

Minutes of the WVSU Faculty Senate Meeting from 1:30 p.m., Friday, April 7, 2017, in Hamblin Hall Auditorium

Senators present: T. Alderman (A&H, Secretary), D. Johnson (A&H), M. Ray (BSS), M. Seyedmonir (BSS), D. Wells (L&C, Historian), M. Fultz (NSM), R. Baker (NSM, Vice-Chair), R. Ford (MSN, Chair), O. Banks (PS), E. Waugh (PS), J. Pietruszynski (At-large). Absent: F. Hailou (BSS), M. Casey (L&C)

Board of Governors Representative: T. Guetzloff

Advisory Council of Faculty Representative: B. Ladner absent

Parliamentarian: J. Magan absent

Ex Officio: Provost Jayusariya, E. Roberts (SGA President). Absent: President Jenkins, W. Porterfield (Public Safety), R. Tabor (Classified Staff)

Guests: Dr. Harper (Bio.), Dean Zaman (NSM), Dean Wallace (A&H), Dr. S. Richards (HHP), Dean Bejou (BSS), Prof. Bejou (BSS), Dr. Workman (Chair, Constitution & Bylaws Committee) Dr. De (Chair, Faculty Personnel Committee)

1. The agenda for the meeting was amended with two additions, about the position of Program Director and an Advising Workshop. E. Waugh moved to approve, and M. Seyedmonir seconded, and the motion passed.
2. The minutes from the March 3, 2017 Senate meeting were approved, on T. Guetzloff's motion, and O. Banks' second.
3. Chair's Comments:
 - a. Dr. Ford reminded faculty attending to stick to the topic at hand and to direct comments and questions through him, according to Robert's Rules.
 - b. Department elections for chair (which are conducted by Senate Executive Committee members) were announced: English – Dr. Pietruszynski, Health & Human Performance – Dr. Settle, Social Work – Dr. Wamsley, Education – Dr. P. Wilson. The Biology Department's election is planned for April 21, with Dr. Ladner.
 - c. For the SHiP training sessions with J. Johnston, 26 faculty and staff attended. Dr. Ford has asked the administration's safety task force to report to the Senate at the May 5th meeting.
 - d. Elections for the BOG and ACF representatives will be held at the May 11th General Faculty meeting.
 - e. Dr. Kane has submitted an redacted version of the Academic Appeals Committee report, previously given at the March 3rd Senate meeting, for posting on the website.
4. President's report: President Jenkins was in another meeting.
5. Provost Jayusariya's report:
 - a. Three "intent-to-plan" programs have been submitted: a general engineering program with a chemical concentration, a Master's in Sports Studies, and a Master's in Computer Science. Upon being asked by Dr. Harper about funding, the Provost noted that we may be able to use computer equipment at Bridge Valley CTC for the engineering plan.
 - b. We are expecting a \$1.5 million cut to our budget, and \$900,000 cut from Academic Affairs. The Governor proposed a 2% cut, the Senate 6-7%, and the House 15% earlier in the Legislative session, and the Provost thinks the Senate's cut is the most likely to be passed. Academic Affairs has seen a \$1.5 million cut since 2014.
 - c. Enrollment has gone up, largely due to more international students and online registrations. To Dr. De's question about data on the retention of the international students, the Provost said we currently have 65 international students, but there are ongoing problems with the exchange rate of money and the isolation of those students in Sullivan Hall. International students are not allowed

to live off campus, and Keith Hall's bond requires 95% occupancy. All the Nepali students from before left; we hope to minimize the drop-out rate this semester; of the 25 from Nepal, 4 are leaving. The Enrollment Management position is currently unfilled. Prof. Banks asked about a total enrollment figure for spring, and the Provost said this was announced at the President's "town hall" meeting in March. Dr. Workman asked if we are working to have "early enrollment" students continue at WVSU. The Provost said that up to 13% continue but that we need to do more recruiting in that regard, especially for the college deans. Six departments have "1+3 programs" in place, and interested departments should contact Nathan Gainer. High school students being taught college-level classes are named "Yellow Jackets" within the Early Enrollment program.

- d. Asked by E. Roberts (SGA President) about the Chemistry Lab manager position, Dr. Harper said a part-time employee is filling in until a full-time employee can be hired.
- e. Asked by Dr. Seyedmonir about how we are using the attendance data being collected, Dr. Guetzloff said EMAS is not fully online yet, but that Collegiate and Academic Support Services is getting the data now. Dr. Ray asked about attendance in online classes, but this is apparently an issue of figuring out the website.

6. Standing Committee Reports:

ACF: Dr. Ladner was absent

BOG: Dr. Guetzloff made comments on the school's budget that he sent via email to faculty, which seems to show a \$5.1 million "hole" in the budget. However, this is not quite accurate. No more "swiping" from one fiscal year to the next will be allowed, and the application *vs.* actual enrollment figures will be straightened out. Dr. Ford asked about phased retirement or incentives for early retirement. There has been one faculty member (Dr. Hartstein, English) who used phased retirement. Dr. Guetzloff noted a new Legislative bill that gives each university's BOG the power to terminate faculty.

Constitution and Bylaws: Dr. Workman presented a written report on his committee's effort to update and correct the Constitution and Bylaws. Constitutional Amendments, he noted, are required to have two readings before the General Faculty. The Parliamentarian position should be an *ex officio* member of his committee, but this seems not to have been approved at a general faculty meeting and should be on the May 11, 2017 agenda. The Honors Committee was created in 2011, but its description seems to be about developing a program and who serves on it, rather than about its responsibilities/"charge." There was some discussion about whether Honors should be a department or a standing committee of the Senate. D. Wells moved, with T. Alderman's second, to table this discussion, and the motion passed. The Athletic Committee needs to be officially removed as a Senate Standing Committee. T. Alderman moved, with D. Well's second, to remove this committee from the list of Standing Committees, and the motion passed. GRDI members should serve on the Library and Faculty Research & Development Committees, but removed from Cultural Activities & Educ. Assemblies. T. Alderman moved, with T. Guetzloff's second to make that change, and the motion passed. The Senate also voted to approve the new description in Dr. Workman's report of Cultural Activities and Educ. Assemblies for the Bylaws. Dr. Guetzloff moved, with Dr. Seyedmonir's second, to accept the Const. and Bylaws report, and the motion passed.

Educational Policies Committee: Dr. Fultz presented a table of the recent activities of the committee. Dr. Alderman moved, with Dr. Johnson's second, to accept the report, and the motion passed. More consistent course descriptions (chiefly regarding format) for the catalog are needed. Dr. Fultz

asked if EPC can devise a template for course descriptions in the future, determining if the mode of delivery, for example, needs to be included. Dr. Seyedmonir moved, with Dr. Ray's second, that EPC create this template and report back to the Senate fall 2017; the motion passed. The EPC report was accepted by the Senate.

Faculty Personnel Committee: Dr. De presented a written report, noting that the past delays in getting student evaluations were caused by lack of support from I.T., but that the new system with deans collecting and delivering the packets seems to be working much better, and that each semester's evaluations should be available a week after school is out. He noted that self-sealable envelopes will be used in the future, the questions on the instrument need to be revised, and the online instrument needs to differ from the one used for in-person courses. The FPC calendar is not done because the student evaluation process is not fixed yet. The "procedures" part of the system is still in the works with FPC. Dr. Johnson move, with Dr. Ray's second, to accept the report, and the motion passed. According to Dr. Baker, the FPC Task Force looking at student evaluations plans to report to the Senate at its May meeting.

6. There was no discussion of the Attendance Tracking system.

7. New Business:

- a. Dr. Alderman suggested that part of the General Faculty Meeting next August be spent on a student advising workshop, getting more information in one place, looking at PIN security and a first-year advising center, and trying to stimulate faculty to improve advising. The Provost agreed that this could be arranged.
- b. Dr. Richards noted that WVSU lacks a clear description of the duties and support for the position of program director, so the school's online menu and catalog need to be updated and corrected to include all programs. Support for recruitment needs to be clarified. The Provost promised that the Faculty Handbook will be updated and the description brought to the Senate fall 2017.

The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

T. Alderman

Dr. T. Alderman, Secretary to the Faculty Senate