**West Virginia State University**

**Faculty Senate Meeting**

**Minutes – Friday, November 4th, 2022**

The meeting was conducted by video conference call using Zoom and in person at Hamblin Hall, Auditorium.

*Attendees: J. Barnes-Pietruszynski, E. Lewis, M. Ranasinghe, M. Bhuiyan, D. Williams, M. Wilson, J. Pietruszynski, R. Ford, M. Pennington, P. Carney, N. Zaman, J. Porter, E. Wilson, D. Wells, T. Ruhnke, M. Fultz, and J. Porter.*

The meeting was called to order by J. Barnes-Pietruszynski at 1:35pm.

T. Ruhnke moved to approve the agenda and J. Porter seconded . Faculty voted unanimously.

The Faculty Senate Minutes from October 14th meeting were approved by T. Ruhnke and seconded by E. Lewis. Faculty voted unanimously.

**REPORTS AND ANNOUNCEMENTS**

***Presidential Report***

President Cage stated there are no new updates from the last Faculty Senate meeting held on Friday, October 14th. However, President Cage did reiterate the university’s plans to return to Charleston, WV. President Cage informed faculty that the space will be located at 107 Capitol Street. This building will be a landmark for the outside community to interact with WVSU, according to President Cage. Recruitment, retention, and revenue generation are still a focus and currently only 1,600 full-time students have been registered. President Cage said he is still looking to reach the retention goal of 2,100 students for the 2022-2023 academic school year. Additionally, President Cage said that Provost Carney and Lindsey Good have developed a team to ensure students are staying on track throughout each semester. President Cage emphasized retention is “a team sport and everyone has a role to play in retaining our students”. President Cage also mentioned Academic Affairs and the ACHIEVE are making sure WVSU students are receiving interventions needed to help ensure they succeed academically. President Cage discussed the details for his fundraising goal of $5 million dollars and his plans to expand University Advancement. President Cage stated by the fall 2023 semester, it is in his hopes to discuss the plans for the 2nd Capital Campaign for WVSU.

President Cage also discussed the financial audit and the findings following their meeting with the External Audit Company that previously visited WVSU. President Cage stated he plans to start up an internal audit office. The members of this office will be responsible to help assist with the immature processes done in the past as well as help resolve and maintain balanced budgets and accounts within the university. A question from the Arts Department was asked in regard to space for future exhibitions of student artwork for the outside public to view. President Cage stated this is definitely being included as a part of this space at 107 Capitol Street and the planning process. President Cage stated, if there are any ideas faculty have for this space to inform his staff so that he can ensure this space “not only makes an impact but is buzzing with activity”. President Cage mentioned the WVSU Extension Program will also be a part of this space as well.

 T. Ruhnke stated his concern about students enrolled in courses across campus and the lack of engagement from students taking in-person classes. President Cage stated that the way this would need to be addressed is by incorporating a wider range of resources that assist the students on a more intensive and intrusive engagement. J. Porter also supported T. Ruhnke’s concerns and stated the same is being observed with online course. J. Porter suggested the idea of including additional progress reports for students and retention through ACHIEVE. Provost Carney and President Cage stated they will keep this mind as this would be a great way to track the academic progress of each student taking in-person, online, and hybrid classes. J. Barnes-Pietruszynski stated her concerns about classroom maintenance and cleanliness, university Wi-Fi and other retention related issues. President Cage replied to J. Barnes-Pietruszynski and said he is consistently looking at ways to improve these issues and will have updates at future Faculty Senate meetings. Towid expressed his frustration regarding items asked from physical facilities that he needed for his Chemical Engineering student labs throughout the semester and the lack of communication not returned. P. Cage stated the items needed for the Chemical Engineering lab will be placed in his lab by no later than Monday morning for his students.

***Academic Affairs Report***

Provost Carney provided a report of what events previously took place on campus over the last few weeks and gave details about the upcoming events for the fall 2022 semester. Provost Carney stated the importance of retention and that the “key is to be proactive and aware of what is going on for our students”. Provost Carney encouraged all faculty to make sure that all students are advised for the spring 2023 semester. Provost Carney mentioned *Registration Celebration* is scheduled to take place at the Student Union on November 15th from 12:00 pm to 2:00 pm and 5:00pm to 7:00 pm. Provost Carney informed faculty that student evaluations will be provided on Monday, November 7th and sent out to each College Dean. Provost Carney said early enrollment was held earlier this month and 500 students over the course of five days attended. The goal as mentioned by Provost Carney, is to convert those students who attended, and get them enrolled at WVSU. Provost Carney mentioned that this outreach event will be continually implemented by Academic Affairs to help serve as a way to improve retention.

Provost Carney said there have been 16 listening sessions led by Deborah Williams and Pat Schumann regarding strategic planning and she quoted some of the comments from these events which included: “high school students do not know they are taking a class that is offered by West Virginia State University”, “WVSU could provide tickets to other events on campus for high school students”, and “West Virginia leaders do not have a perception of what all WVSU has to offer”. E. Lewis added to these comments and stated, people from the community would “like WVSU to take advantage of specialty programs available on campus”. President Cage and Provost Carney stated all data and comments collected from the listening sessions will be thoroughly considered. Provost Carney also mentioned that several policies are being revisited within Academic Affairs and that the Nursing accreditation has been complete. J. Barnes-Pietruszynski asked about the status of FACET. M. Fultz said he is in the process of speaking with Academic Affair and a follow up conversation with J. Barnes-Pietruszynski and Provost Carney will be scheduled to discuss the new updates. R. Ford asked Provost Carney if there has been about any updates with finding professors for the Music Department. M. Fultz said the positions are still open for hiring.

M. Fultz also spoke to faculty about grant updates and details, as well as additional ways of recruitment for high school students to become enrolled as incoming freshman at WVSU. Earlier this week an email was sent for those who are not registered for the upcoming semester. Although over 500 are registered, approximately 1,100 are not registered.

M. Fultz stated if you know why a student is not coming back or not registered for a specific reason to let his office know. M. Fultz stated, if faculty are planning to apply to a private foundation grant, the faculty member must communicate with the University Foundation, so they are made aware of these incoming grants being awarded. M. Fultz said moving forward, the University Foundation will be tagged in on all private future foundation grants. M. Fultz informed faculty that the Admissions Office will be hosting an Open House. The tentative date is Friday, March 31st. M. Fultz said Admissions are expected to have 1,500 students from high school across WV, PA, and KY. M. Fultz said the Admissions Office is asking faculty to take time meet with their departments and determine a specific component that each faculty would like highlight and feature.

M. Fultz said 2021-2022 PEER Grant reports from faculty are still missing and needed to close out the last cycle. M. Fultz urged all faculty who were awarded last year to submit your reports ASAP. For the next cycle, M. Fultz said the 2022-2023 PEER Grant Research Funding Proposals will be released soon and more details to follow. M. Fultz stated a PEER Grant committee is being put together that will include the addition of a Faculty Senate and Arts/Humanities representative. M. Fultz said the purpose of this committee will help with determining the criteria (e.g., guidelines, deadlines, etc.) for future PEER Grant applications. M. Fultz stated that faculty can re-apply if their report has been submitted on time according to the due date listed in the application, however, if faculty have an outstanding report that has not been submitted than you are not able to re-apply for the PEER Grant.

***BOG Faculty Report***

J. Pietruszynski gave thanks to President Cage and his leadership team. J. Pietruszynski stated because of this, the BOG has been able to have effective meetings. J. Pietruszynski stated at this time there were no additional updates but did inform the BOG of faculty’s frustration with the infrastructure in classrooms and around campus. J. Pietruszynski also said he emphasized the importance of early enrollment in the last BOG meeting. Motioned to approve this report was done by T. Ruhnke and faculty voted unanimously.

***ACF***

J. Barnes-Pietruszynski stated at this time there is no report to give for ACF.

***Instructional Technology***

J. Barnes-Pietruszynski stated that Instructional Technology asked for the updates to be move to the Faculty Senate December meeting. Additional updates to follow at a later date.

***West Virginia Symphony***

J. Barnes-Pietruszynski stated that the West Virginia Symphony will be held on Saturday, November 19th. J. Barnes-Pietruszynski stated all WVSU faculty and students can attend the symphony and free tickets are being provided. For additional details, please reach out to Scott Woodard.

***President Investiture***

J. Barnes-Pietruszynski mentioned the President Investiture will be held on Thursday, April 13th at 10:00 am. An email will be sent about this event at a later date. J. Barnes-Pietruszynski encouraged faculty to include this campus event on their course syllabus for the spring 2023 semester so that students can attend. J. Barnes-Pietruszynski encouraged all faculty to attend this event.

**Old Business**

***Constitutional Updates***

J. Barnes-Pietruszynski stated there are no updates and R. Ford will follow up with details in a future meeting.

***IT -Update Directory, Class Schedules, Computers***

J. Barnes-Pietruszynski said she spoke with IT department. At this time, IT is currently in the process of working on updating the class schedule requests and should be updated by next semester. J. Barnes-Pietruszynski stated details regarding the directory and computers are still being sorted and more details to follow in a future meeting.

***FACET and PEER Grants***

Details related to FACET and PEER Grants can be found under the Academic Affairs Report given by M. Fultz.

***Lessons from Covid – Workshop and Discussion Professional Development Update***

J. Barnes-Pietruszynski informed faculty, that she is in the process of putting together small sessions, whereby, faculty can discuss student’s accommodations in all classroom settings (e.g., in person, online, hybrid). J. Barnes-Pietruszynski stated the date initially planned for the workshops and small breakout sessions has been postponed to January (i.e., Welcome Back Day). Additional information will be provided in the December Faculty Senate meeting. J. Barnes-Pietruszynski also stated she is looking for faculty who can serve as discussion leaders for the Lessons from Covid events. J. Barnes-Pietruszynski stated for faculty interested in being a discussion leader to email her.

***Constitution Updates and Restructuring of Senate Governance – Repository – Google Docs***

J. Barnes-Pietruszynski stated she sent an email to the Faculty List Serve on Friday, November 4, 2022. J. Barnes-Pietruszynski said the email includes a Google Document for Constitution Updates and Restructuring of Senate Governance. J. Barnes-Pietruszynski said this repository can be accessed using the link attached in the email. J. Barnes-Pietruszynski encouraged faculty to add comments, suggests, reflections, and revisions, that should be taken into consideration for updates to the Constitution and Senate Governance Restructure. J. Barnes-Pietruszynski also informed faculty that for those comments previously stated in prior Faculty Senate meetings they have been added to both repositories. J. Barnes-Pietruszynski said any new comments added to these documents will be collected, organized, prioritized, and discussed at a later meeting next semester.

***Direct Charge to FSSC***

J. Barnes-Pietruszynski stated since the October 14th meeting, she has not received any emails about changes to the Direct Charges for Faculty Senate Standing Committees which were approved by the Faculty Senate Executive Committee. The next steps in this process, will consist of the Faculty Senate voting to approve these charges.

***Academic Rank and Tenure Pathways***

BOG Bylaws

J. Barnes-Pietruszynski mentioned K. Steele wanted to revisit the current positions for term faculty members. J. Barnes-Pietruszynski informed faculty that details about switching these positions require review of the legislative laws and BOG bylaws for non-tenure track faculty. J. Barnes-Pietruszynski, followed up with this by stating at this time this is currently being explored and the options available for this.

**New Business**

***New Faculty (Tenure Track) Handbook***

J. Barnes-Pietruszynski stated an Appendix to Faculty Handbook (or separate document) will be drafted and developed by J. Porter and J. Pietruszynski as a guide to new tenure-track faculty. More details to come in future meetings.

***Mentor Program for New and Untenured Faculty***

J. Barnes-Pietruszynski mentioned the idea of starting up a mentoring program for new and untenured faculty members. J. Barnes-Pietruszynski informed faculty she would like to start up a Faculty Mentoring Committee. M. Fultz stated he would like an Academic Affairs representative to be a part of this committee. J. Barnes-Pietruszynski agreed. E. Lewis volunteered to also serve on this committee as well as J. Porter.

***Facility Maintenance***

J. Barnes-Pietruszynski stated the concern of WVSU’s cleanliness and maintenance. E. Lewis asked about building coordinators and Provost Carney said that she would send a list of the building coordinator contacts to J. Barnes-Pietruszynski, which can be forwarded to all faculty via Faculty List Serve. Additionally, M. Fultz stated to J. Barnes-Pietruszynski to email Justin McAllister a list of work issues for them to fix in regard to what buildings on campus require immediate maintenance and cleaning.

***Parking Appeals Committee***

J. Barnes-Pietruszynski mentioned to faculty that a Parking Appeals Committee is in the process of being reformed. J. Barnes-Pietruszynski stated a faculty who is willing to volunteer and serve on this committee is needed. E. Lewis stated she will be willing to serve as the additional faculty member.

***TOEFL testing***

J. Barnes-Pietruszynski mentioned many students have not mastered the English language upon being accepted to WVSU and struggle speaking while in class. M. Fultz said students have to a specific TOEFL score to be admitted to WVSU and all-international students are issued a letter by Patrick Liu. M. Fultz also informed J. Barnes-Pietruszynski and the rest of the faculty he is working with Patrick to ensure all international students are being accepted into WVSU with the listed TOEFL scores.

J. Barnes-Pietruszynski motioned to adjourn the meeting. N. Zaman moved to adjourn, and faculty voted unanimously at 3:10pm.