

**Senators present:** Linda Cowan, Lihua Chen, James Crumbacher, Maurice T. Lockridge, Craig Crow, Judy Stechly, Ken Sexten, Aaron Huffman, Richard West, Christopher Barrick, Brian Fencel, Ryan McCullough, Sarah Davis, Sylvia Hawranick-Senften, Corey Reigel, Hollie Buchanan, Jon Serra, Kate Tennant, Tracy Zang, Matthew Zdilla

**Absent members:** Darrin Cox, Shannon Halicki, Dominique Hoche, Bonnie Porter, Sheli Bernstein-Goff

**Honored Guests & Ex Officio:** Robin Capehart, (President), Melinda Kreisberg (Interim Assistant Provost/Associate Professor of Biology)

**Absent:** Brian Crawford, (Provost)

Senate was called to order by the Senate Chair Linda Cowan at 3:03 pm

**Approval of Minutes:** A motion was made and seconded to approve the minutes for April 16, 2013. Minutes were unanimously approved.

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

**WLU President:** *Robin Capehart*

The president welcomed all faculty members back this semester. Student numbers are down about 60 or so students from last year. This means that our revenues are down about \$440,000.00 from what was anticipated. The dorms were a big loss with about 60 spots decreased from last year. Graduate education enrollment is up, the PA program added a new class, and out of state student numbers went up. Last year we had an unanticipated decline in the out of state student numbers. The graduate education program and out of state student numbers have brought our revenue up. Our administration is comfortable with being able to address this decrease in funding from the overall decrease in student numbers this year, but we are concerned about next year. The University Council later this year will provide more insight. He also outlined three issues of concern for this year. The first is an expected budget cut of 7% by the state legislature for next year. The president met with representatives from all WV universities and colleges last week to try to work on this issue. The president then outlined approaches to decreased state funding. First they have been and are continuing to grow the top line. Investments in particular programs have helped with growth in this area. In addition, they are looking at increasing efficiency and cutting expenses. While cutting expenses, West Liberty must still invest and take calculated risks that will bring in returns. The second item for this year is Senate Bill 330. This bill is complex and has things in it that they were not aware of when the bill was explained to them. The last item is the ease of burden. This involves the fact that the two big research institutions can do a lot electronically that other WV colleges cannot.

**Provost:** *Dr. Crawford – absent - at HEPC meeting in Charleston today.*

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

1. Sylvia sent out the ACF report to the faculty on August 30th. There are several items in the report that should be on our radar including the upcoming legislative session.
2. The HEPC Report involved several areas of emphasis for the year. They are distance education, international education, and the connection between K-12 and higher education. They spent quite a bit of time on the Common Core or Smarter Balance Competencies that are requirements for K-12. These

are important to us because the natural sciences, social sciences and the humanities areas, the high school student is expected to come in with specific competencies in these content areas. The component in higher education is what do we expect our students to know when they get into the higher education setting. This may impact developmental education and expectations for english 1 & 2, and the humanities courses. The education department can help us to make any necessary curricular changes to deal with this. The links for this are included in her report.

3. PEIA: WVU did a presentation on the costs of PEIA to institution and individuals. They are trying to bring in freedom of information requests to find out what the actual cost to the employer is for employee coverage. This is based on participation, and the rate of return not very good.

4. Senate Bill 330: Discussions are being held on this throughout the state. Senate Bill 330 has to do with relative market equity. This term is used in Senate Bill 330, although Sylvia was unable to find anything in the literature on relative market equity. Classified employees and faculty will be divided and evaluated based on discipline and ranked based on a regional comparison. A comparison between each of the classifications will be made with the expectation that you are within your relative market equity. The challenge is that there is a 10% margin of error. Fox Lawson is the consulting firm pulling this proposal together. The relevance and breadth of the information has been called into question and also how the bill will be implemented. The question is which region we use to determine relative market equity. The Presidents Council, the Association of Classified Employees, and the ACF are all following it closely, and looking at the recommendation of the Fox Lawson report. The ACF tried to block this in order to have faculty input but Senator Plymale was adamant. There is high potential to get every classification upset with each other with this bill. Nobody likes it, but Senator Plymale continues to support this and last month passed a resolution that it will go forward. It is very confusing and flawed and no one seems to understand it. The impetus of the bill seems to come from a particular group of senators concerned about rate of pay at an institution that was their primary constituency. The original bill was for classified staff. Currently we have the Mercer scale that is completely outdated.

Linda commented on the help that Jim Stultz from Human Resources gave Sylvia before she went down to the ACF. Mark Tour was giving presentation and Sylvia was able to ask pertinent questions. The fundamental issue is that the bill is flawed. Sylvia will continue to report on this.

5. The HEPC Master plan is up for renewal. The three issues are access, success, and impact. Paula Tomacik had meeting with individuals across campus to begin reporting data. The HEPC Master plan is available on HEPC web site.

6. Approval of the ACF legislative plan for the upcoming year.

There are three areas of the ACF Agenda, one for the WV legislature, one for HEPC and one for our own institution. Protect higher education from further budget cuts, resolve the PEIA problem, refine and strengthen Senate Bill 330, to support HEPC requests for funding of a transfer articulation portal. HEPC issues include the following: advocate maintaining and increasing the percentage of faculty who are full-time, to assure higher education faculty with Senate Bill 359 which is the Smarter Balanced Common Core she described earlier, and to continue progress in shared governance with the ACF and HEPC. Under our institution agenda items include: to promote the transition to Smarter Balance and Common Core with the college connection, advocate for faculty personnel issues including salary compression and release, staff and stability and shared governance, promote institutional transparency, and to remove barriers to reverse transfer for students.

A motion was made and seconded to approve the ACF agenda. The motion passed.

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

Frank has a 2:00 pm class this semester. He sent his report to Linda and also e-mailed it to the faculty. Frank highlighted Focus 20/20. The president is working on a strategic plan for the university. Dr. McCullough will be working on the Smart Campus Initiative, which will focus on five inefficiencies throughout campus, not yet determined, and try to make those areas more efficient. Linda will see if Dr. McCullough will be able to come speak to Senate about this. The next BOG meeting is the day after our next Senate meeting in October.

**Committee Reports**

**Academic Policies and Procedures:** Vacant - to be elected

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

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

**Student Advising Committee:** Vacant -to be elected

**Social Committee:** Vacant -to be elected

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

Dave wrote a REAP grant for \$65,000.00 during the summer, and he is waiting to hear the results of that grant application. He expects results sometime in November. The Green Committee will be planning for the next WLU Environmental Education Day, to be held in April of 2014. The GIC has three committee members including Lihua Chen and Dave Thomas, on the President's Sustainability Council, and they will be focusing upon the environmental aspects of this committee.

**Announcements:**

1. Faculty senate apportionment: There is a discrepancy between apportionment amount in the Senate by-laws. One source says 15% one says 20%. We need to decide and fix this. Linda has a document prepared with both scenarios and showed it to deans. We will be getting info on this in the next 3 weeks, so be ready to vote on this soon.
2. Graduate representation: Brian Crawford suggested we add a graduate program representative to Faculty Senate. We should have one for the PA program and we need to add by-laws to address this. A suggestion was made to give the 4<sup>th</sup> open position from health sciences to the PA program for this year until we have made changes to the by-laws.
3. Faculty development: Research grants (mini-grants) are due the 27<sup>th</sup>. Crystal sends a reminder that the deadline is coming up soon; so don't forget to get these in on time.
4. Faculty Development Funds: Linda asked Judy Carney to send an e-mail about the use of Faculty Development Funds. These have been underused in the past. The first year 9% were used by faculty. Linda will be sending out an e-mail to encourage faculty members to use these funds right away. Either submit for the funds OR see if you can encumber them so that the funds are not lost. Brian Crawford thinks that if funds are left, these funds should be put into the faculty travel account. Let's give the

money to someone else who needs it. By Feb. 1<sup>st</sup> we will take whatever money is left and not encumbered and transfer them to travel or other funds. Linda suggests that we use them for memberships because if you use it for books or journals or items, the university owns those items. If you use them for memberships then they are yours. A question was asked about travel money. What about increasing the \$200.00 from the Faculty Development Funds for those individuals who do use it when it is applied to travel? Linda will talk to Brian Crawford about this. Thank you to Craig Crow who will be taking over the Faculty Development Funds program and is learning ropes from Judy Carney. Expect an e-mail tomorrow with links to the forms page.

5. Update on the faculty lounge: Shannon Halicki sent out a poll to faculty last year. 50% of the poll respondents requested a faculty lounge. Over the summer the president designated a space for this purpose. Shannon and Linda bought some furniture for this for the space in the union using the allotted \$300.00. This will be designated faculty lounge. The new social committee chair will take this space over. Whoever is elected to the social committee chair position, please see the president about the Faculty Lounge. Also Brian Fencl made a suggestion about using faculty art for the faculty Lounge.

6. Faculty travel requests: Travel training was held last week. Part of that training was an important document acknowledging that you have received the travel training that must be signed and turned in. Linda showed the Travel Training booklet.

7. Regarding the Professional Development Council (PDC) that happened over the summer: One of the things the president has established is the Professional Development Council. The Faculty Senate Chair is a representative on this council. Melinda is the Director of Accreditation and Academic Planning and is the Chair of the PDC. There will be a Deans representative and a faculty member at large, and also Judy Carney as the Faculty Development Fund representative. The Professional Development Council will address the following issues: faculty reimbursement, executive fellows, faculty development grants; faculty development workshops, moneys that go to the deans, faculty development awards through the colleges and faculty excellence awards. Faculty Development workshops are being co-directed by Tammy McClain and Jeremy Larance.

For next Tuesday, September 24th at 2 pm in Alumni Room, Wally Hastings will be the point person and talk about what they can do to help all of us in writing situations and what they do with students in the English 101 and 102 courses. He will clarify important writing baselines that we should expect from students. This workshop is called 'Writing at WLU.' There will be a series of these workshops. If you have any ideas, please send them to Jeremy and Tammy. Linda said Stefan Robinson sent one of the books used in course. This was born from the LEAP breakfasts held last year. Faculty suggested that it would be nice to know what faculty in other areas do. Research presentations will also occur. This will keep some communication going between departments and colleges.

8. Linda spent a good deal of time over the summer with new faculty orientation. They took over faculty orientation with help of Ann Rose, Scott Cook, Bev Burke, Crystal Lorimar, and Melinda Kriesberg, etc. some of this was based on an e-mail from last year that requested information about how new faculty orientation can be improved. Some of the improvements came from those suggestions. They also instituted a mentor from an out of college and out of discipline mentor. Melinda commented that they hope to coordinate efforts, avoid repetition, and increase campus culture.

9. An announcement was made that any faculty submitting travel requests check with Anthony Sallino first. You must have appropriate testing to make sure you are good to go.

**Action Items:**

1. Election of Faculty Senate Chairs.

A. Academic Policies and Procedures nominations: Sheli Bernstein-Goff and Jim Crumbacher were nominated. Jim Crumbacher was elected as chair of the Academic Policies and Procedures Committee.

B. Student advising nomination: Tracy Zang was the sole nominee. A motion was made and seconded to elect Tracy as the chair of Student Advising. The motion passed.

C. Social chair nomination: Christopher Barrack was the sole nominee. A motion was made and seconded to elect Christopher as the chair of the Social Committee. The motion passed. Linda made a suggestion that Faculty Senate can also sponsor some faculty get-togethers. Shannon Halicki, the former chair will share results of poll taken last year with the new committee.

2. A motion was made and seconded to move the Faculty Emeritus election up and was approved. A motion was made and seconded to recommend Professor Paul Padgett for Faculty Emeritus. The motion was approved.

3. Procedure 017 (Reporting absences): In the procedures section of the faculty handbook, Procedure 017 states that e-mail notification of any absences is not allowed. Linda suggested that we delete the word “not” to allow e-mail notification of chair. There was a suggestion to allow notification of the department secretary, but some departments do not have secretary. A motion was made and seconded to delete the wording “not” in reference to allowing e-mail notification of faculty absences. The motion passed.

4. Policy 213:

Linda asked to take 213 off the table where it was put last semester in April. A motion was made and seconded to take off Policy 213 off the table. The motion passed with one opposed and no abstentions. Last semester, Tracy Tuttle brought up a concern that a dean or supervisor could add negative documentation to a faculty member’s file at 11:59 PM and they would not have time to rebut the item. Discussion ensued about notification when something is put into the file. Brian had added that faculty members have the right to rebut items in the faculty file at any time. It does not address how we are notified when items are added to the file. Suggestions were made for language changes regarding this issue. Linda asked for ideas to be sent to either her or to Dominique Hoche, Chair of the Policies and Procedures Committee. A suggestion was made that any changes be made through the Personnel and Policies Committee to streamline the debate on wording.

A suggestion was made to table discussion of this policy. Linda advised that we give input soon. The policy has been written by the new provost and has already been to deans. A concern is that nothing in policy that indicates who CAN put information in the file. All others have access to the file on the basis of need to know. It does not spell out who has a need to know, or who has the right to put information into the faculty member’s file. There was a concern that some faculty would not be available during office hours to look at the personnel file. However, the long-term plan is to take the file electronic and then it will be available after hours. Linda will be sending out an e-mail detailing concerns with Policy 213. Please read and respond before the next Senate meeting. Another concern is that Policies 214 and 216 have not been looked at yet. A motion was made and seconded that we postpone consideration and table the Policy 213 motion until next month when the Provost will be at Senate. The motion passed.

**Faculty Forum:**

1. Check your calendar to see if this time works for next semester. If we have a huge problem, we may need to think about moving the meeting time and day. Please get back to Linda on this before the next meeting.
2. Parking: A concern was brought up that some faculty such as education faculty are on and off campus so much for student teacher evaluation that they cannot find place to park when they return. A suggestion was made that dorm students park in a secure lot by tennis courts. We often see cars in employee lots the entire semester that never move. There should be designated lots for dorm students, commuter students, and faculty. Student government is also pushing for a long-term or tiered parking system similar to an airport approach. A suggestion was made that the Senate Executive Committee draft a resolution on this issue. Discussion ensued.
3. Regarding the WFF cleaning group: They seem to have a high turnover of people from one month or year to next. There are still many issues with areas not being cleaned effectively. They might have 2 people for all of Main Hall. This leads to low moral among WFF employees. Last year the most convincing pieces of evidence were photos of garbage piling up in lounge areas of dorms.
3. Linda suggested that we ask Jim Stultz come in and talk about Senate Bill 330 and to discuss access to the personnel file and faculty confidentiality and privacy rights in reference to their faculty personnel file. Senate agreed.
4. A suggestion was made regarding online courses and proctoring exams that we should have a proctoring place designated where persons are hired to proctor exams so that we don't have to give exams in classroom. The faculty could deliver exams to proctor, for any class, not just online courses, and give the exam to students during 10 day window.

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

Senate adjourned at 5:00 pm

The next Faculty Senate meeting will be on October 15, 2013 at 3 pm in Arnett, Room 202.

Respectfully submitted,

Tracy A. Zang,  
Recording Secretary