

## Minutes

### WVSU Faculty Senate Meeting

Friday, April 4, 2014

1:30pm

Hamblin AUD

- I. **Call to Order:** The Faculty Senate Meeting was called to order by Senate chair, Dr. Tim Ruhnke at 1:32 p.m.
- II. **Reading and Approval of Minutes:** Minutes from the previous Senate Meeting were read. There was a motion (Ray, Harris) to approve the minutes as read. The motion was carried.
- III. **Reading and Approval of Agenda:** There was a motion (Kiddie, Richards) to approve the Agenda as amended. The motion was carried.
- IV. **Comments from the Chair:** Dr. Ruhnke commented that in his opinion the search for the new Provost/ Vice President for Academic Affairs went well. He feels that with Dr. Jayasuria's leadership and experience we should continue to move in a positive direction.
- V. **Reports:**
  - a. **President .** No report
  - b. **BOARD OF GOVERNORS (BOG).** Dr. Guetzloff reported that the BOG met to work out the terms of a new contract for President Hemphill. He said that the Board Members have essentially agreed to the framework of the contract, but until the final document has been approved by the HEPC, it is considered confidential, so no details can be provided at this time. The BOG also discussed Program Review materials for three academic programs; while all three were approved by the BOG, two of the programs will be brought back to the Board in a year and a half for a follow up review. Guetzloff reported that the new 291 bed dormitory is on schedule to open at the beginning of the Fall semester.
  - c. **Provost / VP of Academic Affairs.** Dr. Byers provided a written to all faculty via e-mail that included discussion of the current 2015 Self-Study process. In his oral report, he said that he welcomes the hiring of Dr. Kumara Jayasuriya as our new Provost/ Vice President for Academic Affairs. He said that Dr. Jayasuria brings a wealth of administrative leadership experience, and a many other skills that will help propel our students, faculty, and staff to new levels. He encouraged us to give Dr. Jayasuria our full support. Dr. Byers also reported that work on three programs is being finalized and that these will hopefully begin next year. Guetzloff asked about current funding for Academics, particularly where Title III

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is concerned. Byers said that the funds received by Academic Affairs from Title III amounts to about 18% of that program's budget; in the past, 63% of the Title III budget was directed toward Academics. As such, his budget has had to absorb a lot of significant changes. There was a discussion regarding the Travel Policy. Two concerns were brought regarding the current policy- (1) it does not seem to be adequate for local travel and for travel for which one is not seeking reimbursement, and (2) travel must be arranged through National Travel so any potential convenience or cost savings that may be found elsewhere (as is apparently the case) is not an option. Ruhnke suggested that we follow-up on this item.

- d. **ACF.** Dr. Ford said that ACF has not met since the previous meeting of the Faculty Senate. Faculty are still encouraged to forward to Dr. Ford any items that may be of potential interest to ACF.
- e. **Teacher Education.** Dr. Orr provided a written report for those present. The group met in August to set the plan for Education for the current academic year. There was a concern regarding low Content Knowledge Praxis II test scores. They have discussed ways to improve these scores including the involvement of faculty from different departments. At their April meeting, Dr. Anderson-Conliffe discussed the creation of a new Wellness program. Two other item of note are a possible new Master in Education with a Principal Certification program and requirement for students to take EDUC 316 at WVSU (a motion was passed). The only unfinished business this year is to review the list of candidates to be approved for the "Admitted to the Program" for 2013-2014. There was a motion to accept the report. The motion carried.
- f. **Constitution and By-laws.** Dr. Armstrong provided a written report. She reported that the committee did not meet formally because there is no new Faculty Handbook to review. The committee recommended 6 items that are in need of updating: office hours, travel request timeline, merit review, faculty annual plan, department chair appointment, and the role of the program review coordinator. There was a motion to accept the report. The motion carried.
- g. **Faculty Personnel Committee.** Dr. Karunathilake, the chair, has provided the calendar of due dates regarding faculty personnel actions. The biggest concern is that the spring 2013 evaluation have not yet been scanned. In light of this, Ruhnke expressed concern over possible legal action as it relates to faculty personnel decision. There was a motion to accept the report. The motion carried.

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**VI. Old Business:**

- A. Pre-approval process for ordering.** R. Harris reported for the ad hoc group that was appointed by the chair. He said that the group agrees with rationale of the WV State Auditor's Office for having P-Cards in terms of providing increased accountability, efficiency and marked cost savings; however, the group believes that our rather cumbersome process that includes pre-approval for small ticked items and routine purchases negates the benefits of a P-card. The committee thinks that we should work toward a "Give us a budget and let us manage it" approach.
- B. Senate ad hoc committee on faculty appointments and evaluation.** Ruhnke reported the committee is working with Dr. Mark Chatfield as chair. He said that documentation has been provided by Dr. Byers and the group is moving forward with its work.

**VII. New Business:**

- A. Degree Works/ pre-requisites.** Guetzloff said that there are "hidden pre-requisites" that are not in Degree Works and that someone needs to work to identify these. He suggested that department chairs talk to the Registrar to work on this. Dr. Byers said that he would meet with Deans and communicate this information to all department chairs.
- B. Copyright issues for on line courses.** B. Seyedmonir expressed concern regarding lack of an institutional policy to make us compliant with the Teacher Act. She asked whether the process of looking into this should be more formalized and should it include faculty (the ad hoc group does have a faculty representative). There seemed to be general agreement that there should on both accounts. There was general agreement to take this issue to the general faculty. Dr. Kiddie said that there should be a broader involvement of faculty in this group. Ruhnke asked that Seyedmonir add faculty to the group and keep him informed of their work.
- C. Contracts for adjuncts – issue of personal information.** Discussion of this item was tabled.
- D. Foundation and institutional scholarships – rules for disbursement.** There was much discussion regarding the current practice of not writing scholarship students a check for any remaining balance of their award that they may have after their on-campus liabilities have been met. Is this an Institutional policy or a Foundation policy?

**Adjournment:** There being no further business or announcements, there was a motion to adjourn. Motion carried. The meeting adjourned at 3:29 pm.

Respectfully submitted,

Rob Harris, Vice Chair  
Faculty Senate