Minutes

WVSU General Faculty Meeting

Thursday, May 11, 2017, 1:00 p.m. in Wallace Hall Room 122

1. Rich Ford, chair of the Faculty Senate, called the meeting to order at 1:05 p.m. Two new agenda items were requested and added to the agenda. Approval of the agenda for the meeting, as amended, was moved by Sonya Armstrong and seconded by Ron Baker. The motion passed.

2. A correction of item number 4 in the Minutes regarding EMIS was discussed. Ernie asked if the statement that the attendance tracking system would not require us to enter the “last date attended” was correct. Tim Ruhnke spoke with Scott Woodard, and last day of attendance does need to be entered. If the student never attended, enter the first day of class. Tom Kiddie says that there is a button in the attendance tracker that will populate that “last date attended” box in Banner, but you still need to figure out the hours attended. Tom Guetzloff asked if Tom Kiddie would send those instructions. There was some discussion about how to calculate the hours attended. Sonya Armstrong, as a point of order, reminded the faculty that this was not part of the approval of the minutes. Tim Ruhnke moved and Ron Baker seconded approval of the minutes from the General Faculty meeting from Wed., January 11, 2017. The motion passed.

3. Election nominations:

**ACF Representative** – Cathy Harper nominated Barbara Ladner. Tim Ruhnke moved and \_\_\_\_\_\_\_\_\_\_\_\_\_ seconded to elect Barbara by acclamation. The motion passed.

**Board of Governors Representative** – Tim Ruhnke was nominated by \_\_\_\_\_\_\_\_\_\_\_\_\_ and Frank Vaughan was nominated by Barbara Ladner.

**Faculty Executive Committee** – Sonya Armstrong was nominated by Patricia Wilson. Tom Buetzloff was nominated by Jeff P. Ron Harriss was nominated by Tim Ruhnke.

**Program Review Committee** – Suvayan De is nominated by Frank Vaughan. Upali Karunathilake is nominated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Mike Workman is nominated by Frank Vaughan. Kathy McDilda is nominated by Patricia Wilson.

6. Tom Guetzloff moves and Frank Vaughan seconds to add a parliamentarian as an ex officio member of the Constitution and By-laws Committee. A motion to make this addition passed unanimously at the September 5, 2014 Faculty Senate Meeting but was never brought before the faculty for voting. Rich Ford instructed the members to use the back of the ballot for voting.

7. The Dow lawsuit was on the agenda. Pres. Jenkins said he would try to be at the meeting to give an update. Given that he is the one with hard knowledge and is not in attendance, Rich Ford suggests that unless we had such knowledge that we discuss it at a later point.

8. Frank Vaugh moved and Molly Erlandson seconded to have the fall 2017 general faculty meeting in the DFAC Theatre in honor of Jack Magan’s 50th year on the WVSU Faculty. The opening general faculty meetings were held in this space 50 years ago. The motion passed unanimously.

9. Mike Workman brought up a concern about the form we were sent by HR to confirm use of service. It requires an evaluation to be turned in with it. This is not a raise to base salary, so why are we submitting an evaluation? This is not a merit raise. Barbara Ladner sent an email asking about this and was informed that, with confirmation from Provost Jayasuriya, it was for record keeping. Tim Ruhnke asked where we get the review? Steele says she thinks it is just for non-classified employees. Provost Jayasuriya confirms that HR are not evaluating faculty. He will look into it and get us an answer.

10. Tom Guetzloff brought up a student evaluations issue. When he came in 2000, another faculty member administered evaluations for your classes. This is no longer the case. Recently, one professor kept them overnight, opened them, and brought them back the next class day to let students turn them in if they missed doing so in the previous class session. Tom Guetzloff also sees no sealing of the envelopes, sealing only with tape, and no student signatures across the seal. It is become an issue of integrity. Sonya says that since she has been on faculty, the math dept. has done a great job with this. The chair gets all the envelopes, all the class times, makes a scheduled rotation, and each person is delivered a pack of envelopes with what colleagues’ classes they will administer and who will be administering their classes’ evaluations. Once it is over, the envelope is sealed, signed, and take it back to the math dept. office with a record of who conducted the evaluation. Tom Guetzloff applauded this procedure, but pointed out there is no handbook procedure to suggest. Suvayan De said that there was discussion of procedures for this in the personnel committee this year. Ron Harris said that this procedure was voted on previously with no expiration date. Apparently it didn’t make it to the handbook. Ron Baker said, as math department chair, he inherited this procedure and they have the advantage of having have folks teaching at the same hours in each case. Dean Naveed suggested we set a deadline. Suvayan De said that it can be presented to the Faculty Senate first thing in the fall. Rich Ford asked what is the procedure after that? Does it go to the Constitution and Bylaws committee? Someone suggests it would go into the handbook. What is the procedure for this? Jeff P. suggests that the Faculty Senate will refer this to Academic Affairs, and they change the handbook. Frank Vaughan reminded the faculty to keep the procedure simple. Tim Alderman said that in the English department there is often only one teacher teaching a class at a specific time, so the math department’s procedure is not doable. Also, to have a student deliver them across campus (for classes not in Hill Hall) is also a challenge. Tom Guetzloff says going electronic can overcome this, though this would really lower participation rates. Tom Kiddie says that it was tried once and extra credit was offered, and it helped. You can require it in Moodle. You can set up a dependency in Moodle.

11. Election results: Barbara Ladner, ACF Representative; Frank Vaughan, Board of Governors Representative; Tom Guetzloff, Faculty Executive Committee; Suvayan De and Mike Workman, Program Review. Motion for a parliamentarian as an ex officio member of the Constitution and By-laws Committee passed with 32 yea, 2 nay, and 12 abstentions.

12. Committee updates: Rich Ford commended Mike Workman for his work as chairman of the Constitution and Bylaws Committee. He had a lot placed on him to get things up to date. Mike Workman says that the basic structure and processes can be approved next semester.

Cultural Activities– Carol Taylor Johnson said we are in the process of approving events and looking for fee reductions. A Harvard fellow will be here in the fall for 4 days and is coming for free.

EPC has a new form for the fall and new guidelines to focus on communication, not approval. New procedures were written down and were passed in the March EPC committee meeting.

Faculty Personnel Committee has a new set of procedures for evaluations. A calendar was sent out early for faculty personnel actions.

Molly Erlandson reported that the Faculty Scholarship Committee met 4 times, with a 5th meeting in one week. They are aiming for equity in submissions. The money is getting spent, and they are trying to do it before June. A faculty member asked if students know how to apply for the scholarship. Molly said that this information should be ready for wide distribution by next fall. Naveed asked if an email was sent out to nominate students. Molly knew that Art had nominated, but did not know about an email being sent.

In the General Education Committee, Jeff P. is stepping down and Barbara Ladner is stepping in as committee chair. Procedures have been written down to avoid going on lore. Brenda Wilson has been working on an assessment mechanism to be expanded for the coming year.

13. A motion was made in the Faculty Senate that decisions regarding faculty research grants be returned to the evaluation of faculty rather than be evaluated by Research & Development, the current administrator of the Peer Grant. The chair of the faculty research committee asked who the contact would be about the grants. Rich said Orlando McMeans was the contact.

14. Faculty Retention: An online portfolio process is in the works and would like data to compare the candidates to.

15. Tom Guetzloff made a statement of thanks to allowing him to serve as the BOG representative.

16. Tim Ruhnke moved and Barbara seconded a resolution thanking Tom Guetzloff for his diligent service during his 8 years on the board. Tim states that Tom has expanded this role, making the faculty more obvious stake holders in the minds of the BOG members. The educational value this board rep. brings cannot be underestimated. He also did a good job of keeping us informed. Jack Magan reminded the faculty that it has been a turbulent 8 years. The motion carries.