

Faculty Senate Minutes November 20, 2012

Senators present: Linda Cowan, Christopher Barrick, Hollie Buchanan, Judy Carney, Darrin Cox, Craig Crow, Brian Fencl, Sheli Bernstein-Goff, Michelle Ellis-Thomas, Shannon Halicki, Aaron Huffman, Corey Reigel, Traci Tuttle, James Vopal, Richard West, Tracy Zang, Matthew Zdilla.

Absent members: Lihua Chen, James Crumbacher, Dominique Hoche, Brian Fencl, Barbara Kulpa, Rose Kutlenois, Maurice T. Lockridge, Ryan McCullough, Judy Stechly, Bonnie Porter, Sylvia Hawrenick-Senften.

Honored Guests & Ex Officio: Robin Capehart, (WLU President), John McCullough, (Interim Provost), Carrie White, (BOG Representative).

Absent: Erik Root, (ACF Representative)

Senate was called to order by Chair Linda Cowan at 3:05 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 October 16. Minutes were unanimously approved.

Honored Guests: *President Capehart*

The president discussed updates associated with the Focus 20/20 initiative. There will be a Dashboard update available on the WLU website. Also, look for a white paper that is going to be on the Collegiate Athletics. Human Resources will also be coming out with a survey soon. On January 23, 2013, there will be an all day stakeholder conference and luncheon. We will have a higher education speaker. The Provost search is posted and underway. Our goal is to have the position filled by the end of February or March of 2013.

In addition, a legislative committee is looking at changing the way state appropriations are received. The current proposal formula is outcome based. We believe that the starting point for this proposal puts us behind. Therefore, we request a Senate Ad Hoc Committee to monitor this situation. The president also requested a monthly meeting with the Senate Finance Committee. Senate Finance Committee agreed to meet with the president in December.

Other concerns addressed by the president include the decrease in the number of out-of-state students and the decrease in the number of metro-rate students. Our numbers of in-state students have increased. We estimate a decrease of about \$450,000.00 in tuition and fees due to the lower numbers of out-of-state students. The decrease in the number of metro-rate students affects the dormitory fees. Out-of-state and metro rate students are more likely to stay in the dorms. The president announced a faculty pay raise of a 3% raise in base salary. WLU is the only institution in WV that has given a raise five years in a row.

Interim Provost: *Dr. McCullough*

Dr. McCullough discussed a variety of small campus meetings that will be held. There will be a total of about 24 or 25 meetings throughout campus. Recommendations will be made from these meetings about how to make changes and improvements.

The Provost search is underway through the end of December with about 34 applications currently turned in. Candidates will be interviewed by the Steering Committee made up of the Deans and Senate Chair, the Faculty Senate, and the President. We have eliminated individual college interviews from the Provost hiring process. We expect three to four candidates to be on campus by the end of January/February. The president will make the final decision. The new Provost will begin his/her duties by March of 2013.

Regarding the salary increase, the Faculty Salary Review Committee is scheduled to meet the first week of December. Voting members include the Senate Chair, the BOG Representative, the Faculty Senate Finance Committee Chair, and a faculty at large representative. Non-voting members include Jack Wright, the Provost, Jim Stoltz, and Paula Tomasik.

Regarding faculty salary, the merit pay section is 52% with three tiers and 48% longevity at three levels of longevity. You will be receiving a new notice of appointment contract from WLU. The 3% base salary increase will carry into next year. Three sister institutions will not get a salary increase this year. One institution will get an increase that may be over 3%. Faculty members hired before 2002 will see the increase in their Jan, 16th paycheck. Those hired after 2002 will see the increase in the Jan. 30th paycheck due to arrears pay.

Dr. McCullough also discussed the proposed Masters of Professional Studies Program intended for non-traditional students in organizational leadership and organizational dynamics. He recommended inviting the Professional Studies POC, Dr. Tom Michaud, to the next Faculty Senate meeting. WLU will be the only state institution with this program. Dr. McCullough thanked the faculty for a productive semester. Several questions were discussed from the faculty.

BOG Representative: *Carrie White.*

Carrie informed the senate that the Faculty Senate is on the next BOG meeting agenda in December. BOG meetings are usually held in the Boyle Conference Room, and she will let us know the final venue. Rick and Linda will prepare the senate presentation on the role of faculty and their additional duties. We felt that the faculty senate meeting with the BOG was too open-ended last time and that more specific information should be provided to the BOG about faculty roles. Please RSVP to Mary Ann Edwards.

ACF Representative: *Eric Root, absent – no report*

Committee reports

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

Judy asked for faculty to send her an e-mail if they have any issues that could be handled by the Academic Policies and Procedures Committee.

Finance Committee Report: *Darrin Cox, Chair*

The faculty salary review committee is scheduled for December. We need to be sure we have an at large faculty salary representative. Darrin also discussed the lab fee issue with Dr. McCullough. Lab fees do not go back to the colleges. A large amount goes to West Liberty University while some filters back into the budgets. There is no direct trail. Darrin also reminded faculty to send any suggestions regarding the operations manual to him at fsfinance@westliberty.edu. He will present the information to Jack Wright without individual names. It will be ‘sanitized.’

Personnel and Policies Committee: *Brian Fencl, Interim Chair*

Brian requested feedback from faculty on the professional conduct section of the proposed faculty evaluation and tenure policy. There is no real statement in the faculty handbook on this now. We expect the final version of this evaluation policy to be up for approval soon. The committee expressed concern about the handling of letters of recommendation for promotion and tenure. Some faculty members have felt pressured to write positive letters because the contents are not confidential. We should consider having these letters be confidential and not placed in the personnel file. All letters should go directly to the committee and not returned in the file. Other concerns with the faculty evaluation policy under revision are that there are six points about what faculty should do and no information about repercussions specified in the policy.

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

Social Committee: *Shannon Halicki, Chair.*

The faculty and staff appreciation will be held soon. We have a faculty happy hour scheduled at Generations and at the Café up the road. Another concern was the Faculty and Staff Social. Our last Social had only 10 people attend at \$30.00/couple. To address this, we have prepared a survey to be given to the chairs and faculty about what you would like to see for social events. This will be out soon and we will have data next semester.

Faculty By-laws Ad Hoc Committee: *Tracy Zang, Chair.*

The By-laws Committee met twice this past month. We discussed updating the faculty by-laws and the issue of recalling a faculty senate officer. The current by-laws do not address recall of a senate officer at all. The by-laws only cover the recall of a faculty senator by that senator's constituents. Our committee has drafted an addition to the faculty by-laws. (*This was passed out to senators for input – see Attachment 1.*) We ask that faculty members and senators review the attached proposed amendment legislation to the faculty by-laws in preparation to vote on this at the next meeting in January. Discussion ensued. It was suggested that the wording be changed. Instead of the i.e. and list of senate officers, the document should read e.g. to indicate an inclusive list of the potential officer. Also, the By-laws Committee expressed great concern about the inclusion of professional conduct as a prelude to the Faculty Senate By-laws and in the proposed faculty evaluation and tenure policy. Committee members expressed concerns that this concept is very subjective and not defined in the proposed policy. Interpretation of professional conduct could be used in a negative way. The committee recommends that the section on professional conduct should be in the Faculty Handbook instead of the Preamble to the Faculty Senate By-Laws and that the Academic Personnel and Policies Committee should review the concept of Professional conduct in the new combined policy 214/216. Please send any comments about the recall of a faculty senator addition or any other suggestions for the Faculty Senate By-laws Committee to any of the Senate By-laws Committee members or the chair at tracy.zang@westliberty.edu.

Green Committee: *Linda Cowan, Senate Chair.* No report –the committee will meet soon and select a chair.

Announcements:

The Faculty Salary Review Committee will be meeting soon. A discussion ensued about electing a faculty representative for this committee. Tracy Zang reminded the senate that during the April 2012

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meeting of the faculty senate, Gail Blaustein was elected to be the faculty representative for this committee. A motion was made, seconded, and approved to continue with Gail as the faculty representative and to elect Traci Tuttle as the alternate Faculty Salary Review Committee representative.

Faculty Forum:

A suggestion was made that we monitor the state appropriations. Sheli volunteered to do this. Sheli also spoke with Bev Burke, who makes room assignments. According to Bev Burke, the rooms are assigned alphabetically. Assignments cannot be changed and are made according to Banner. Bev suggested that we make sure that the Chairs have updated the list of courses to make sure that course requirements are noted. These requirements will be considered when room assignments are made. Faculty discussed this issue further.

A motion was made to adjourn, seconded, and approved.

The meeting adjourned at 4:11 pm.

The next Faculty Senate meeting will be January 22, 2013 at 3 pm in Arnett Hall, room 202.

Respectfully submitted,

Tracy A. Zang,
Recording Secretary

Attachments:

1. Recall Amendment Legislation

Attachment 1:

Recall Amendment Legislation

The following is submitted with the intention that a vote will be taken at the next full Senate meeting (January, 2013) regarding the process that we as Senate use to remove a Senate Officer from their position as a Senate Officer. If Senate approves of the proposed process, it will be included as stated below in the Faculty Senate By-laws.

It is NOT removal of a Senator from the position as a Faculty Senator that would be done by their constituency. 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 "Article VIII: Referendum and Recall" as "Section 3".

In order to recall a member of the Faculty Senate Executive Committee (i.e. the Chair of the Senate, the Vice Chair of the Senate, a Chair of a Committee) an officer voted into office by the Senate may be recalled by a vote of the Senate. A motion to recall an individual officer of the Senate to be placed on the agenda must be in writing and bear the signature of the movant senator and two supporting or verifying signatures. The original motion is to be kept on file by the Recording Secretary of the Senate. The motion of a proposed recall shall be introduced at a meeting of the Senate in general assembly, and the actual vote of recall shall then be at the next meeting of the Senate in general assembly. After discussion the vote shall be a secret ballot. A majority of 60% or greater of the quorum shall recall the individual officer from the Executive Committee.

Nov. 20, 2012

Submitted by the Faculty Senate By-laws Committee