

**DRAFT COPY UNTIL APPROVED**

**Minutes**

**Faculty Senate Meeting**

**November 1, 2013**

**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 1:41 p.m.
- II. **Reading and Approval of Minutes:** Minutes from the previous Senate Meeting were read. There was a motion (Vaughan, Smith) to approve the minutes as read. The motion was carried.
- III. **Reading and Approval of Agenda:** There was a motion (Harris, Smith) to approve the Agenda. The motion was carried.
- IV. **Comments from Chair:** Due to another meeting held on campus, Dr. Ruhnke proposed to adjust the agenda as necessary.
- V. **Reports:**
  - a. **President.** No report.
  - b. **Provost / Vice President of Academic Affairs.** Dr. Byers sent out a written report to all faculty via email. His goal is to maintain a positive relationship with the Senate, faculty and keep students at forefront of all decisions made. He reported on the Budget Summit held that morning. There were many proposals to be more efficient. There may also be a 7.5% budget cut. There are approximately 100 adjuncts and 120 faculty members. We must be concerned about eliminating faculty, and he has asked the Deans to ask faculty to list all courses they can teach. We need to review the total picture of fiscal outlook and current structure. He discussed new programs.

Dr. Byers is confident we will get Reaffirmation of Accreditation. Finance will play heavily on Accreditation, and we all have to do our part to ensure we survive financially.

The new Director of the library, Dr. Willette Stinson, will be here November 11. Dr. Byers emphasized that we must stay abreast of new trends in library.

The RBA Program is one of our largest degree programs, and Dr. Sherri Shafer has been selected to fill this role. He commends Dr. Harrison for his work in this area. Deans and Registrar will comprise a team to review RBA program and process to ensure we are following correct protocol.

Committee will vote on a new Chair for Communications Department in December to complete Sherri Shafer's remaining 2 ½ year term.

Catalog preparation has a timeline to be up-to-date and on time. Dr. Whitehead is spearheading this endeavor. Information for catalog has to go through entire process and be to the appropriate Dean by February 3, 2014.

- c. **Board of Governors (BOG).** Dr. Guetzloff reported Dr. Carter's Emeritus status may have been not appropriately applied. He indicated the BOG voted for the title.

Academic Compact: The BOG reviewed this document and had significant input into new five year plan. The BOG voted unanimously to approve the document.

Dr. Guetzloff asked the members their opinions to about hiring a consultant to administer the evaluation process of Dr. Hemphill.

- d. **Advisement Council for Faculty.** The committee is waiting to review Bill 330.
- e. **Honor's Committee.** Dr. Sklute provided a review of the number of honor students. She is continuing to recruit students with Admissions and currently enrolled students. Honor's Program students participated in a camping trip in September. This will be an annual fall event and a walking tour "City as Text" will be held every Spring.

Dr. Sklute will create a one general capstone class with modifications based on degree. The students traveled to Mid-East Honors meeting this past Spring. She also provided a Student Success overview of participant's major achievements. A motion was made to accept the Honor's Program report (Armstrong, Smith). Motion carried.

## VI. Old Business:

- A. **GRDI Faculty Status.** GRDI faculty attached to departments doing research will be included fully in the department. They will not use current faculty line. Dr. Byers has given resumes of GRDI faculty to Deans to review to determine years of service and appropriate placement. In the future it will be a joint appointment.
- B. **Faculty computers.** Dr. Ruhnke received notice from Melvin Jones this is moving forward. He will keep Senate apprised of progress.
- C. **Purchasing procedures and department budgets.** Dr. Ruhnke reported concerns about forms being returned over minor errors. Dr. Byers reports we are in the process of making purchasing a computerized process, and because money comes in more than once a year, department budgets should reflect that in your online account.
- D. **Faculty medical/family leave.** Current practice is to ask for people to cover within the department. Because there is no policy in place this also could affect pre-tenure people. Dr. Byers advises that Faculty Senate develop a committee to review this and make recommendations. Dr. Byers also recommends the matter be taken to the faculty advisory counsel and be reviewed statewide. He also suggested consulting the new Human Resources Director. Dr. Pietruszynski said WVU and MU have recently developed policy.