Minutes of the WVSU Faculty Senate Executive Committee Meeting

at 11 a.m., Friday, September 30, 2016 in Hamblin Hall Room 002

Members present: Chair R. Ford, Vice-Chair R. Baker, Secretary T. Alderman, Historian D. Wells, R. Harrison, B. Ladner for ACF, and T. Guetzloff for BOG

Guests: M. Workman for the Constitution, By-laws & Faculty Handbook Committee; M. Fultz for the

 EPC; and Provost Jayusariya

Absent: J. Pietruszynski

1. The Chair called the meeting to order and asked if we were required to keep minutes for our meetings.

 It was agreed that we needed a record of actions and notes on the agenda for the next Faculty Senate

 meeting.

2. Two students were needed for the Academic Appeals Committee and one alternate. There didn’t

 seem to be a chair for the committee yet.

3. It was agreed that the Committee for the Constitution, By-laws & Faculty Handbook needs to check

 that these documents are up to date, primarily by checking the minutes from Faculty Senate meetings,

 to review the changes and bring these to the full faculty for a ballot to accept them. It was also noted

 that the Honors Committee was not included in the Constitution and needs to be added as a Faculty

 Senate Committee.

4. The Committee for Cultural Activities and Educational Assemblies needs four student members.

 The Program Review Committee may need a student member appointed by the Senate in consultation

 with the Provost. The Promotion and Tenure Committee may need one more at-large member. The

 Teacher Education Committee needs two students.

5. The EPC requests a charge regarding the role of the Subcommittee vis á vis the Committee, the

 implementation date for proposals needs to be determined (e.g., in which catalog do the changes

 appear?), and a Task Force should be gathered to deal with the written procedures for the Committee’s

 operation. The Task Force will be convened by Dr. Fultz, the Committee chair, and consist of one

 member from each College, appointed by Dr. Fultz and Dr. Ladner, the ACF representative.

 This charge was subsequently accepted by Drs. Fultz and Ladner:

 Duties: to review the current description of the duties and procedures/processes of the EPC

 by drawing on the Committee’s and other faculty members’ comments and concerns

 and thereby to

* formulate definite, clear guidelines for Departments and Programs submitting proposals,

 namely the design of the forms, information required on the forms, approvals necessary

 before submission, deadlines for submitting proposals before the Subcommittee and

 Committee meetings

* determine a consistent policy for implementation dates for those approvals approved by

 the EPC and sent on to the Office of Academic Affairs; to clarify that process in

 conjunction with Catalog publication/posting on the WVSU website

* formulate written procedures for the Committee’s operation, namely the role of the Subcommittee, attendance of Subcommittee and Committee meetings, how/if when Departments or Programs can revise proposals between the Subcommittee and Committee meetings, whether the Department or Program proposing some change

 must/may/may not have a representative present during Subcommittee and/or

 Committee meetings

* report the progress/results of the Task Force to the Faculty Senate at the General Faculty meeting in January 2017 or the first Senate meeting in February 2017

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* add the results of the approved Task Force’s report to the description of the EPC in the Faculty Constitution, By-laws, and Faculty Handbook.

6. A job description is necessary for the position of Program Coordinator, which will be prepared by the

 Deans’ Council, defining the tasks and assessing the load of the holder of these positions. It was also

 asked just how does a “program” get instituted.

7. SmartBoard training is going to occur, in response to faculty comments about equipment, reported

 Dr. Jayasuriya.

8. Questions were asked about the attendance reporting now being required of faculty. It was stated that for

 students who never attended one’s class, faculty should leave the “last date attended” blank and enter “0”

 on hours attended

9. It was asked if WVSU graduations were no longer to be “clean”; that is, every student crossing the stage

 and being handed a diploma has definitely finished every single requirement.

10. The agenda for the October 7, 2016 Faculty Senate meeting was sketched out.

 The usual reports

 Old Business

 New Business

 including due dates for senior grades, the question of “Administrative Drops” for non-attending

 students, the charge to the EPC Task Force, confirming membership on committees, safety concerns on

 campus in the evenings and whether security guards are available and reachable, tuition for faculty

 dependants, and the status of the Bayer Corporation’s gift to WVSU.

The meeting concluded at 1 p.m.

Respectfully submitted by

**Dr. Tim Alderman,** Faculty Senate Secretary