

West Liberty University
Faculty Senate Minutes
April 19, 2016

ATTENDANCE: Lihua Chen, Travis Miller, Traci Tuttle, Ryan Koenig, Jerry Duncan, Linda Cowan (FS Chair), Susan Herrick (FS Secretary), Jim Haizlett (BOG representative), Jeff Pfister, Aaron Harper, Jeremy Larance, Dave Blowers Sheli Bernstein-Goff, Corey Reigel (FS Vice Chair), Stephanie Meredith, Margy Bowman, Fuhua Chen, Jon Serra, Matthew Zdilla, Sylvia Senften (ACF representative). Greg Chase, Michael Aulick, Teresa Faykus, Rick West.

GUESTS: President Stephen Greiner
Provost Brian Crawford

Meeting called to order at 3:31 PM

Minutes were accepted with corrections: Page 6 regarding policy review limit
Take Matthew's name out 16 with one abstention

President Greiner: Began with the observation that the State Legislature has not approved the 2017 budget. He reported that the Governor and Assembly members have proposed or mentioned cuts from 4% to 8.5% to as high as 20% cuts in funding higher education. "The WLU administration is "preparing for the worst and hoping for the best." We have \$2 million less than we had 5 years ago in addition to the anticipated 8% decline in student enrollment in the face of 450 graduates this May. Student application for housing, graduate programs (e.g., 40 applications for the MBA). Contributing to the \$500,000 deficit for next year's budget is the decline in enrollment for summer school.

Future planning should include focusing n on the "right size" for WLU and then do the best we can to develop and maintain the quality of WLU within a given range of numbers of students.

Dr. Greiner summarized recent changes: the 5% in-state and 2% Metro tuition increases, the closing of Rogers and the designation of Beta Hall as the dorm for first year students. He admitted that it doesn't look good to have vacant buildings on campus such as Boyd Residential Hall and Shotwell Hall. "Tearing down Shotwell Hall is not an idea I will entertain."

Dr. Greiner expressed his appreciation for the many visits he has had with faculty and students since he arrived.

Dr. Greiner invited the senators to engage in a Q&A. How differential fees associated with various programs are derived remains a mystery. Their calculation is unknown to our CFO, Stephanie Hooper. There is general concern that this clearly should *not* be a mystery. Jim Haizlett pointed out that the formula should be revised since so much has changed since 20 years ago.

Major Concern: Faculty Senate made recommendations regarding several policies, which seem to have been ignored. Constituents believe that their objections should have been addressed. Thus, if there is an objection--*especially one voted on unanimously by Faculty Senate*—the administration should explain why the objection was not addressed in the policy.

Provost Crawford explained that all the comments are printed out when the comment period ends. Dr. Crawford ‘assembles’ them and provides a ‘summary overview’ for the President. Dr. Crawford and the President talk about them and then Dr. Crawford will draft a revised policy.

Aaron Harper asserted that Faculty Senate was not in favor of Policy##??? Our concerns were largely ignored. Faculty concerns and objections remain unaddressed by administration. Chair Cowan reminded us that our concerns can be raised at any time and it is our directive to do so and will be passed on to the new senate.

Board of Governors, Faculty Representative James Haizlett

Jim attended the Executive BOG meeting. He received the budget in advance so he could review it and voted against it. Jim feels that the BOG process acts perfunctorily, passing on items with little discussion or consideration. Some members had not seen the budget in advance and were expected to vote on it. It was pointed out that there were other board members who made a similar complaint at the BOG meeting.

Jim thought there needed to be more information included to fully grasp the rationale for the budget as presented and that the Deans should have been apprised of the proposed budget as well. For example, Jim wanted to see the rationale for cutting faculty lines and programs—which are major concerns to faculty.

Chair Cowan pointed out that Procedure 10 was carried out much better than last year even though there were still “shocking things” in this year’s meeting. The BOG is pressured to submit the budget to HEPC by May 1st.

Dr. Greiner explained that the review of the budget is the responsibility of the BOG Finance Committee, which makes the recommendation to the BOG to approve the budget, which is upwards of 90 pages. However in the course of the discussion, Dr. Greiner admitted that the Finance Committee has not seen a final draft of the Budget that it is “not ready yet”.

Dr. Grainer told us that he and Stephanie Hooper recognized that there is “some legitimacy to these concerns” and are talking about developing a more transparent and inclusive process in drafting the budget for next year.

WHAT IS PROCEDURE 10?

Linda asked Provost Crawford how Procedure 10 was created. He answered that it was created by Robin Capehart and has since been modified.

Senators raised concerns about discontinuing the Math Program, since math is a core science, that it was a mistake. Provost Crawford explained that it was justified due to low enrollment and that it would not affect General Studies. Students may take math courses (that support other programs) but cannot major in math. The ensuing discussion revealed that department Chairs and Deans make the recommendations for cutting programs, based on enrollment. HEPC will also look at enrollment and recommend closing a program with few majors.

Regarding cuts in personnel, Drs. Crawford and Greiner explained that the cuts were a combination of 6 retirements, 3 resignations, and contracts that will not be renewed. This next year, there will be new hires in Education, Criminology, Nursing, Math, and Exercise Physiology.

Chair Cowan thanked Jim Haizlett for his diligent and refreshingly active service as the Faculty Senate representative to the BOG.

Advisory Council of Faculty Representative, Dr. Sylvia Senften

As has been her plea this entire semester, Dr. Senften urged us to contact our legislators to fund higher education and PEIA. PEIA is now increasing premiums and decreasing coverage to compensate for this lack of State support. She advised us to be vigilant regarding these factors as we select our health plans during this open enrollment period. The HEPC web site reveals the Series II policies on Finances as well as the tuition summaries for 2- and 4- year schools. HEPC's next meeting is June 24th, 2016 to approve operating budgets for 2016-2017 by July 1st, 2016.

Dr. Senften noted that **Dr. Tifani Fletcher** will represent WLU at the Great Teachers Seminar this summer.

Finally Dr. Senften encourages the senators to alert their faculty to check for consistency between the criteria outlined in their letters of appointment and their final evaluations, particularly after mid-year changes (e.g. plans to travel and present had to be cancelled) due to budgetary constraints.

Provost's Report, Dr. Brian Crawford

Dr. Crawford stated he would be reiterating his previous reports at the General Faculty Meeting on April 20 and so he fielded questions. Dr. Cowan asked whether there was any thought to pulling out of Oasis as did WVU and Marshall. Dr. Crawford said it was not an option for us and that Oasis would be in place on May 14th, 2016 and the first bi-weekly pay would be June 10th. He directed us to obtain more specifics regarding Oasis and Kronos from Diana Harto, who will be reporting at the April 20th General Meeting.

ACTION ITEMS

Policy 214, Annual Evaluation of Faculty: Traci Tuttle, Jon Serra and Travis Miller met to review the policy further. Their main recommendations were that the evaluator (usually the Department Chair) would have to present *an individualized*

plan for improvement to the faculty whose evaluation was less than satisfactory so that the criteria would be made clear and to obviate the potential for abuse. As written, currently the policy allows the evaluator to opine that performance is “unsatisfactory” *without explanation and without evidence*. The revisions were sent to the faculty. There were also revisions to match the *high merit* with exceeds expectations, *merit* with meets expectations, and *no merit* with needs improvement categories. Further, there should be an acknowledgement that the advisory consultation occurred regardless of whether there is agreement or not. Dr. Serra pointed out that these recommendations provide protection for *both* parties, assuring that what is stated is not arbitrary or capricious (and assures *due process*).

→ It should be noted that Policy 214 was *not revised* by the administration to address these deficiencies. It is the hope of the 2015-16 Senate that the new senate will continue to lobby for these necessary revisions.

→ The motion to accept Policy 214 as originally presented by administration was voted: 18 Nays with 1 abstention.

→ The motion then was made, seconded, and voted unanimously (16 yea with no abstentions) to accept Policy 214 with the recommended revisions (outlined above) by Dr. Tuttle.

Policy 201, Unit Head Evaluations

The major changes are that the evaluations will be conducted anonymously and online to increase the likelihood of participation. However, it was pointed out that in some departments and programs, there might be only one evaluator, thus precluding anonymity and inhibiting the evaluation. Dr. Crawford explained that the survey questions will be modified by the Chief Human Resources Officer and approved by the President. Faculty were not involved in formulating the evaluation questions of their Unit Heads. It was raised that Unit Head evaluations might include students. Dr. Crawford said most students do not have interactions with Unit Heads but that we could include questions in the graduating senior exit interview.

→ Vote to accept Policy 201 was carried by a vote of 15 (unanimously).

Policy 252, Designation of Course Credit Hours: Dr. Crawford reported this policy is necessary to fulfill HLC requirements that meet the federal criteria for designating credit hours to our courses. A commentator raised the point that faculty –especially those teaching labs--do not get the same credit hours as the students. Another comment proposed that the outline should be streamlined. E.g., if there is no “B”, there is no “A”; no 2 then no 1, etc.

→ **Policy 252** was accepted as amended unanimously.

Policy 253, Faculty Qualifications: Usually, if a person has an MA in the subject area or in a different area but 18 credits in the field in which s/he will be teaching, criteria are met. Dr. Crawford explained that we need a policy that outlines the

criteria for academic and alternate qualifications – such as years of experience, a license or certification--for teaching at WLU and in accord with HLC standards. The policy will apply to anyone who is responsible for teaching a course and grading students – including adjuncts and staff.

→Policy 253 was accepted by a unanimous vote of 14.

COMMITTEE REPORTS

General Studies Committee, Traci Tuttle: No report.

Faculty Salary Review Committee, Ryan Koenig: The committee will meet with CFO Stephanie Hooper at on May 9th at 2 PM.

Green Initiative Committee: No report. It was announced that the GIC Environmental and sustainability Fair will be held in the Student Union Ballroom on April 20th from 10 AM until 2 PM.

Classroom Space Utilization & Facilities Allocation, Jeff Pfister, Chair: In his absence Dr. Senften acknowledged Professor's Pfister's outstanding efforts and gave an overview of his 6-page report of the Committee's results. E.g., the report identifies a mismatch of large lecture halls used by very small classes. **See Appendix B.**

Interprofessional Education Committee, Jerry Duncan: Met for the first time and discussed whether this committee should be Ad Hoc or a standing committee. Chair Cowan stated this question should be addressed by the 2016-17 Senate. The Committee members are Theresa Faycus, Stephanie Meredith, Keith Bell, Ryan Koenig, Melissa Hudson, Bill Childers (from the PA Program attended)

Policy Review Committee Report, Aaron Harper

Last month the Committee reviewed policies 215-225. Modification to 215 involved clarifying that an announcement should be made that students will have an opportunity to evaluate a course during a certain class period, but if not in attendance, students still have the opportunity to evaluate a course online. Policy 221 is in line for significant revision and clarification next year.

ANNOUNCEMENTS

The revised Faculty Senate Constitution will be presented at the General Faculty Meeting, April 20th at Noon.

Faculty Senate Election results were reported for the College of Sciences: Margie Bowman, Fuhua Chen, **Jack Coon???**, Stephanie Meredith, Jon Serra, Theunis Van Aardt, and Matt Zdilla. For the College of Arts and Communication: Cowan, Kang, Pfister and Aulich and Ingster as the alternate.

Jon Serra announced that he is stepping down as the Senate Parliamentarian and that we need a new book.

Susan Herrick raised a cheering acknowledgement and thanks to Linda Cowan for her many years of service as Chair of Faculty Senate. There was applause. To which Prof. Cowan recounted she has been at WLU for 14 years, served for 12 and asserted "This was the best working Senate I have ever served on." In turn, she thanked the senators.

Please see Appendix A for Chair Cowan's End-of-Year Executive Committee Report.

FACULTY FORUM

Linda asked Traci how evaluations are processed, who sees them, etc. The feedback is reviewed by the various departments.

Parking Tickets & Parking: Jon Serra noted a concern regarding the Parking Ticket Appeals process, which involves a committee, which is comprised entirely of students. This process has been revised. Prof. Craig reiterated that the Library Parking lot is designated for faculty and Library staff, but is continually used by students. Security has been alerted and will follow up. The hope was that increasing the fines would discourage abuse.

Campus Weapons Policy: Currently there is no BOG Policy on Dangerous Weapons & Explosives pertaining to faculty, staff or visitors. Dr. Crawford stated that we do have a policy that states students are not allowed to carry weapons nor have them in their dorms. Despite the WV concealed weapons laws, individual institutions can prohibit weapons on their premises provided they have a policy in place. The WLU BOG wants input from faculty, staff and students. Dr. Crawford drafted a weapons policy and has solicited comments from the University community in preparation for the next BOG executive committee meeting. The questions was raised as to whether University Place was considered part of the campus. WLU has authority of this housing. But this needs to be verified.

The meeting was adjourned at 5:40 PM.

Respectfully submitted,

Susan C. Herrick

Susan C. Herrick, Ph.D.
Professor of Sociology

APPENDIX A

Dr. Cowan's Faculty Senate Report: April 20th Meeting

Motion to approve changes to Faculty Senate Constitution made by Senften, 2nded.
Motion carried unanimously (no NAY nor Absentions)

The Faculty Senate held 7 Senate meetings this year, and approximately 8-9 Senate executive committee meetings. Dr. Crawford was almost always in attendance at executive Senate meetings, and President Greiner joined us in December.

This year we continued our process of electing and creating different Senate standing committees which were result of actions needed to be taken and suggestions from Faculty.

The Senate Committees created were:

1. An ad hoc Green Initiatives Committee, chaired by Dave Thomas (spring 16) and Travis Miller (Fall 15)
Duties: examined recycling and facilitated recycling methods, informational awareness campaigns, scheduled Earth Day programming for April 20th.
2. Ethics Committee, chaired by Aaron Harper
Duties: crafted new faculty Statement of Professional Ethics for Faculty Senate constitution and for future faculty evaluation; investigated and worked with Diana Harto on planning to hire an ombudsman for faculty and staff.
3. Classroom Space Utilization Committee, chaired by Jeff Pfister
Duties: created a database of all classroom spaces on campus and at Highlands; created usage charts, cleaning up multiple mistakes from old and/or incomplete information.
4. Committee on Interprofessional Education, chaired by Jerry Duncan
Duties: this newly-formed committee deals with facilitating interdisciplinary education across campus. Is cited as being needed by some accreditation agencies.
5. Ryan Koenig serves as the Senate Finance chair, and will be meeting with administration May 9th.

We also made sure that Faculty Senate had some representation on various University Committees. We shared information and it helped to have various perspectives represented in the meetings. For example;

6. General Studies Assessment Committee, chaired by Traci Tuttle, was also reporting in Senate. I asked her to join us in Executive committee as well.
7. The Senate representative to Policy Review Committee was Aaron Harper.
This University committee was newly-created in Policy 123, the Policy on Policies. Their task is to review all policies every year and recommend changes be made. Aaron was serving and reporting back to us in Senate meetings.

8. Sylvia Senften, our ACF rep and Jim Haizlett, our BOG rep, always reported to us on their respective issues each month, and I thank them for doing so. Sylvia also served on the Executive committee.

These are the actions taken by the Faculty Senate this year:

- Various votes to approve/reject changes to General Studies curriculum
- **Policies Approved:** 123 Policy on Policies; 250 Distance Education; Policy 214 with addendum and comments; Policy 201 Evaluation of Unit Heads; Policy 252 Credit Hours; and Policy 253 Faculty Qualification.
- **Policies Rejected** (with comments/suggestions): 202 Selection of Chairperson/Dean/Program Director; 210 Faculty Teaching Loads. When the Senate chose to reject a policy we always sent comments or rationale forward.
- Lastly, the Senate sent a Letter to Academic Unit Heads, regarding evaluation, tenure and promotion.

These were the actions taken this year in Senate, and this concludes the 2014-2016 service of your elected Senators. I thank all senators for their service these past two years, and I would especially like to recognize the special group of people who went above and beyond to serve on the Executive committee, so if you were a member this year of Executive committee, will you please stand so we can recognize and thank you for your service? This is Vice Chair Dr. Corey Riegel, Secretary Dr. Susan Herrick, Parliamentarian Dr. Jon Serra, committee Chairs Dr. Aaron Harper, Professor Jerry Duncan, Professor Ryan Koenig, Dr. Traci Tuttle, Professor Jeff Pfister, and ACF rep Dr. Sylvia Senften. Thank you.

Lastly, let me remind you that all NEW SENATORS serving for 2016-18 have a meeting on Tuesday April 26th at 3:30pm in Arnett 202 lecture hall. This is an important meeting where you need to elect a new Chair, Vice-Chair and Secretary for the next two-year term, so do not miss that, please. If need be, your alternate can come and vote.

Here is a copy of what I sent today **[insert DATE]** to all Deans:

Dear All,

Time to elect Senators for a TWO YEAR term, plus alternates, for Senate 2016-18. A couple significant changes in our Bylaws which affect your voting procedures:

1. Voting is to be done BY COLLEGE not by department. This was changed in response to the advent of PD's, plus depts. which do not fit neatly into any category, or small dept. numbers not having a chance to be represented, etc. In order to NOT deny representation from any certain areas, the voting changes to reps elected BY COLLEGE, with understanding that if at all possible, there should be adequate representation of each area in your respective college.
2. Voting needs to be done by the initial meeting, which is scheduled for Tuesday,

April 29th at 3:30pm in Arnett Lecture Hall. Please give your new Senators' (and alternates) names to me and we can draw up a list for invitation to the opening meeting. **At this opening meeting, the body must elect a Chair, Vice-Chair and Secretary.** We combined the dual roles of corresponding and recording secretary (this has been done for years now, just making it official in Bylaws).

3. It would be great if those elected would have notice of the new meeting - April 29th at 3:30pm in Arnett 202, as soon as they are elected. It would also be great to have a week's notice to get everything together. My suggestion is to hold elections and finish them in the next two weeks.
4. Apportionment is at roughly 18% _ I have included an updated copy of the Bylaws for you - follow the Appendix on elections at bottom of doc.
5. According to the Appendix, the Provost certifies the available number of faculty per College on March 1. Here is what Brian has given to me:

CoAC: 21

CoB: 13

CoEd: 23 (incl 3 Full-time grad faculty) so Senate voting # is 20

CoLA: 30

CoSci: 41 (incl 6 Full-time grad faculty) so Senate voting # is 35

It states in our Bylaws that your count for Senate elections does not include Graduate faculty (they will have their own separate representation on Senate). So I adjusted accordingly above.

If there are any questions I am sure Brian can answer them - I am going out of town for the Alpha Chi conference.

Thanks. I will also send an update notice of process to all faculty so they can be thinking of putting nominees together....

APPENDIX B

Classroom Space Utilization & Facilities Allocation Summary Report

By

Prof. Jeff Pfister, Chair