**Minutes from the WVSU Faculty Senate Meeting on Friday, April 3, 2020**

**Video Conference Call using Zoom, 1:30 pm**

**Attendance:**

A&H – D. Johnson (secretary), J. Barnes-Pietruszynski (Vice-Chair), C. Clark; BSS – M. Workman; NSM – R. Ford (chair), M. Bhuiyan, M. Fultz, T. Ruhnke; PS – L. Good, L. Davidson; LC – M. Casey, D. Wells; ACF – B. Ladner, BOG – F. Vaughan

Visiting – A. Settle, M. Wilson, A. Bejou, K. Harper (Exec. at-large), A. Smith, T. Kiddie (Exec. at-large), Colleen Miller (SGA), G. Palubinskas

Deans – N. Zaman (NSM), Rob Wallace (A&H), P. Carney (PS)

*The following meeting was conducted by video conference call using Zoom, due to COVID-19 social distancing restrictions. Roll was taken via the participants list on the Zoom software.*

1. T. Ruhnke moved and M. Fultz seconded the approval of the minutes. The motion carried by voice vote.

2. It was suggested to move the SGA report to the beginning of the meeting, and the 2 formal resolutions up on the agenda. M. Fultz requested a faculty senate awards update be added to the agenda. M. Workman suggested limiting the list of agenda items to the essential, given the online format. F. Vaughan said he would send an email in place of an oral report. B. Ladner moved and T. Ruhnke seconded approval of agenda with suggested changes. The motion carried by voice vote.

3. SGA – 1) Thank you for continued efforts; 2) Please offer students your understanding during the current coronavirus challenges; 3) Proctoring exams need payment in online cases, so Zoom was suggested; 4) Reach out to students whose work you see dipping down; 5) SGA is sending tutoring links out; 6) SGA is also working on a coronavirus fund to help those in need; 6) Census participation; 7) They are waiting on the administration to announce student fee refunds algorhythm.

B. Ladner expressed that they were doing a great job. F. Vaughan asked for student response to administration in the moment. A petition for a pass/fail system was out there, but SGA didn’t take that up. Marshall has made it an optional pass/fail. They haven’t heard much from the administration. She emailed him and it took 48 hours for a response. There is frustration with the lack of communication. Pres. Jenkins did respond to a request for a video. Reach out from faculty has been appreciated, so keep doing it. B. Lander asked about hearing of serious internet issues. She has heard a few. Suddenlink has offered a free 3 months, as well as Spectrum, so she sent them there. Two students couldn’t get laptops from their dorm rooms, and a few were frustrated the library was closed. She’s keeping an eye on Facebook, but no other emailed issues. M. Bhuiyan found that there are 10 students who didn’t even enter Moodle to look at videos, etc., and haven’t responded to multiple emails. K. Harper said that’s the case for her, as well, especially in Intro to Bio, and G. Palubinskas said she sees this mostly from students who had quit coming before the coronavirus issues. Do students know they can still withdraw? Colleen said just keep trying to reach out, maybe trying personal information. We can contact her at SGA@wvstateu.edu.

4. May 1 is the deadline for Catalogue, but we have no information about Faculty Handbook deadline.

6. B. Ladner moved and K. Harper seconded the approval on the resolution to freeze Faculty Personnel Actions. B. Lander asked if the language worked for M. Fultz’s concern about being able to apply. He said this was fine, suggesting that we still need to do annual reports next year. T. Ruhnke suggested a spreadsheet to know exactly where faculty are in order to track the clock to 7 rather than 6. D. Johnson said he thought the Academic Affairs Office was keeping track of this. J. Barnes-Pietruszynski suggested getting appointment years and promotion dates. T. Ruhnke recommended deleting item 4. R. Ford suggested the same change to the above language as well, and specify AY 2019-2020. B. Ladner accepted R. Ford’s as a friendly amendment. G. Palubinskas asked about the use of student evaluations for other reasons. B. Ladner added “not use them for personnel decisions. M. Bhuiyan said faculty could still use them for personal growth. T. Kiddie then asked if we want all courses to have online evaluations. There are challenges to this. Some don’t have Moodle shells. The answer was no. D. Johnson will send out the proposal wording and senators will votes by email. Note: The proposal’s language is found at the end of the minutes. The vote was taken via email and passed.

7. Academic Rank for Term Faculty. T. Rhunke moved and B. Lander seconded the adoption of the language detailing Academic Rank Advancement for term faculty (non-tenure track and research). M. Bhuiyan asked about tenure-track professors. That is in policy and unchanged by this policy. M. Fultz asked if we are hoping for pay increases. Yes, but that would be independent from this action. N. Zaman asked if a masters degree was required, or if Bachelors would work with professional experience. We looked at the document on the screen, looking at the issue being covered. The document is for those being hired full-time, not for individual, case by case classes. T. Kiddie asked about the table referencing assistant, associate, and full professor. This was missed by the Exec. Committee and will be taken out. Note: The proposal’s language is found at the end of the minutes. The vote occurred via email and passed.

8. It was asked about the delay in timeline for the Presidential Search. F. Vaughan said it was pushed back to June, assuming good candidates are busy at their institutions. T. Ruhnke suggested F. Vaughan let Exec. know more details as things change. M. Bhuiyan voiced concern about a president leaving in August as not being a good thing. F. Vaughan said we might have a great candidate once we get applications, then we could move forward. B. Ladner asked about HLC meetings, and this timeline was clarified. J. Barnes and B. Lander moved acceptance of the BOG report. The motion carried by voice vote.

9. R. Ford reviewed current elections situations. The Social Sciences dept. chair election is postponed until fall. S. Gilliland was voted Comm. Dept. Chair by acclimation. J. Pietruszynski was voted English Dept. Chair by acclamation. M. Zapata was elected Modern Foreign Languages Dept. Chair. R. Wallace asked if T. Kiddie could serve as At Large Exec. Committee Member and senator. J. Barnes said no. L. Davidson said that L. Good was up for reelection, the polling was closed, and she was voted back in as senator for Professional Studies.

10. ACF – B. Lander said ACF would be learning what other campuses are doing and pass the information along to our institutions. J. Barnes moved and M. Fultz seconded to approve the report. The motion carried by voice vote.

11. EPC – 5 proposals were turned in, and all were approved with minor edits. Instead of physical signatures, email approvals would suffice for the April meeting. R. Ford asked about where the interdisciplinary degrees would be houses. Arts and Humanities, similar to RBA, and it would require 3 minors. J. Barnes-Pietruszynski moved and B. Ladner seconded approval of the report. The motion carried by voice vote.

12. Academic Appeals – no representation

13. Research and Faculty Development – no representation

14. Program Review – English (new format) and Biology (traditional) were passed. Masters in Comm. and Media and Masters in Biotech requested postponement. Byers has asked HEPC for this approval. During the meeting a postponement until Sept. 30 was confirmed. K. Harper asked if that applied to the two that passed. R. Ford didn’t know. F. Vaughan asked if she want them to go forward. She said yes. J. Pietruszynski has tried to get that answer. K. Harper asked if it would go before the BOG in the June meeting at this point. F. Vaughan said maybe May. B. Ladner moved, C. Clark seconded approval of the report. The motion carried by voice vote.

15. N. Zaman suggested R. Ford ask U. Reddy about the PEER GRANT moving forward.

16. Constitution and Bylaws – No written report due to minutes and notes being in his non-accessible office. Use of email for written ballots is the only thing for now. There is no motion on the constitution making it into the Faculty Handbook. R. Ford said it would be great to have the updated Constitution and Bylaws for the Handbook. D. Wells would need to make the master copy changes. M. Workman said he would work with her and send her what he has. J. Barnes-Pietruszynski has sent her what has been passed by senate and committees. B. Lander moved and T. Ruhnke seconded to accept the report. The motion carried by voice vote.

17. Faculty Personnel – The only business was the two resolutions addressed earlier in the meeting. J. Barnes-Pietruszynski moved and B. Lander seconded to approve the report. The motion carried by voice vote.

18. Teacher Education – no representative

19. J. Barnes-Pietruszynski mentioned that work on various ad hoc committees would continue as things settle down with the coronavirus.

20. Faculty Awards: All have been submitted. The challenge of the teaching award is that they can’t visit the class, but they will go with the paper documentation. They will give out 4 awards in August.

21. Standing Committee for Athletics. After a conversation with A. Settle, the NCAA expects oversight by a committee of majority faculty, so this would provide the desired oversight. Aaron has been the FAR since the end of Pres. Carter’s administration, stepped out for some training work at one point, then was put back in. He has been chair of the Athletic Committee since Jenkins came. He verbalized the committee make-up and his notes while it was shared onscreen. We cannot tell the Athletic Director who to appoint, but we could recommend a female coach. He also thinks the FAR should serve as Committee Chair. We need to avoid the problem we have now of not having a committee for a year. With a Faculty Senate Standing Committee we could have support that would span Presidents and have greater institutional memory. B. Ladner suggested 2 members, 1 from men’s and 1 from women’s sports. T. Ruhnke said to preserve faculty majority voting members, they could be ex-officio non-voting. B. Lander feels uncomfortable specifying gender of those appointees, especially considering male coaches of female sports. T. Guetzloff suggested the Senior Female Administrator should be on the committee. T. Ruhnke suggested she be ex-officio. The committee is a communication mechanism. Most of the financial and administrative authority is in the hands of the Athletic Director, so the committee is there to be educated and then provide support. A. Settle said that the NCAA compliance officer is part of the committee, so the committee is to help be in compliance with NCAA, and that person will be crucial for this. He is definitely needed at most meetings. T. Guetzloff agreed. T. Ruhnke suggested we use the given language and we can tweak it as early as next year. Now is the time to take action. B. Ladner moved we approve as written, given the change to “student athlete.”

22. May 1 meeting – reminder of Executive Committee Elections at our next meeting.

23. General Faculty Meeting – Any other action items before us other than the ballot to email? The consensus was to have a Zoom Meeting to fulfill the constitution. J. Barnes-Pietruszynski suggested some language we could add to excuse us from requiring meetings in emergencies. B. Ladner agreed and suggested we work out the language in the fall. There was some discussion about whether there is a chance we could meet. The decision was postponed.

24. M. Bhuiyan asked T. Guetzloff about keeping track of attendance tracker. He suggested assignments or participants list. M. Fultz asked about money for minority serving institutions. Has anyone seen what that would be? R. Kendrick mentioned that would go to health training and tribal colleges. A. Smith said there is funding regarding pell-serving institutions. It is based on Title III funding levels. T. Ruhnke said we should meet with C. Byers to see what he is thinking for budget, with faculty getting worried about jobs for next fall, and dialogue with congressional folks. A. Smith said they are in constant talks assessing impact, etc.

The meeting adjourned at 4:06 p.m.

(See Resolutions Below)

**\*RESOLUTIONS\***

**1) FACULTY ATHLETIC COMMITTEE**

The Faculty Senate approves the creation of The Faculty Athletic Committee, a Faculty Senate Standing Committee as constituted below.

The Faculty Athletic Committee is comprised of faculty, staff, and students, and acts in an advisory role to the President of the University and the University Provost in matters pertaining to intercollegiate athletics. The Faculty Athletic Committee will review the following area pertaining to athletics: governance and commitment to rules and compliance; academic integrity; fiscal integrity; commitment to equity; and student-athlete welfare. The Faculty Athletic Committee will consist of the following membership: one (1) elected faculty member from each College, one (1) elected at-large member of the WVSU faculty, the NCAA Faculty Athletic Representative (FAR), the NCAA Compliance Officer, a member of the Classified Staff, and a student athlete. A member of the coaching staff and a member of the “W” Club will be ex-officio members. The WVSU Athletic Director will be an ex-officio non-voting member of the committee.

**2) Freezing faculty actions resolution**

The Faculty Senate approves the following recommendation presented by J. Pietruszynski.

West Virginia State University’s Faculty Personnel Committee, Promotion and Tenure Committee, and Retention Committee recognize that the Coronavirus (COVID-19) pandemic has prevented and interrupted faculty progress toward professional and scholarly achievement, forced many faculty into a teaching environment that is unfamiliar, and reduced the ability to offer service to the university and community in general. Therefore, we move, in this emergency resolution, that the Faculty Senate recommends the suspension of the traditional evaluations and timelines for tenure, promotion, and retention.  This recommendation includes:

1.    Offering automatic approval for a one-year extension of the probationary period to all applicable tenure-track faculty.

2.    Suspension of course-evaluations for the Spring 2020 semester.

3.    Suspension of Faculty Annual Self-Reports for AY 2019–2020, to resume AY 2020-2021.

**3) Academic Rank and Promotion for Term Faculty at WVSU**

The Faculty Senate approves the following policy as developed by Jeff Pietruszynski (Chair of Faculty Personnel Committee) and Rob Harris (Chair of Promotion and Tenure Committee), adjusted and approved by the Senate Executive Committee on March 27, 2020.

ACADEMIC RANK:

A. **Ranks for non-tenure-line (fixed-term) teaching faculty**

1. **Lecturer -** A lecturer or instructor should possess at least a master's degree or its equivalent, or be an active candidate for a terminal degree, in an academic field related to his/her teaching specialization.
2. **Senior Lecturer -**The Senior Lecturer should possess a terminal degree or its equivalent in an academic field related to his/her teaching specialization; alternatively, the Senior Lecturer without a terminal degree should possess at least a master's degree or its equivalent in an academic field related to his/her teaching specialization; must have demonstrated ability as a teacher and adviser; and must have shown evidence of professional growth in teaching and/or mastery of content.
3. **Master Lecturer -** The Master Lecturer should possess a terminal degree in an academic field related to his/her teaching specialization; must have demonstrated exceptional ability as a teacher and adviser while in the rank of Master Lecturer; and must have shown evidence of professional growth in teaching and/or mastery of content at a level of distinction beyond that of the associate teaching professor.

B. **Ranks for non-tenure-line (fixed-term) research faculty**

1. **Researcher -**The researcher should possess a master's degree or its equivalent, or be an active candidate for a terminal degree, in an academic field related to his/her research.
2. **Assistant Research Professor -**The assistant research professor should possess a terminal degree or its equivalent in an academic field related to his/her research. Alternatively, the assistant research professor without a terminal degree should possess at least a master's degree or its equivalent in an academic field related to his/her teaching specialization; must have demonstrated ability as a researcher; and must have shown evidence of professional growth and scholarship in his/her discipline.
3. **Associate Research Professor -**An associate research professor should possess a terminal degree or its equivalent in an academic field related to his/her research; must have demonstrated ability as a researcher; and must have shown evidence of professional growth and scholarship in his/her discipline. Alternatively, the associate research professor should possess at least a master's degree or its equivalent in an academic field related to his/her research; must have demonstrated exceptional ability as a researcher; and must have shown evidence of professional growth and scholarship in his/her discipline at a level of distinction beyond that of the assistant research professor.
4. **Research Professor -**A research professor should possess a terminal degree or its equivalent in an academic field related to his/her research; must have demonstrated exceptional ability as a researcher; and must have shown evidence of professional growth and scholarship in his/her discipline at a level of distinction beyond that of associate research professor.

C. **Ranks for clinical faculty without terminal degrees**

Clinical professor, also known as professor of practice, is an academic appointment made to a member of a profession who is associated with a university and engages in practical instruction of professional students. Units that designate faculty as “clinical” should establish, for faculty without terminal degrees, qualifications for each rank that track closely to the qualifications for research and teaching faculty without terminal degrees.

1. Clinical Lecturer
2. Senior Clinical Lecturer
3. Master Clinical Lecturer

Table 1: Promotion of Non-Tenure-Track Faculty

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| --- | --- | --- | --- |
| Primary: teaching, pedagogy, admin. service in program  Secondary: professional activities, publications | **Lecturer**  Terminal degree recommended | **Senior Lecturer**  After **five years’** experience as Lecturer or equivalent, or earlier if initiated by chair/dean | **Master Lecturer**  After **ten years’** experience, or earlier if initiated by chair/dean |
| Emphasis on teaching & program development/ service  Research: not exempt but as defined in the college Faculty Expectations | **Clinical Lecturer**  Terminal degree recommended | **Senior Clinical Lecturer**  After **five years’** experience as Lecturer or equivalent, or earlier if initiated by chair/dean | **Master Clinical Lecturer**  After **ten years’** experience, or earlier if initiated by chair/dean |
| Exclusively research;  grant funded | **Research Asst. Professor**  Terminal Degree Required | **Research Assoc. Professor**  After **six years’** experience as Research Asst. Prof. or equivalent, or earlier if initiated by chair/dean | **Research Professor**  no minimal years of service expected; application when ready |