

**Minutes**  
**Faculty Senate Meeting**  
**Friday, February, 7, 2014**  
**Ferrell Hall 305**  
**1:30 p.m.**

- I. **Call to Order:** The Faculty Senate Meeting was called to order by Senate chair, Dr. Tim Ruhnke at 1:38 p.m.
- II. **Reading and Approval of Minutes:** Minutes from the previous Senate Meeting were read. **Motion to approve the minutes carried.**
- III. **Reading and Approval of Agenda:** **Motion to approve the Agenda carried.**
- IV. **Comments from the Chair:** No comments from the chair.
- V. **Reports:**

- a. **Provost/ Vice President of Academic Affairs (Dr. Byers).** The search has started for the Provost / Vice President of Academic Affairs position.

Dr. Byers said some program reviews are done well and some are not. Any program can be recommended to the committee to eliminate it.

Printing Services needs to move to a more efficient way of processing job requests. All printed material needs to go to Department Chair, Dean, and then Academic Affairs. This will ensure the correct account is listed, and then it will be sent to Vice President Osborne.

He asked the Deans, and will ask other academic support areas, to identify needs - equipment, personnel, etc. He needs to have a clear picture of needs. A template will be provided for this.

He encourages all faculty to be well versed in all areas, and supportive of University accreditation. The Self-Study will highlight the very good areas and areas that need to be corrected. Once this is complete, then we discuss what we plan to do to correct these areas.

Some people have expressed concern over Oasis using classrooms, however he pointed out this agreement will increase the visibility of WVSU with all the visitors that will come to the University. He appreciates the patience of faculty during this transition, and that completing the necessary classroom changes is continuing. He does not want faculty or students to suffer.

He emphasized the direct correlation between retention and our jobs, and that we should treat each student as a direct relation to our employment.

Dr. Arnie Cooper passed away December 5, 2013.

He will be out of the office several times this semester. He will provide cell phone number to stay connected.

- b. **EPC (Dr. Swindell).** He reported the committee met in November. Thirty one items were approved. There are a total of 14 new courses and 4 program changes. A written report was provided.

Major changes include Political Science adding new courses and deleting others, also Economics adding 4 pre-engineering courses.

Special topics courses were created for German and International Studies.

He asked that electronic copies be sent to EPC for minor corrections, and to reduce delays. Also, a new course needs a course number. Registration and Records can provide this upon request.

**A motion was made to accept report. Motion carried.**

- c. **BOARD OF GOVERNORS (Dr. Guetzloff).** During the BOG meeting there was a unanimous acceptance of Dr. Hemphill's evaluation. The BOG Chair will negotiate a new contract for the President.

The BOG is considering Policy # 46, which will allow the Student Union to have catered events serving alcohol with a bartender. Because the bartender will have a license this will reduce liability to WVSU.

On March 1, 2014 the Convocation space will be open to public. Also, the BOG and WVHEPC has approved the new athletic training complex.

Dr. Hemphill has appointed a new Retention and Student Success Committee.

He passed out the budget. At this point spending should be around 50%, although there are some areas that spend more during different times for particular reasons.

He pointed out that auxiliary fee accounts vary based on number of users. The bookstore account is about timing. He said the University finances are improving.

He met with Larry Sawyers to discuss administrative course fee accounts.

There is \$700,000 for supplies and services in the Title III budget.

College wide account includes an allocation to pay the Workers Compensation invoice. This hasn't been received for this year.

There are plans for a possible mid-year cut and budget information helps to make decisions for future.

Auxiliary accounts are the areas the BOG has the most concern about. The bookstore profit helps offset other accounts.

Dr. Hemphill stated that retention is the clear path to reduce deficit areas.

- d. **ACF (Ford).** Dr. Ford said the committee is keeping track of legislation, especially common core, and development course changes. The committee is continuing to push faculty governance and the importance of transparency.
- e. **Library Report (Dr. Stinson).** The library committee met twice this year. The August meeting discussed replacing committee members, and participated in the committee to hire Library Director.

Dr. Stinson has investigated leveraging resources by joining the PALCI consortium. WVSU may become first HBCU to join this consortium. Cathy Wilt CEO of PALCI visited presented information on the benefit of joining.

Dr. Stinson said the cost will be \$3.40 per student to join if invited, and that faculty will have full borrowing privileges to all other members' resources. There will be added costs to review more specialized materials.

A motion was made to accept the report (Harris/Zaman). The motion carried.

- f. **Program Review (Baker).** WVHEPC and the WVSU BOG give the authority to determine when programs are to be reviewed. The election of members for this committee is in Spring. The committee began meeting August 2013 and have met between 6 and 8 times this academic year.

Dr. Baker provided an update on the programs that have completed review and the status of other program reviews. He asked that when submitting documents that an electronic copy be included for minor formatting changes. This will prevent delays.

Every program must be reviewed every five years, and there is a process of determining the cost of a program. Sometimes follow up reviews are implemented. However, no formal ones were recommended this year.

Dr. Ruhnke suggested that Dr. Baker make a recommendation of a more appropriate time to submit the Program Review report. The report will be accepted once completed.

- g. Cultural Activities (Dr. Martin).** There were some successes this year, including a production of the musical Hairspray, but other events were not as successful. An upcoming event is guest speaker Travis A. Williams, for the Human Rights Conference.

The committee will be soliciting ideas for future events, and there will be fewer but bigger events. There will also be a focus on having a strong Black History Month selection.

Getting students to attend has been challenging, however on campus students are more involved.

**There was a motion to accept the report. The motion carried.**

- h. Research and Development (Reddy).** A written report submitted. The total amount dispersed was \$39,715.00.

Dr. Ruhnke spoke to Dr. Reddy regarding having an earlier due date for proposals. There will be an application form and procedure. The form will require a signature from the appropriate Chair and Dean that they are aware the application is moving forward.

Dr. Harris stated this doesn't have to come to IRB. All proposals were approved. The listed of proposals recommended for funding will be forwarded to Dr. McMeans.

**There was a motion made to accept the report. The motion carried.**

## **VI. Old Business:**

- a. Student Evaluations 2013** – Mr. Skidmore sent summary sheets to Dr. Stuart and he sent them to the chairs for Spring, 2013. The scanner is easily overheated and must cool down, which makes it difficult to complete the evaluations. Dr. Ruhnke asked who will be running the scans, and if the evaluations could be done through an on line platform.

Dr. Ruhnke said that if we believe this is important we should commit to doing this well, and that faculty do not prefer them to be given online. Dr. Byers said we will get it the process worked out.

**VII. New Business:**

- a. Institutional oversight of online courses (Seyedmonir).** Ms. Seyedmonir asked for a committee year ago to review best practices and compare our practices to other schools. The Online Learning Advisory Committee was created, and includes faculty from all areas and IT.

WVSU is committed to quality and is ready to implement procedures to ensure this. The oversight of online courses will be required by HLC and WVHEPC.

WVHEPC adopted Quality Matters as the platform for ensuring quality online course content, and Ms. Seyedmonir proposes that the WVSU Faculty Senate also adopt Quality Matters. In order to do this we must have qualified trainers review online courses. All current committee members except for one are qualified as Peer Reviewers.

The Online Learning Advisory Committee would be given the authority to review online course designs and make recommendations to EPC on approved online course offerings.

The Quality Matters process was introduced. Reviewers are looking for objectives, with content and online assignments to satisfy the objectives. The standard practice is four iterations of teaching a course online, and then it can be submitted to be approved as a Quality Matters certified course.

The following motion was made (Vaughan / Zhang). "The Faculty Senate adopts Quality Matters as the quality standard for online course development and review at WVSU. The Faculty Senate recognized the current Online Learning Advisory Committee as the Senate's advisory committee regarding online education until such time that a permanent standing committee is formed." The motion carried.

- b. Other business.** Dr. Byers announced 305 Ferrell Hall will in the future be offline due to Oasis. Faculty Senate will move future meetings to Hamblin Hall Auditorium.

**VIII. Adjournment:** There being no further business or announcements, **a motion to adjourn. Motion carried**