**West Virginia State University**

**Faculty Senate Meeting**

**Minutes – Friday, October 14th, 2022**

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

Attendees: J. Barnes-Pietruszynski, T. Kiddie, E. Mahmoud, M. Ranasinghe, B. Ladner, K. Toledo, K. Steele, R. Ford, R. Simmons, L. Good, L. Lambert, M. Wilson, T. Ruhnke, E. Lewis, and J. Porter.

The meeting was called to order by J. Barnes-Pietruszynski at 1:36pm.

J. Barnes-Pietruszynski thanked all faculty who attended and were willing to postpone the meeting so that everyone could attend State’s homecoming events which took place on October 6-9th, 2022.

**Revisions/Suggestions to Agenda and Minutes**

R. Ford asked to add to the agenda, discussion related to the cleanliness of the campus buildings. The agenda was approved by T. Ruhnke and seconded by J. Porter. Faculty voted unanimously.

Corrections to the September 2, 2022 minutes were reviewed by faculty and discussed. T. Ruhnke recommended to change “solidification” under the *Restructuring of the FSSC* to a more appropriate word. R. Ford stated to remove his name from the *Constitution Updates* and replace it with the Constitution and Bylaws Committee. T. Ruhnke approved, and J. Porter seconded. Faculty voted unanimously.

**REPORTS AND ANNOUNCEMENTS**

***Administration and Registrar***

Roy Simmons introduced himself to faculty. J. Barnes-Pietruszynski asked about the faculty list serve and whether non-faculty should be included and a part of the emailing list. Roy Simmons stated the best point of contact regarding this question is Lindsey Good.

***Presidential Report***

President Cage spoke to faculty about the homecoming events which took place last month. President Cage also highlighted on the details discussed from his first State of the University Address. President Cage stated he plans to create a committee that will be in charge of identifying the resources necessary to bring a School of Agriculture to WVSU. President Cage announced the athletic program will be adding male/female track and field/cross country teams. Additionally, President Cage stated the university will be returning to Downtown Charleston to reconnect with the local alumni as well as the fitness community.

President Cage mentioned how impressed he was in regard to the number of strategic planning surveys that have been completed by faculty.

President Cage reminded faculty of his goal to recruit 2,100 students by the fall 2023 semester. President Cage stated he is in the process of ensuring the university can be found on the *Common App,* will may help assist with recruitment. Moreover, President Cage stated a task force is currently being created to develop ways to improve retention. To be more intrusive, President Cage and his staff will be working with The Parish Group. The purpose of this connection between The Parish Group and WVSU will help reach out to students and encourage them to re-enroll.

J. Barnes-Pietruszynski asked about updates related to the schedule for advising students and explained to President Cage the difficulty of being able to access a full text schedule that is easy to navigate through . President Cage stated he is trying to form a contract with Ellucian to create a system that can be accommodative to the banner system. President Cage stated he will speak with his chief of staff regarding the class schedule issue.

***BOG Faculty Rep***

J. Barnes-Pietruszynski informed the faculty of the most recent BOG updates by reading a report provided by J. Pietruszynski. J. Barnes-Pietruszynski stated on behalf of J. Pietruszynski, that the BOG met last week in a special session to revise the composition and structure of the BOG committees. The purpose of this BOG meeting was to make meetings more efficient and maximize the work being done by the members of the board. The BOG report also stated there will be four standing committees (academic affairs, business and finance, enrollment management and student affairs, and advancement). The BOG will also only hold special subcommittee when called (e.g., presidential review, governance). J. Pietruszynski reminded faculty in the report if there are any questions or concerns that should be handled by the board, to reach out to him as the BOG faculty representative with those matters. J. Barnes-Pietruszynski asked for a motion to accept the report from J. Pietruszynski. The report was approved by T. Ruhnke and seconded by Porter.

***ACF and General Education***

B. Ladner stated there are several amendment measures on the November ballot. B. Ladner and the ACF Senate urge faculty to inform themselves at <https://ballotpedia.org/West_Virginia_2022_ballot_measures> and vote. B. Ladner also told faculty that because these are ballot measures, the legislature has no direct influence on the current phase of the process but discussion of these matters in your various communities may be helpful. In addition to this, B. Ladner provided faculty more information about Amendment 2, which was also followed up with an email on October 16th to all faculty of the effects in changing personal property taxes in West Virginia.

B. Ladner asked that faculty submit their General Education assessments to her or your current coordinator if you have not done so for the current or past semesters. B. Ladner emphasized the importance of completing and extrapolating the data from the GenEd assessments. B. Ladner said she will be reaching to the chairs and their respective departments, to improve faculty participation with completing GenEd assessments.

***Honors***

T. Ruhnke discussed the roster and the current students who have been inducted into the Honors Program. T. Ruhnke highlighted each honors student (101 and 200 level ) and what they have done in the past academic year. T. Ruhnke stated one concern that he has found with the Honors program is the low recruitment of undergraduate students. T. Ruhnke discussed how he would like to recruit students from various diverse academic backgrounds (non-STEM and STEM related). T. Ruhnke spoke to faculty of ways he could get students involved and also asked for faculty to email me of any potential prospects.

It was recommended by J. Barnes-Pietruszynski and L. Good to reach out to the admissions office to inform incoming freshman about this opportunity. T. Ruhnke stated he would send an email the admissions office and provide the criteria/requirements (incoming freshman, 24 ACT and 3.5 high school GPA) for the Honors Program. T. Ruhnke stated he would put together a brochure for the admissions office so that additional details about the program could be handed out to the incoming students as a part of their *Welcome to WVSU* folder. In addition to these suggestions, T. Ruhnke said he plans to promote the program by hosting events in the future on campus. R. Ford motioned to accept the report and it was seconded by M. Ranasinghe.

***EPC***

J. Barnes-Pietruszynski stated at this time there were no new updates related to EPC.

***Strategic Planning – survey and community listening sessions***

J. Barnes-Pietruszynski continued to encourage faculty to complete the strategic planning surveys which will be reviewed and presented at the next Strategic Planning event. K. Steele stated 60% of faculty have completed the survey and the last day to submit feedback is on October 31st. In addition to this, K. Steele announced community listening sessions will be held for faculty to also attend and provide concerns and thoughts. More details about the listening sessions will be provided at a later date.

**Old Business**

***Constitutional Updates Progress – Historian update document***

R Ford stated the Constitution and Bylaws Committee will be meeting within the next two weeks to discuss the updates made by the historian, K. Toledo and then presented to the Faculty Senate for one final vote prior to releasing to documentation the rest of the faculty.

***IT -Update Directory, class schedule, computers***

J. Barnes-Pietruszynski asked about updates regarding the directory and class schedules. For additional details, please review the Presidential Report. J. Barnes-Pietruszynski stated she is currently in the process of working on a timeline regarding faculty computers and will have more information in a future meeting.

***FACET – Title III and inclusion of staff – work with Senate committees***

J. Barnes-Pietruszynski stated she has spoken to Provost Carney and worked with Senate committees to relaunch FACET. J. Barnes-Pietruszynski said academic affairs is currently in the process of getting FACET approved and hiring a director. J. Barnes-Pietruszynski mentioned that a Research and Development faculty committee member will work with FACET closely.

J. Barnes-Pietruszynski stated after speaking with K. Steele that involving Title III staff would be a great asset to FACET. J. Barnes-Pietruszynski informed faculty that FACET will also comprise of representatives from each college. The date for the re-launch of FACET, according to J. Barnes-Pietruszynski is by scheduled for the spring 2022 semester.

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

Michael Casey emailed J. Barnes-Pietruszynski about revisiting student accommodations following COVID-19 and how to make the classroom more inclusive. 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 she plans to host these series of events before Thanksgiving break (workshops and small breakout sessions). J. Barnes-Pietruszynski will provide details of when these events will be hosted via email to the faculty list serve.

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

J. Barnes-Pietruszynski informed faculty she is currently in the process of trying to create a repository for constitution updates and restructuring of Senate Governance. J. Barnes-Pietruszynski asked for additional repository suggestions of the most and efficient way to do this. Discussion about use of Google Drive as well as other platforms were mentioned. E. Lewis stated since Google Drive is a paid platform provided by State, this may be the most convenient and easiest way to receive any comments or thoughts of how to best update the Faculty Senate Constitution. Since faculty agreed with E. Lewis’ recommendation, J. Barnes-Pietruszynski stated she will use Google Docs and provide details of how to access the repository at a later date.

**New Business**

***Direct charge to committees***

J. Barnes-Pietruszynski asked faculty to review the drafted hard copy of Direct Charge to Committees provided in the meeting. Upon review, J. Barnes-Pietruszynski stated if faculty have any thoughts, ideas, and/or revisions to add to the Google Drive once available. J. Barnes-Pietruszynski stated she will revisit this new business in a month to allow faculty time to provide any comments or changes to the charges for the listed Faculty Senate Standing Committees.

***Academic Rank and Tenure Pathways***

J. Barnes-Pietruszynski mentioned K. Steele wanted to revisit the current positions for term faculty members. K. Steele discussed the idea of promotion from instructor to senior instructor as well as tenure. K. Steele discussed her proposed revisions to the Faculty Senate. T. Ruhnke asked how the current term faculty members are reviewed annually. K. Steele stated at this time, the term faculty are only evaluated by their supervisors and complete a self-report. K. Steele, term faculty do not go through the Retention Committee. T. Ruhnke said that if there is a person who may fit these criteria, then the Retention Committee could make a recommendation, which would allow the term faculty to be promoted. J. Barnes-Pietruszynski said review of these suggestions and revisions would be worth looking into by the Promotion and Tenure Committee as well as the Retention Committee. T. Ruhnke agreed and will be reviewed by Senate.

***Tenure Track New Faculty Handbook***

J. Barnes-Pietruszynski stated J. Porter recommended from the October executive meeting that an Appendix in the Faculty Handbook or a separate document be provided to give insight on the steps and guidelines for new tenure track faculty. J. Barnes-Pietruszynski asked faculty of their thoughts. Faculty agreed with this idea, and that each college and department could also contribute to this document. Faculty stated to bring this idea to the Faculty Personnel Committee. In addition to this, K. Steele asked that the Faculty Personnel calendar out be sent out to faculty no later than May of each year.

***Facility maintenance***

J. Barnes-Pietruszynski revisited the concern regarding facilities as mentioned by R. Ford. This issue was brought to President Cage’s attention. The President stated he would look into this issue.

*J. Barnes-Pietruszynski motioned to adjourn the meeting. J. Porter moved to adjourn, and E. Lewis seconded at 3:34pm.*