**Senators present**: Linda Cowan, Lihua Chen, Greg Chase, Judy Stechly, n, Aaron Huffman, Herb Minch, Matthew Inkster, Jim Haizlett, Jeff Pfister, Aaron Harper, Jeremy Larance, Sheli Bernstein-Goff, Susan Herrick, Corey Reigel, Ronny Warrington, Tracy Zang, Jon Serra, Matthew Zdilla, Dave Blowers, Rick West.

**Absent members:** Robin Capehart (*President*), Frank Noble *(BOG Representative),* Ken Sexton,Fuhua Chen,

**Administrators and Honored Guests:** Brian Crawford (*Provost*), Sylvia Hawranick Senften *(ACF Representative)*, Dave Thomas (*Green Committee Chair*), Karen Kettler.

*The meeting was called to order by senate chair Linda Cowan at 3:30 pm.*

**Approval of Minutes**: A motion was made and seconded to accept the minutes as presented. Minutes approved.

**Administrators**

**Robin Capehart,** *President- absent*

**Brian Crawford,** *Provost*

The Provost thanked faculty members for their work on Policies 214 and 215. He stated that the budget process is ongoing, and they continue to look more closely at issues and will be making decisions soon. He knows there is concern about several faculty positions that are open currently. The Provost discussed the feedback he received on the Academic restructuring initiative, and thanked everyone for the 23 separate pieces of input that included groups of faculty, individuals, entire colleges and administrators who responded. They will be working on this for the next couple of weeks to put together some models that will then be put out for comment. Then we’ll have the entire month of February for comment.

**Sylvia Hawranick Senften *(ACF Representative)***

Documents were sent out last week on both LOCEA and the WV Title 133 on the transferability of credits. This is an issue HEPC will be addressing. Please look at the Title 133 regarding the transfer of credits. Secondly, the LOCEA document consists of notes that were taken at a legislative oversight committee. There are two issues on the LOCEA list that we need to look at. One is Senate Bill 330. We now have a new Vice President for Human Resources by the name of Trish Clay. She is to follow through on the mandates from SB 330. There has been a request for proposals that has gone out, and she is to do a new market equity study specifically on faculty salaries. Also we need to look at another component from that meeting on the ratios of classified staff and faculty ratios. There are requirements in the bill that we must comply with. She is not sure where we stand with those ratios. Jim Stultz would be able to respond on that. The ACF has not met since the end of November. We tried to promote a unity agenda this year with classified staff and with Presidents Council. Sylvia stated that she has given out brochures at past meetings and if anyone would like one, please let her know.

*Current ACF Initiatives:* There are a number of new legislators in session now. Be sure you are using the most updated list. There is a main fax number and contact number for legislators on their web site. Regarding the Power Point that she sent out on how to navigate legislative sessions. She has been doing some bill tracking including the Budget Bill that still includes a permanent $1,000.00 increase for all state employees at this point in time. The bill sent out by Jim Stultz involving OASIS was one that she had not heard of yet. Going through OASIS, the new statewide accounting computer system, complicates things especially in regard to the nine-month salaries that we as faculty have in higher education. As she gets updates on new bills, she will send them out.

***Frank Noble – Board of Governor Report – no report.***

**Jeremy Larance (*General Studies Committee Chair*)**

The General Studies Committee is looking at mistakes that were made on a set of instructions using live text and on the instructions implementation. General Studies were given instructions that did not connect the rubrics correctly. They will be meeting in February to review what went wrong and right, and then correct it. They will then create a set of instructions including videos to show instructors how to connect the rubrics so that the data is collected properly. The plan is to roll out Live Text as much as possible into General Studies for the Fall semester.

Once they get the loading of rubric ironed out, they will be able to focus on the data. Half of the data collection worked well and provided lots of data, and the other half of data did not load or provide much data for this first trial. They were going to try to roll this out gradually, but if they can get things figured out, it shouldn't be hard to roll out in the fall. It’s just a matter of clicking on the right thing. Some students paid for Live Text and did not get much use out of it. Jeremy said that he made an effort to use it for a portfolio and some other things so students would get the most out of it. -All Education 100 students have to purchase it and they use it in every course. Jeremy recommends that if your program has a portfolio, you should look into using Live Text.

**4. Committee Reports**

**Green Initiative Committee Minutes -** *David Thomas (Chair)*

Recycling Program: We will kick-off the January term with 800 desk-side recycling baskets (14- and 28-quart) and 400 (32-gallon) containers. Our motto is *Blue is the new Green* because our recycling containers are blue. The WV Department of Environmental Protection gave them a grant of $24,000.00. Dave thanked all the members of the Green Committee. The President’s Council of Sustainability also joined the effort recently. Jim Haizlett’s graphics class provided graphic design, Bo MConnaughy is the monitor for the recycling program, Ed Stewart processed the paperwork and Shelley Klatt helped with processing containers. We had a WTAE spot yesterday evening and got a plug in the local paper for the program. We currently have 432 gallon containers that will go on every floor. If you see a need, contact green@ westliberty.edu. We also have a web site set up by Jim Haizlett’s class, called Ebb and Flow. Each classroom will receive a container, and he has also been putting containers next to wastebaskets in the library. Each office will also get a recycling container. This is single-stream recycling by Republic Waste from Neville Island in Pittsburgh, which means that everything goes into same container including paper, cans, glass and plastic. That will be sorted off campus. Current problems with our recycling process include emptying and compressing containers. All containers must be empty of food or liquids. It is recommended that you compress bottles, such as water bottles. (He demonstrated compressing a water bottle by simply pushing on it from the top down with the lid off.) They are looking at a potential funding problem but he thinks we may be able to work it out. Recycling will save over $2,000/year because we don’t have to pay for the tipping fee at the landfill. The committee is working on eliminating Styrofoam because of its environmental impact also. There were some questions for Dave from the faculty members about recycling ink or toner, and about shredded paper. Ink and toner cartridges are recycled through the IT Department. Shredded paper is accepted, but it must be contained. Other notes from the Green Committee:

- Recycling Education: Ebb and Flow graphic design productions and web-site and flyers which indicate what is to be recycled and what is not, and visits to classes and organizations about recycling protocol.

- WVU’s Recycling Controversy: WVU has given each employee a recycling container and has removed wastebaskets from every office, and the university maintains that each employee is responsible for his/her own garbage. What are the possible ramifications?

- MRF (Multipurpose Recycling Facility) Visitation: Those interested in visiting Republic’s MRF on Neville Island in PA are to contact Erica Deyarmin (of Greenstar Recycling) at 412-463-7913.

- Green Apple Day of Service Award: Partnership between Vishakha Maskey and Pat Henry saved WLU $1,019 in utility costs.

- WLUEED-3: Scheduled for Wednesday, 22 April 2015; participants and volunteers needed.

- Other concerns: Contacting sources to print recycling flyer and finding potential sponsors for WLU water-bottle promotion at WLUEED-3. They are encouraging individuals and groups (Biology Club?) to be ambassadors for the recycling program.

**Policy 214 – Matthew Inkster, Chair**

Matt presented the latest draft of Policy 214. The deans have reviewed this and made significant progress. They have taken great care to make sure that it is congruent with new policies.

Changes to note:

1. Removal of the mid-year evaluation with a provision for mid-stream adjustments.

2. Determination of merit will now be at the college level and handled by deans, not chairs or program directors. The committee is concerned that this may be affected by any future academic restructuring.

3. The new policy includes a Class Observation form (Appendix III). This class observation is by chair or program director. The dean will evaluate the chair.

4. Page 3 mentions that observations in the classroom are unannounced. It is expected that most classroom and online course observations will not be announced in advance. Committee members were concerned about this.

5. The question about professional conduct seems to be dropped from the tenure policy, but not this.

6. Performance factors will be determined at the department level still. These will need approved every year. The committee thought it would be more stable to not have to go through this every year.
7. One suggestion was to use a radically different timeline that looks at the entire academic year by moving the evaluation into early fall so there is time for the previous year to wrap up. All PA state institutions use a program like this.

- A concern was expressed that the evaluations of the chairs, deans, and upper administration require the faculty member’s name, thus making the evaluation results ineffective. It was also suggested that the planning document be submitted before the meeting to give the Chair/program director time to review it.

Please send any feedback to either the Policy 214 Committee Chair, Matthew Inkster at: minkster@westliberty.edu or to committee members. Members of the Policy 214 Committee include: Bob Gall, Katherine Hastings, Doug Schwartz, Carrie White, and Scott Glysson.

**Ethics Committee – Aaron Harper, Chair**

The Board of Governors approved a new sexual harassment policy at the end of last semester (BOG policy 32). Faculty members have been asked to complete an initial training/survey by March 6. There will be future training on the policy for the entire campus community. The ethics committee is in contact with the Title IX Coordinator about this training, but there is nothing to report on that matter for now. The ethics committee is interested in joining with other groups around campus to create an Ombudsman position, which would to serve to mediate issues in a manner separate from the current grievance process. The committee is in favor of electing a faculty representative to work with Jim Stultz and representatives from other campus constituencies on the matter. These individuals would then work with Jim to discuss parameters, costs, candidates, etc. in order to eventually create the ombudsman position.

Linda queried Jon about suspending rules. He confirmed that we could use a motion to suspend the rules and make a motion on electing a faculty senator to the committee that is exploring creating an Ombudsman for West Liberty University. The Provost gave some input: Jim Stultz submits a report each time a grievance made to HEPC. He asked for a copy of the year’s summary of higher education grievances. He found that Sheppard has had zero grievances for years, and that they had an ombudsman. So they are exploring the possibility of an ombudsman position for WLU. Discussion ensued regarding the establishment of an ombudsman for WLU and having faculty representation on the Ombudsman Committee.

A motion was made and seconded in favor of suspending the rules in order to elect an Ombudsman now at Linda’s suggestion. The motion passed. A motion was then made to elect a Faculty Senate representative for the creation of an Ombudsman Committee. The motion passed. A motion was made and seconded to elect a Faculty Senate representative to the Ombudsman Committee now. The motion passed. A motion was made to nominate Aaron Harper as our Faculty Senate representative to the Ombudsman Committee. The motion passed. Please forward any ideas regarding this issue to the Ethics Committee.

**Policy 215 – Jon Serra, Chair**

Our Policy 215 committee first evolved to look at Policy 215. Now we have been asked to develop evaluation questions for the Student Course Evaluations. West Liberty conducted two pilot student course evaluations last semester using two different systems. The College of Science used a QR code system while the College of Education used an email system called Smart Eval from Gap Technologies. The one from the College of Education was chosen by WLU.

Procedures:

- This evaluation is an online procedure. An email with the link is sent out to the student. A senator inquired if we need 15-20 minutes set aside as we did for paper forms? The committee felt that it might be good idea because it allows students to perform this in the classroom and may increase the response rate. It is also accessible on cell phone.

- *Mechanics of survey.* Instructor must not be present. Consider the existing proctor statement in the current policy. Logistical problems may make this difficult such as with night classes. A comment was made that in past there may be a few students who can sway the class for or against a particular instructor. The committee senses that we should leave it up to the faculty to decide. Students may need guidance in setting this up, especially at first. You can help them with logistics, etc. and leave the room.

- One comment was about the evaluations being conducted prior to finals week. They thought dead week would be the best time to do the student course evaluations. Training sessions will be given on campus. A concern was expressed about student withdrawals and the fact that no course evaluation is completed in that situation. The feedback would be valuable. Linda responded that this doesn’t quite fit into this policy, but at the December chairs meeting they were trained on Apex to see who withdrew and when. Perhaps this would be a good starting point to get email evaluation there. Paula Tomasik will talk to us about cost at the February meeting to help us make an informed decision. Expect an action item on this for the February meeting. A discussion was held about students who withdraw with a W/P vs. W/F. One response was that if we separate the students who completed course vs. those who did not completed, they lose their anonymity. There will be some option for teacher-generated questions. Our focus now is on questions, eliminating the jargon, and rewording so that one specific question is asked at a time. The committee has dissected the questions and produced questions they thought were more effective. We eliminated questions that asked two concepts instead of one. Individual departments and faculty will have chance to develop own set of questions to add to their set of student evaluation questionnaires. Please look for that, talk to constituents and get feedback to either jon.serra@westliberty.edu or to committee members within 2 weeks of receiving the questions. Committee members include: Jerry Duncan, Steve Crinite, Tracy Zang, Tracy Tuttle and Thersa Fakus.

*Other concerns discussed:*

- Are students aware of the pedagogical terminology
- The Likert scale used did not include a neutral position.

- Student should note their grade on the evaluation.

**Personnel Policies and Procedures Committee-** Rick West, Chair

No report.

**5. Announcements:**

- Ron Witt sent an email in December about the proposal of a $250 per credit fee, a tuition break for some students if they live in the dorms and several other items. Please respond to Ron Witt by January 26 with input.

-Don’t forget to use your $200.00 for faculty reimbursement. You can use this for various things but not for travel. You can also gift this to someone else. You must encumber the money. Send the form to Craig Crow, but remember that the form must be signed by chair.

- The Sustainability Committee is to look at WLU programs. Members include: Jean Bailey, Keeley Camden, Melinda Kriesberg, Matt Inkster, Peter Staffel, and Linda Cowan as Senate Chair. There are also Dean representatives to the committee

- We received an email from Jim Stultz that the bi-weekly payroll shift was put off again indefinitely.

**6. Action Items:** *(See Ombudsman action item above.)*

**7. Faculty Forum**

A discussion was held regarding the recent email about parking. The President is ready to move forward with the parking initiatives that include having people bid on spots that will be reserved for them as a green space. There were suggestions about fee waiving and increasing the parking violation fee to $25. A request was made about signage that is more clear about where student and employee spots begin. The President is in favor of towing now.

A question was asked as to whether the new healthcare premiums have begun yet. Sylvia responded that they begin on July 1, 2015. We should be getting a description of the plan in the mail soon, and open enrollment online.

**8. Adjournment**

A motion to adjourn was made, seconded and approved. The Senate adjourned at 5:25 pm

Respectfully Submitted,

Tracy Zang,

Faculty Senate Secretary

*The next Senate meeting will be March 17, 2015 at 3:30 pm in Room 202 of Arnett Hall.*