**West Virginia State University**

**Executive Committee Meeting**

**Friday, February 28, 2025**

Present: Tom Kiddie (TK), Alana Dorsey (AD), LeighAnn Davidson(LAD), Rebekah Redman (RR), Jodi Johnston (JJ), Jessica Barnes-Pietruszynski (JBP), Barbara Ladner (BL), Kellie Toledo (KT)

**Agenda**

1. Approved Agenda Moved and seconded by JB & KT
2. Approved Minutes of January 2025 Meeting Moved and seconded by JB & KT

**Reports to be on Senate agenda:**

* + - 1. President Ericke Cage
      2. Provost Deborah Williams
      3. BOG Faculty Rep
      4. ACF
      5. EPC
      6. Academic Appeals
      7. Research & Faculty Development

**Old Business and Announcements**

1. Focus of the Senate – 2023-24
   * 1. Justin pushed to April; Gov’s proposed budget includes our full match, funding for healthy grandfamilies, increase to cover PEIA increases
     2. IT – Directory is up (<https://wvstateu.edu/university-directory/>) but still needs corrections; Classroom computer technology is being addressed; Class Schedule has adjusted time slots and is being drafted
     3. Ad-Hoc Committees are being reinvigorated on Faculty Grant Compensation; Academic Integrity/AI; Faculty Evaluation Instrument
     4. Faculty Lecture Series – JB will continue sending out information
     5. TurnitIn Add On – Invoice has been paid
     6. ProQuest – PO Prepared – approved. Gary Ginther will order
     7. Facility Services – Updates are being made; Send any other issues to LAD; Deferred Maintenance Website Link <https://sites.google.com/wvstateu.edu/wvsudeferredmaintenance/home>

**New Business**

1. Jodi Johnston spoke about Satisfactory Academic Progress (SAP) Appeals, Financial Aid, etc. JBP asked how information from SAP reports/appeals is safeguarded. JJ noted that SAP doesn’t require students to reveal what they are being treated for, just treatment dates from medical professional. The information they submit is put in the financial aid vault (same place as their tax info). Faculty members don’t have to look at their documentation, so they can/should tell students that faculty members just do their part (advising plan) but are not supposed to be in on the other parts of the appeal. Financial Aid has to maintain records for seven years past last date of attendance. Financial Aid can go online to get record of what financial aid they have received anywhere. Students get a week to get POA signatures. 2nd part of term issues: if students are enrolled in full term classes, they get their financial aid for what they’re registered in when Financial Aid ‘locks’ PELL; if they were below full-time, then students can’t add more PELL for a 2nd part of term class they add after PELL locks. But if they are full-time, as long as they stay full-time (at least 12 hours), they’re fine. If a student isn’t registered till 2nd term, then that is a different circumstance.  
   Proof of Attendance (POA) issues – if a student is unable to attend but in contact, Jodi recommends that we ask the student to do something (syllabus quiz, email) to show that the student is ‘in.’ Otherwise, students who never attend may get financial aid dispersed and then Financial Aid needs to recoup the money. We need to make sure faculty understand why POA is needed and how to do it correctly. At another institution, Jodi did Q&A at early meetings with examples of situations. The Exec committee thinks that is a good idea. Should Roy or Jodi do the written instructions that get sent out? Issue of sending reminders to listserv – makes it anonymous, but perhaps the reminders should be sent only to those who need them, using bcc: We have it down to one student from whom we had to get money back.
2. Alana Dorsey – Student Advising – digging into specific examples of advising ‘mistakes’ showed that the staff did not make the mistake; instead, it was student making a bad choice about ignoring advising. Should students get PINs? Maybe just juniors and seniors. Sometimes CRNs from faculty advisors have been wrong, because of reading across to the wrong line. Cheat sheets for advising staff (to tell them what the ideal sequence is) would really help. Also, MyDegree needs to be updated about things like pre-requisites. EPC forms go to academic affairs & then to Roy, so that the registrar’s office can update MyDegree and the catalog. Roy can figure out how something happened and who did it. TK mentioned the idea of giving advisors registration privileges to input/change student schedules. Alana said that anyone with those privileges would need to be trained about when it’s permissible to override things. We also should make it so that students can’t change their major without meeting with at least one (old and/or new) advisor to have the ramifications explained to them. They shouldn’t get permission to change major without signature of new advisor, and then both the advisor and student sign. Roy now has digital form. Digital major change form could also be set up to send chairs alerts. We have ‘sign me’ for official signatures. Programs should be encouraged to do ‘cheat sheets’ (if they haven’t already done so). If they don’t all do them, then we might need a policy. NSO dates: June 6, 20, July 18, Aug. 12. Let Alana know of ‘mistakes’ so she can look into it and address the issue with whoever ‘did it.’ No one should be overriding the policy requiring them to have no more than a $500 outstanding balance. Such problems could be issues that could be addressed, but if people override the financial hold then no one is alerted that there might be a correctable issue. Wendy Taylor was working on cleaning up the catalogs in preparation for cleaning up MyDegree. We should work with Roy on how to manage the revision project. Do we know of an online tutoring platform? (Because the current tutoring platform is going out of business.) Does HEPC have any deals with anyone? TK will reach out to WVNET to see what they know.
3. Future State Committee – Met Wednesday – talked about federal freezes.   
   The freeze probably will be lifted. The final meeting to go through recommendations with NCUBO is on March 6. They or may not have report by Fac Sen.
4. New Schedule of time slots for Fall 2025 went out. Advising starts after spring break.
5. Faculty Non-Compliance – Getting a system for addressing faculty non-compliance (on POA, grade submission, etc.) is hampered by documentation issues (which is a problem with grievances as well as how to hold faculty & staff accountable). There probably will be a policy, so LAD, JP, & JBP are working on a compliance document, gathering examples to help shape the policy from the BOG. Often such policies are an appendix to Faculty Handbook. That would allow it to be put in faculty contracts.
6. Self-Report Changes - Deans council reports that the promotion and tenure committee (P&T) has problems with the current self-report form. There is support from deans council to replace the document. They are revising it. Kerri has taken input from Deans & LAD & JBP are working on the revision. Then it will go Deans council, then academic affairs, then to senate. They want it rolled out in fall. Kerri suggested that we work on a way for faculty to evaluate deans.   
   There was discussion about the need for allowing anonymous reports of concerns/complaints (also discussion of BOG’s statement about not taking anonymous concerns, since we have seen retaliation in the past). Should faculty senate chair collect the data?
7. Election – A senator needs to hold a chair election for Education