Academy, with Ron Witt and Provost Koyzis answering and addressing many faculty concerns. Different Senators brought up many concerns. Dr. Cowan closed the discussion with a reminder that many of these concerns may have been alleviated or

Faculty Senate Minutes Sept. 18, 2012

addressed if the faculty were consulted prior to implementation of these programs that affect us. Thanks were extended to Ron Witt for a thorough explanation of the Advanced Academy.

A motion was made to adjourn, motion seconded.

Meeting was adjourned at 5:40 PM.

The next Faculty Senate meeting will be October 16, 2012 at 3 pm.

Respectfully submitted,

Tracy A. Zang,  
Recording Secretary