**West Virginia State University**

**General Faculty Meeting**

**Minutes –Tuesday, Jan. 10th, 2023**

*The following meeting was conducted by video conference call using Zoom and in person at Ferrell Hall Auditorium, 2nd floor* .

Attendees: *J. Barnes-Pietruszynski, M. Fultz, P. Carney, R. Mutepa, M. Ranasinghe, M. Harris, S. Woodward, P. Mears, K. Cobb, S. Gilliland, J. Eya, M. Pennington, D. Williams, D. Taylor, C. Arnold, D. Huber, J. Martin, E. Lomax, T. Arnold, Z. Fitchner, T. Reed, E. Lewis, S. Burdette, F. Hailou, H. Southall, E. Waugh, M. Blackwell, U. Reddy, S. Collins, R. Ford, W. R. Whyte, C. Whyte, M.J. Kane, M. Addesa, C. Walker, J. Brunetti, M. Sizemore, K. Anderson, L. Wang-Hiles, X. Zhang, M. Young, T.J. Park, R. Martin, E. Mahmoud, A. Schedl, M. Krasnanski, M. Nazari, M. Anderson, L. Davidson, L. Lambert, K. Steele, A. McConnell, J. Canterbury, M. Bradley, K. Bryant, A. Settle, K. Pasley, J. Pietruszynski, C. Taylor Johnson, D. Wells, B. Ladner and J. Porter.*

The meeting was called to order by J. Barnes-Pietruszynski at 10:45 am.

The General Faculty Minutes from the December 2022 meeting was approved by L. Davidson and seconded by B. Ladner. Faculty voted unanimously.

T. Ruhnke moved and B. Ladner seconded the approval of the agenda. Faculty voted unanimously. B. Ladner moved and J. Porter seconded the approval of the minutes from the December 2022 meeting. Faculty voted unanimously.

**REPORT**

**Proof of Attendance Report**

Jodi Johnson touched on the Proof of Attendance policy for the upcoming semesters. Jodi Johnson stated the current method for inputting proof of attendance was discussed with all College Deans and Provost Carney in the past, which resulted in the approval of the four proof of attendance periods. Jodi Johnson stated any students who step foot in class, especially during the first week of semester to please complete proof of attendance as “YES” or “NO”. If the student does not attend, Jodi Johnson has asked each faculty to mark their attendance for each student as “NO”. The second point where faculty will need to input Proof of Attendance will be during week 4 of the semester which is right before students receive loan pay/disbursement. The third point for Proof of Attendance will be at midterms. The last period to report student Proof of Attendance is during the week of final grades. Jodi Johnson re-emphasized the seriousness of ensuring that faculty inform her office whether each student is compliant and enrolled or no longer apart of the course they may be listed. Jodi Johnson stated access to Proof of Attendance can be done through Banner via MyState. T. Ruhnke asked if there have there been any updates for the administrative withdrawal policy. JJ stated there is not a formal policy, but Jodi Johnson and her office have spoken with Provost Carney which is currently in the works of being discussed. Jodi Johnson said she will work with the Registrar office to provide a document for steps on how to show proof of attendance via email.

**Academic Affairs Report**

M. Fultz reiterated announcements made by Provost Carney from Opening Week. M. Futz mentioned faculty awards and call for nominations will go out today as four separate pdf files. M. Fultz said faculty can complete the form by stating who the nominee is with a quick sentence about why the faculty should be considered for an award. M. Fultz said once the form has be completed he will forward the nominating packet to the Faculty Award Committee later in the spring 2023 semester. M. Fultz also informed faculty that the winners will be awarded at the August meeting (fall 2023 semester).

M. Fultz stated he has sent two emails about details related to the PEER application which is due February 1st. M. Fultz informed faculty that this grant focused on providing funds which can be spent on research or scholarly activities and faculty can ask for up to $5,000.00. M. Fultz said for faculty who plan to apply, your department chair must write a letter that discuss how the PEER grant will help the department.

M. Fultz also stated the language and contact information for Academic Support Services has been updated over the holiday break and he will send the updated document no later than January 11, 2023 and share will all faculty via email. M. Fultz stated all faculty should include this in their course syllabi and share with all students.

M. Fultz discussed details related to faculty computer rotations. M. Fultz said Academic Affairs is working to try to get the faulty computer rotation back up and running. M. Fultz mentioned he will email a link which will require faculty to complete a form asking for the faculty’s name, office number, and computer blue tag or service tag. M. Fultz said for faculty who have an older operating system, it will put as a priority on the computer rotation list to ensure faculty receive a new and more updated computer/laptop when the rotation process begins.

M. Fultz stated the Higher Learning Commission (HLC) will be visiting WVSU in 2025. To ensure the university meets the accreditation requirements, M. Fultz, and Provost Carney informed faculty that they are in the process of putting together HLC committees. Faculty who have served on HLC committees in the past have been asked to reach out to the Academic Affairs office and junior faculty are also encouraged to express their interest. M. Fultz and Provost Carney stated they will be sending a future email out with charge letters to faculty who will serve on the various HLC committees. M. Fultz also asked faculty to continue to update their CVs/resumes and keep all faculty related documents in one place so Academic Affairs can locate these files when HLC visits the campus.

**BOG Report**

J. Pietruszynski began by thanking the everyone for appointing him as the WVSU faculty BOG representative and providing him the opportunity to serve in this role for the campus. J. Pietruszynski personally thanked Provost Carney for all her hard work and keeping faculty informed and updated during the fall 2022 semester Faculty Senate meetings. J. Pietruszynski reiterated the announcements made during the Presidents Message. In specific, J. Pietruszynski congratulated President Cage, Provost Carney, and those who worked to get the Educational Doctoral Program approved at the BOG December 9th meeting. J. Pietruszynski stated there is a second gravesite at WVSU and BOG has been in contact with the remaining family members. J. Pietruszynski also mentioned BOG has approved the last serving member of Capital family to make improvements to the second gravesite. J. Pietruszynski stated if any faculty have concerns upon reviewing the BOG packets sent via email, please send all concerns to him via email. J. Pietruszynski also encouraged all faculty to attend the BOG meetings held throughout the academic semesters.

**ACF Report**

B. Ladner stated at this time there are no updates since the last Faculty Senate meeting. B. Ladner mentioned ACF will be hosting a meeting soon but the date to meet has not been set. B. Ladner stated HEPC will be sending out legislative updates and she will forward the details to the faculty list serve. B. Ladner also encouraged everyone to contact your legislatures for anything faculty may be concerned or passionate about.

**ANNOUNCEMENTS**

**President Investiture**

J. Barnes-Pietruszynski reminded faculty about the President Investiture which will be hosted on the April 13th at 10:00 am. J. Pietruszynski encouraged all faculty to attend and list this event in their course syllabi schedule so that students have the opportunity to be a part of this event as well.

**University of Scouting**

J. Barnes-Pietruszynski stated the University of Scouting is looking for faculty representative to volunteer. Faculty interested will assist with planning and get through the badge requirements for the scouts. J. Barnes-Pietruszynski mentioned to email M. Fultz, for faculty who may be interested. M. Fultz stated this is an excellent opportunity and this event can be counted as community service and recruitment. The University of Scouting event will be sometime in March or April.

**Faculty Senate Standing Committees**

J. Barnes-Pietruszynski stated Faculty Senate Standing Committees (FSSC) will meet tomorrow, January 11th from 9:00 am to 9:25 am and 9:30am to 9:55am. J. Barnes-Pietruszynski mentioned she will send an email regarding charges each FSSC should focus on. B. Ladner said the first General Education Assessment meeting will only be for those who were contacted by Provost Carney. B. Ladner also said the second General Education meeting will be open to all faculty along with a Zoom link will also be provided for those who cannot attend in person.

**OLD BUSINESS**

**IT: Directory**

J. Barnes-Pietruszynski stated the Directory is still in progress. J. Barnes-Pietruszynski said in the meantime she will send out a Google Doc for faculty to provide their contact information and then forward the file to IT to add to the website. J. Barnes-Pietruszynski informed faculty she plans send the email with the document during the second week of classes.

**Constitutional Updates and Restructuring – Google Doc**

J. Barnes-Pietruszynski stated the Constitutional Updates and Restructuring Repository is still open and she will send the link out again. J. Barnes-Pietruszynski informed faculty the Google Doc will close at the end of this month. Following this, J. Barnes-Pietruszynski said she will gather all the data provided and bring all comments and suggestions to Senate and the faculty to discuss at future meetings.

**Professional Development Workshops**

J. Barnes-Pietruszynski stated Thursday, January 12th will consist of Professional Development workshops that will be hosted during in the morning and afternoon. J. Barnes-Pietruszynski encouraged all faculty to attend the Professional Development workshops which would focus on discussions related to: Lessons from COVID-19, Academic Honesty Policy, and Open Education Resources (OER).

**Tenure Track New Faculty Appendix to Faculty Handbook**

J. Barnes-Pietruszynski stated J. Porter and J. Pietruszynski are in the process of developing a draft document that will be include a timeline that helps ensure new tenure-track faculty have the necessary files for their yearly self-evaluation, steps as well as advice of how to prepare for annual reviews and tips to ensure promotion to a tenured faculty member. J. Barnes-Pietruszynski encouraged faculty that may be of interest in assisting with this document to please reach out to J. Porter and J. Pietruszynski via email.

**Faculty Mentor Program**

J. Barnes-Pietruszynski informed faculty that she is planning to start this program going this semester. J. Barnes-Pietruszynski stated she will send an email for a meeting time during the second week of classes. J. Barnes-Pietruszynski mentioned this meeting will be open to all faculty who are interested in being a part of this program. J. Barnes-Pietruszynski also asked for those faculty who are interested to please email her so she can include you on the meeting invitation.

*J. Barnes-Pietruszynski motioned to adjourn the meeting. M. Blackwell moved to adjourn, and J. Porter seconded at 11:45am.*