

# Faculty Senate Meeting Minutes 11/15/22

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**Senators Present:** Dr. Robert Gall (Chair), Dr. Gregory Chase, Dr. Sherry Rocchio (Finance Chair), Dr. Hilary Bougher-Muckian (Secretary), Dr. Ronald Hulewicz, Dr. Brian Fitzpatrick, Dr. Corey Reigel, Dr. Sylvia Senften, Dr. Anna Stephan-Robinson, Jeremy Dann, Hannah Hart, Dr. Ray Holsapple (Policies Chair), Dr. Rose Kutlenios, Dr. Zachary Loughman, George Vopal, Michelle Yadrick, Carol Zambotti, Dr. Jeremy Larance (ACF Representative), Dr. Aaron Huffman, Dr. Courtney Huffman, Matthew Harder (alternate)

**Senators Absent:** Dr. Jeffrey Grubbs, Dr. Gerard NeCastro (Vice-chair), Dr. Sylvia Senften, Amanda Francis, Dr. Zachary Loughman

**Invited Guests:** Ms. Kathryn Zane (Head of Learning Resources), Dr. Jason Metz (BOG Representative)

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Meeting called to order at 3:29PM.

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## **Dr. Monteroso, Provost Updates:**

1. Dr. Monteroso was absent and provided updates to Chair Gall who presented them to the senate.
2. All grades are due December 13th per policy 232. Grades for seniors do not need to be submitted early. No diplomas will be distributed at graduation.
3. Registrar has a new help desk system for overrides, petitions, withdrawals, degreeworks.
4. Policy 231 discusses policy on exams and assignments due during Dead Week.
5. Dr. Monteroso provided the survey results from the Faculty Staff Institute.
6. Program review and annual submission pilot forms developed.
7. Faculty Staff Institute is January 5th, 2023. Please submit presentation ideas.

*Questions were posed regarding the faculty personnel file, Faculty Success and the relationship to Policies 213 and 214. These questions will be forwarded to Dr. Monteroso.*

## **Dr. Jason Metz, Faculty Representative, Board of Governors**

1. EdD presented at the last BOG meeting and approved. The program will be a 3-year accelerated EdD starting in May 2023. Tuition for in and out-of-state is the same. The program is expected to be revenue generating.
2. West Liberty must have an interim president by January 1st. BOG will likely use a service to find an interim president. Goal of early summer to have a new president in the seat.
3. Agenda at the next search committee meeting will revolve around getting information to search firm to begin the search process.

## **Dr. Jeremy Larance, Faculty Representative, WV Advisory Council of Faculty Members**

1. The AFT retreat took place on Nov. 4th and 5th. ACF representatives discussed what bills might be brought up in the legislative session. Concealed carry continued to be a concern.
2. Representatives met with the coordinator of international programs. He is available as a resource should we need it. A statewide international advisory board is being created. Dr. Lawrence will inform faculty when that begins.
3. They also met with Randal Brumfeld, Vice Chancellor. Dual credit was discussed at length. An effort may be made to get all schools on the same page for dual credit process.
4. No representatives on education committees. Dr. Lawrence will meet with legislators regarding educational legislation.
5. Legislative site has a link to internship programs. The Judith A. Herndon Fellowship does not typically get many student applicants. The internship is 60 days with the legislature.

**Ms. Kathryn Zane, Head of Learning Resources, Library**

1. Please come to Ms. Zane with concerns and needs for resources. Many resources are not available but Ms. Zane will do her best to get access.
2. There is a new Dean of the library. Please still feel free to reach out to Ms. Zane directly.
3. Ms. Zane can assist with analytics, audits, and aggregate counts of journals.
4. Interlibrary loan is not a long-term solution but is a band-aid to the problem of accessing resources. Processing speed for interlibrary loan has significantly improved.
5. Ms. Zane assists with thesis and dissertation formatting and finding resources.
6. Ms. Zane can assist in plagiarism education for students and curriculum support.
7. Ms. Zane offers a library instruction presentation (30-45 minutes) which is available to faculty to utilize in courses including finding resources, formatting and Purdue OWL.

**Dr. Ray Holsapple, Chair, Academic Policies and Procedures Committee:**

1. *Policy 210- Faculty workload is being examined in a subcommittee. The second request for the subcommittee was more successful in getting members. The Policy Committee will have at least the start of a policy by February.*

*Dr. Stephan-Robinson - The subcommittee will be examining what policies are impacted by how faculty workload is calculated. There is a lack of consistency. For instance, there are classes that do not meet the 3 hour/3 credit hour requirement. The subcommittee is still looking for representatives from the College of Business.*

**Dr. Sherry Rocchio, Chair, Finance Committee:**

1. *No finance meeting. No update.*

**Action Items:**

- I. Study Abroad Handbook

***Dr. Gall - No action at this time. The Study Abroad Handbook will be discussed and voted on at a future meeting.***

**Faculty Forum Items:**

*Dr. Gall posed the issue of online office hours. Discussion ensued.*

*Dr. Lawrence - There is confusion on online office hours and differences by institutions and how online office hours are counted. It is not clear about whether a person has to be in office for online/virtual office hours.*

*Dr. Holsapple asked for clarification on relevant policies for virtual office hours.*

*Dr. Lawrence- Policy 250 discusses online office hours and online courses.*

**Motion for Adjournment-** Dr. Chase motioned to adjourn. Dr. Reigel seconded. Motion unanimous. Adjourn at 4:01.