

**Senators present:** Linda Cowan, Lihua Chen, Craig Crow, Maurice T. Lockridge, Judy Stechly, Ken Sexten, Aaron Huffman, Richard West, Christopher Barrick, Brian Fencil, Ryan McCullough, Sarah Davis, Shannon Halicki, Dominique Hoche, Darrin Cox, Sylvia Hawranick-Senften, Corey Reigel, Sheli Bernstein-Goff, Kate Tennant, Tracy Zang, Hollie Buchanan, Fuhua Chen, Jon Serra, Matthew Zdilla.

**Absent members:** James Crumbacher, Bonnie Porter

**Honored Guests & Ex Officio:** Robin Capehart, (*President*), Brian Crawford, (*Provost*), Sylvia Hawranick Senften (*ACF Representative*).

**Absent:** Frank Noble (*BOG Representative*)

Senate was called to order by the Senate Chair Linda Cowan at 3:00 pm.

**Approval of Minutes:** A motion was made and seconded to approve the minutes for November 17, 2014. Minutes were unanimously approved.

**Honored Guests:**

**President:**

The president discussed the financial status of WLU and detailed some of the things they are looking at in the budget. We received an additional 1 % budget cut in November 2013 of state appropriation. The total cut for this fiscal year is about 10%. For next year the money will be put back but they will cut it again another 3.1 %. We are planning on a 3.75% cut in the state appropriation for next year. The Governors' budget had additional funding that are one time funding in it such as pay raises for teachers, state employees, etc. At some point we will need to go to faculty, students and parents to build support and stop any further cuts to higher education. We are working our way through the budget for next year and the planning team will meet next week. We will need to cut 1.3 million out of the baseline budget and align the budget with priorities.

Regarding recruiting: The traditional student 18 year-old student with a 2.8 to 3.5. GPA is the type of self-motivated student that recruiting is currently geared towards. We have scholarships for those types of students. We would like to begin an initiative to increase recruitment of underserved students. These students include low-income families, first generation in college, veterans, older students, etc. There are not a lot of good resources to help them through college. The issue for these students is whether to go to college or not, not where to go to college. The Black and Gold opportunity plan will focus on these non-traditional categories of students. We welcome anyone who would like to help with this. We can't use traditional marketing devices; many students do go online, but this will take a personal touch. Last year we had faculty round tables to deal with various issues on campus and we thought these were helpful. We will hold these again this spring and focus on the role of general studies and liberal arts. We will supplement the process this year with speakers on the direction of things in higher education.

A question was asked about the recent P card e-mail from Jack Wright about the time take to get approval for certain budget items. These items were part of the budget process and planned for but now we are required to fill out more forms and go through more processes and time to obtain them. The president responded that they had persons with P-cards spending the same money over and over and also they wish to avoid the run on spending that occurs at the end of the year that occurs with p-card. He also stated that this process helps to curb spending.

**Provost:** *Brian Crawford, Provost*

The Policy 213 on faculty personnel file will take effect in August and will be in effect. It should be in place by August. We want to do this electronically as much as possible since we do not have room for all the paper files. Policy 216 on Tenure is now in the Deans Council. Policy 217 on Promotion will be sent to the Deans Council tomorrow, and these policies should be ready to make any changes they want, voted on in two weeks and then sent to Faculty Senate and Human Resources. The Faculty Salary Policy 245 is almost done. He ran into some delays regarding the HEPC reliance on SREB numbers, and the inability of the SREB to provide us with the detailed numbers that we really need. Then it will go to the Deans Council. All of these policies should be ready in the next month. Also he is working on the master plan this year. We have a Vision Conference scheduled for April 9<sup>th</sup>. This will be a half-day of events with lunch. We will have folks from on and off campus come in and look at things through that event. Then we will have discussion, input into process and hope to have the plan completed by the end of the academic year and to the board by the August meeting. The budget and planning process is in the works. Last time we spent about three hours on spreadsheets and hope that will occur next Thursday. The Black and Gold Opportunity Plan will roll together some things we already do and come up with a way to attract new students. We welcome any input, please send to him and to your Dean. The p-card issue an on-going discussion last week or so. Stephanie Hooper and he will attend the Deans and Chairs Council. The Deans and Chairs have put together a list of what they would like to see. It works to decrease spending at end of year and is not meant to be a punishment. We start the year with certain assumptions on revenue, and often they do not have the revenue they anticipated so we need to strap it on. He has been told no purchase order has been turned down. Lastly, the Great Teachers Seminar will be held this summer. Expect a memo soon. E-mail will go out to all faculty members tomorrow about this. WLU will pay for a double occupancy room and mileage to and from the conference. Two slots are available for WLU. Judy Stechley said she attended last year and it is out-of-the-box and a terrific 4-day conference. This will be held June 16-19<sup>th</sup> this year.

Brian Fencil asked a question about the planned tearing down of the Annex and a concern for the decision-making process. The history of WLU says they will tear down the building before a new classroom is built. The plan is developed so that the classroom needs 840 sq. feet as planned by someone who has never thrown a pot in life. Why are they tearing it down? The building has issues but he is not sure what the rationale is.

Faculty Development Funds: February 1st deadline for \$200.00

Faculty was to either have submitted a request for reimbursement or let us know they were going to do so. Money moved into general fund for faculty and is being used for other faculty needs. These are approved on a first come first serve basis. Examples are trips and requests that have been on Dean's desk that were unfunded before, but now can be funded. A question was asked about previously underfunded travel. If travel has already occurred the business office cannot go back and retroactively fund that.

A question was asked about the status of the Merit Committee. The Provost stated he would look into that. Darrin asked a question about the Faculty Salary Review Committee required yearly meeting. The Constitution and By-Laws state that this should occur every year, yet two years ago, Jack Wright decided it did not need to happen. Since the BOG has shifted the reward to faculty for a job well done from the previous summer dates for this meeting to January when they see how many students are enrolled. The meeting seems to be shoved to the side and is important now with all budgetary concerns. Are merit raises from last year really going to take effect? The meeting was supposed to be in January, and now it

is February. The last time was to be when budget submitted and got a response from HEPC> he can't imagine that we have not gotten a response from HEPC for last year's budget. He offered to help, but was told it was jack's job and keep out.

**ACF Representative:** *Sylvia Hawranick-Senften.*

Sylvia sent e-mails out with information about the legislative bills going on. She gets 60 e-mails a day on all legislative issues going on and has heard from one person in last 6 weeks on these legislative bills. Please read her e-mails. She makes things as concise as possible given the amount of e-mails she is getting from ACF and legislative people and has not had much feedback from constituents. Please be engaged either with her or your legislators. There are several bills you need to pay attention to including: *Senate Bill 409*: The critical components of Senate bill 409 includes transfer agreements between community colleges and 4-year institutions that have to do with seamless and portability of classes. In other words, an English 101 course at Glenville is the same as one held at Fairmont, and as one at WV Northern. The strength is that students can transfer credits more easily. The weakness is that what students take at other schools is not necessarily the same. Faculty credentials do not always afford the same level of education.

*Sen Bill 330*: This was approved last year, and involves relative market equity and salary equivalence. This has gone by the wayside. In December Fox-Lawson turned in report. It was not beneficial and not fully developed. The committee acknowledged that it was inadequate. They then offered Mercer a contract to improve and correct the Fox-Lawson report but Mercer turned it down. So the legislature has no data on the Senate Bill 330 with the result that it is unfunded. Legislators had nothing to work with. Higher education legislative day coming up and she would like input from colleagues to take down with her.

**BOG Representative:** *Frank Noble (absent)*

Linda will send Frank an e-mail requesting the BOG reports sooner. Last BOG was on December 12<sup>th</sup>.

**Committee Reports**

**Academic Policies and Procedures:** *(Jim Crumbacher) absent, no report.*

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

Darrin recommends a conversation with business office regarding the end of the year expenditures and process that they go through. This is a good time to bring up the idea of an operations manual. There is a problem with travel requests because the form now requires maintenance signature. Pat Henry requires us to run around getting all signatures from Chair and Dean, THEN find out if there is a vehicle available. If no vehicle is available, then the paperwork needs to be done again or the trip cancelled. Chris Barrack noted that per maintenance policy if you are requesting multiple vehicles for single trip, you need separate paperwork for each vehicle. Maintenance has implemented a policy to detriment of faculty. The larger issue is that if we had an operations manual, with the process delineated, then a lot of problems would go away. He recommends that a policy manual will assure that the job still gets done if someone is not there and it will also hold them accountable if they are inefficient. The Provost noted that the business office is in the process of creating an online travel request.

**Personnel and Policies Committee:** *(Dominique Hoche, Chair)*

Policy status covered by de. crw

**Student Advising Committee:** *(Tracy Zang, Chair)*

I met with Scott Cook in January and discussed the Faculty Advising Workshop and topics to be covered. He expressed considerable concern about the numbers of students seen by the Registrar's Office that are ineligible for graduation every year due to poor advising. I suggested developing an online student advising handbook for faculty advisors to help advisors find advising and course information more easily. This would be especially useful for those faculty members who advise students that have a minor in another department or college on campus. We discussed potential barriers such as maintenance of links and the increasing pace of new curricula and changes in the last two years. The committee met and discussed the upcoming Faculty Advising Workshop. The Registrar's Office generally reviews processes such as WINS, basic graduation requirements, pre-registration, etc. at advising training. We discussed breakout session possibilities as well as practical advice from a veteran advisor, developing a relationship with the students and the student perspective. The committee felt that it would also be useful to have more data on the student perceptions of advising here at WLU through a survey. We will be developing that this month. Please send any input or advising concerns to any of the committee members or to me at [tracy.zang@westliberty.edu](mailto:tracy.zang@westliberty.edu)

**Social Committee:** (Chris Barrick)

The Social Committee will be meeting soon to plan events. One left over issue from last semester is that the faculty lounge is now open, although some faculty had to request that the room be unlocked this week. Staff members who would like to use the faculty lounge have approached the Social Committee. Chris asked the Social Committee and they did not have a problem with it. Shannon Halicky commented that last year the committee felt that it should be a staff and faculty lounge and the president said no. Lastly, the question was asked if it could also be student lounge as well?

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

The Green Committee met January 30, 2014 and discussed the acquisition of recycling bins with grant money, budget modification to increase number of recycling bins purchased, the process of educating the campus population about program, overseeing the program, Fall of 2014 as the initiation of program and money saved (\$6.50/ton) by recycling. They also discussed WLUEED 2 scheduled for Wednesday, 23 April 2013 in Ballroom of College Union. They have acquired nine commitments for the program, and are waiting upon three others. They also discussed additional programs, corporate sponsorship from Kroger and/or Riesbeck's, refreshments being funded by the President's office, and decided to eliminate evening movie from program due to poor attendance. Regarding the GIC working with Sustainability Council they discussed the Sustainability Council's next annual budget for information and education programming, and working with the GIC to create a Sustainability Action Plan. The committee compiled a list of green ideas to be disseminated campus-wide, and voted unanimously to invite Kate Billings, the new Campus Activities Coordinator, to join the GIC. Any questions or comments, please contact Dave Thomas, committee chair at [thomasdj@westliberty.edu](mailto:thomasdj@westliberty.edu)

**Announcements:**

1. Textbook issue: WVU policy is identical to BOG. They lifted the WVU textbook policy entirely and changed WVU to WLU. HEPC does not mandate this policy; it is a WVU policy creation. They will pursue changing this policy as the Senate voted for Frank Noble to take the question to the BOG meeting.

**Action Items:**

Shared Governance: A motion was made to accept the policy on Shared Governance and seconded. Linda noted that Dr. Crawford had sent her an updated version a few minutes before the Senate meeting that we have not seen. A motion was made to table the motion until we send out new information. The motion was seconded and approved. The Provost noted that comments were solicited and he would still appreciate these. There were also copies of an e-mail that Susan Herrick provided regarding shared governance made available to Senators.

**Faculty Forum:**

1. A question was asked as to the rationale for cancelling the Dean search. The Provost responded that cancelling the search provided a savings of at least \$200,000.00.

2. A question was asked regarding the General Studies Assessment Committee and the preliminary assessment stage. The Provost replied that they are collecting assessment data and not looking at changing courses in or out but looking at the process of how that would happen. Shannon further asked what is the oversight process and how will this be communicated to faculty? The Provost responded that every college is represented. First proposals go to the Deans Council. Any curriculum changes go to curriculum committee. It would be a good idea to bring information to the Faculty Senate. A concern is that cancelling courses will drastically change certain departments. Ryan McCullough responded that as a member of the committee that each college is represented, and listed the committee members as follows: Aaron Massey, Jeremy Larance, Matt Zdilla, Melinda Kriesburg, Ryan McCullough, and Tracy Tuttle-Hudson. He encourages that anyone concerned talk to the committee representatives about this. They are collecting data currently in limited ways and focusing on what the student learning outcomes should be in general studies. A concern was brought up that this is a small group that affects people's enrollments, whether up or down. Whole programs can hinge on a particular general studies course that has been taught for the last several decades. If a course is then cut, nationally accredited programs will fall.

Sylvia commented that some of the legislative bills under consideration might affect statewide general studies requirements due to the difficulties that students have in transferring courses. The HEPC have looked at each colleges general studies as part of their master plan and found common trends amongst the schools and developed their requirements from there. Linda suggested that comments on this issue be directed to the Personnel and Policies Committee at [Dominique.Hoche@westliberty.edu](mailto:Dominique.Hoche@westliberty.edu). This is in process, and before the final decision, we should require that our representatives on the committee hold a department meeting on these issues before final. Linda also suggested that this committee send out minutes to keep faculty in the loop.

3. A question was asked as to whether students would be updated as Honors students in WINS so that they can take that information into advising. The Honors College students are told that it is up to them to take advantage of the early registration they are entitled to. There is currently no way for an advisor to identify that they are an Honors College student. Many faculty members agreed that we should be notified. Shannon replied that she has requested this in the past and will request it again.

4. A concern was expressed about number of classes and hours that Jr. faculty members are teaching. Should we have a cap on the number of classes faculty members are permitted to teach in a semester to prevent abuse of Jr. faculty? Discussion ensued. The Provost commented that this could be addressed in policy change and perhaps we should set a maximum course load. The concern is that the Jr. faculty may feel pressure to teach more courses or is it that the faculty member does well with workload and to cut back on adjunct use. One example is of a faculty member who teaches 10 classes in a single semester.

They may not want to do it but if they are non-tenure, or tenure track and up for review, then they may feel forced due to possible repercussions. While the chair should address this issue, it is possible that the chair is the one pressuring the faculty member. Linda suggested directing comments on this to Dominique Hoche of the Personnel and Policies Committee at [Dominique.Hoche@westliberty.edu](mailto:Dominique.Hoche@westliberty.edu). Senators should also discuss this with their constituents and send feedback to Dominique. Dominique requested that we tell her whether we want her committee to pursue this or not, and why or why not. Please talk to as many people as you can.

5. A comment was made about the issue of pre-requisite courses. For example, a student who does not meet the pre-requisites for a course but is allowed to register for the course because every student is able to register for courses without meeting pre-requisite requirements. Then the student is upset because they now cannot get into other courses they need when they are told they cannot take the one they registered for without the pre-requisite. The Provost noted that pre-requisites should be included in Banner so that it prevents students from registering unless they meet the pre-requisites. Advisors should address this although students can register without the advisor meeting and alternate PIN if they wait until later in the semester, and circumvent this requirement. A comment was made that there is no way to fix the failure issue in Banner.

6. Linda brought up a concern about the evaluation of instructor questionnaires that students fill out at the end of a course. She received an e-mail that noted an article indicating that at least four of the questions they are asking here at WLU on the evaluations are questions included in the article as ones that should never be asked. She indicated that we should address this issue. Please send any comments to Linda at [lcowan@westliberty.edu](mailto:lcowan@westliberty.edu).

7. Linda announced that a student, Erin Fields, has asked for time on the Senate agenda. Her concern is for those who live here on weekends. The streets and sidewalks are not cleared of snow so that students can get to the cafeteria. Linda also noted that she had 100 parents on campus this past weekend for an ensemble contest and the conditions on the roads, parking lots, and sidewalks were hazardous. Sheli also mentioned that she had some students who were cut in a fall on ice recently. The whole staircase was covered by snow completely. The Provost stated that he would speak with Jack Wright and Pat Henry on this issue.

8. A weather concern was brought up. A suggestion was made that weather delays should be announced earlier. The Provost noted that the decision made about 5:30 to delay based on consultation with the Security Police who go out and drive the road.

4. A concern was brought up that Jr faculty members who write grants in the sciences feel bullied by Jack Wright due to being told angrily that they didn't do things right, and comments such as 'I don't know why you write these grants, it is so much work for us'. This makes the faculty members not want to go find grant money. It is a disrespect issue.

5. Another faculty member noted that the tenor here at WLU focuses on the Business and Finance office. They are the windows of our university. A recent experience occurred in the Business Office when parents were standing there on a campus visit. She got a rejected notice thrown back at her with major bad attitude from the WLU employee as if she had committed a crime, and it was clearly overheard by the visiting parents and student. This is a pattern that needs to be addressed.

6. A concern was brought up about the short timeline from the last day and time of finals to the date that final grades are due. We say we want to be more writing intensive, yet do not grant enough time to grade blue book essays. Her final is on Friday, and graduation is on Saturday. There is no way she can give an essay blue book exam on Friday of finals week and have the grades completed by the following Monday. Every other university gives at least a week after finals week for grades to be submitted. This minimal timing for grading after finals week ends cannot support writing across the curriculum.

7. A faculty member raised the question as to whether WLU will ever be able to get to a plus or minus grading system instead of just A, B, etc. This is a disincentive to work harder if a student has a low grade of an A.

A motion to adjourn was made and seconded. The Senate adjourned at 5:32 pm.

Respectfully Submitted,

Tracy A. Zang,  
Senate Secretary