

**Minutes**

**Faculty Senate Meeting**

**Friday, April 5<sup>th</sup>, 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 1:30 p.m.
- II. **Reading and Approval of Minutes:** Minutes from the previous Senate Meeting were read. **Motion to approve the minutes was carried**
- III. **Reading and Approval of Agenda:** **A motion to approve the Agenda carried**
- IV. **Comments from the Chair:** Dr. Ruhnke began the meeting by entertaining a concern dealing with faculty parking passes. Now that the passes are "linked" to license plate numbers, tickets can be issued for faculty who "swap out" the parking passes between cars. Prior to 2009 there was no license number on the pass and, although the pass was assigned to a specific car, there was no way of identifying if they were moved from car to car. The change in policy has greatly upset some faculty members who have chosen to part off campus instead of paying for one or more parking passes. Dr. Hemphill asked that the Chair of the Faculty Senate discuss this with him outside of the senate meeting so that he can be fully informed before making any decisions.
- V. **Reports:**
  - a. **President** - Dr. Hemphill began by discussing WVSU Cares Day which will take place on April 27<sup>th</sup> between 9:00 a.m. and 2:00 p.m.. During this time, volunteers from State will descend on 22 sites to provide community service. This will give a chance for the school to be visible in the community and lead by example. The deadline to volunteer is April 17<sup>th</sup>.

Dr. Hemphill also informed the senate that April 13<sup>th</sup> will be an "Admitted Student Day" in which students who have been admitted to the University can come and check us out. Currently 80 admitted students had confirmed attendance.

In terms of enrollment, Dr. Hemphill shared the following numbers (as of April 3<sup>rd</sup>) 1733 applications had been received (up 25% from last year's 1386). 613 applicants have been accepted (up 110% from last year's 292), and 83 are fully confirmed to attend (no data from last year).

Commencement will be May 11<sup>th</sup> with two ceremonies to take place outside on the front lawn of Ferrell Hall. A "back up" commencement will take place in the Ferrell Auditorium if weather does not cooperate. If the ceremony moves indoors, students will have to make a decision on who gets to be in the audience and who can watch graduation in an "overflow" room.

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Dr. Hemphill ended by stating that when it comes to recruitment we are clearly heading in the right direction, now we must also make the positive move in retention. He stated that addressing faculty raises is a top priority, but we need to have the revenue to do so.

- b. Provost / VP of Academic Affairs.-** A written report is available on-line. Dr. Byers highlighted several sections of his report, calling attention to the process by which Deans and Chairs are appointed and evaluated. Currently two Chair positions are being advertised for in outside publications. This led to a lengthy discussion and question session dealing with the nature of Chair positions. Some senators were concerned that outside appointees would essentially gain "Chair for life" status and others that the position would be turned into a more administrative position as opposed to a faculty one. Dr. Byers stated that in all cases, a Chair will receive evaluation and if they are not doing the job(s) assigned, they would be replaced. He reiterated that these are faculty positions with teaching the foremost priority. Dr. Ruhnke reminded the senate that, according to the bylaws, when a department votes on a chair, they are giving a recommendation. The Provost / VPAA can accept the recommendation or choose someone else as the appointment comes directly from his office.

It was noted that the Fall 2013 Academic calendar had not been posted on-line and several members were concerned not only for current students but for recruiting as well. Dr. Byers stated he would look into it.

- c. EDUCATIONAL POLICIES** - (Available on-line). A motion to accept the EPC report was passed
- d. BOARD OF GOVERNORS (BOG).** The next BOG meeting is slated for the 25<sup>th</sup>. Dr. Guetzloff also asked about the current state of the budget in terms of "supply" for AA. Currently it shows that AA has spent 180% of the budget. Dr. Byers responded by stating that the budget was not correctly created for the needs of AA. Overall, the University is "right on track" with the budget
- e. FACULTY PERSONNEL COMMITTEE** - the FPC provided a written report (available on-line). It was noted that all deadlines have been met for evaluations and the current evaluations would be ready to be picked up by chairs on Monday.
- f. ADVISORY COUNCIL OF FACULTY (ACF).** Dr. Ford had no report as he was in attendance of an ACF meeting.

### VI. Old Business:

- A. Consideration of graduation policy - Upon request of the Faculty Senate, the Senate Executive Committee had looked at and revised the Graduation Ceremony Policy. The following was presented to the Senate:

### West Virginia State University Commencement Participation Policy

Students who wish to graduate from West Virginia State University must apply for graduation by completing an Application for Graduation in the Registration and Records Office on or before the deadline established in the University calendar. Once a student applies for graduation, the registrar and college dean will evaluate the transcript of the applicant. Both must certify that the student has met the following criteria going into the semester in which they wish to graduate:

- The student must have all general education requirements completed except those scheduled during the semester which the student applies for graduation.
- The student must have all required major courses completed except those scheduled during the semester that the student applies for graduation.
- The student must have an overall grade point average of 2.00 or above, or the ability to obtain this level during the semester that the student applies for graduation.
- The student must have an overall grade point average at or above the level required for their major, or the ability to obtain this level during the semester that the student applies for graduation.

If the registrar and dean certify that the applicant meets each of the four criteria, the student can participate in commencement. Students will receive a letter indicating whether the University will allow them to participate in commencement during the semester in which they applied; however, **participation in commencement does not indicate degree completion.** Commencement participation is optional for students who fail to complete their degree requirements in the semester in which they applied. Students who fail to complete their academic responsibilities during the final semester must complete all degree requirements before the University confers a degree. Students may only participate in one commencement per degree earned (excluding those in dual majors). After being approved for participation in commencement, students may defer commencement if they not ultimately meet the requirements for graduation in a given semester. Any fees paid would be applied to a later ceremony.

**A motion to accept the policy was made, seconded and passed by the senate.**

In addition, the Faculty Senate Executive Committee brought forth the following amendment: Faculty Senate Executive Committee - proposed amendment for special circumstances

Students who have completed almost all degree requirements (e.g. completion of all coursework but need completion of an internship, one summer course shy of full completion of requirements) may petition to participate in

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commencement exercises. The student must write a letter describing their circumstances, and why participation in commencement for them outside of full completion of degree requirements is needed. The nature of the circumstance, plus other factors such as the student's GPA will be taken into account. A letter from the student's advisor/department chair of major must accompany the petition. Decision to allow the student to participate in commencement will be made by the Faculty Senate Executive Committee and their decision will be final.

**A motion to accept the amendment was made, seconded and passed by the senate.**

**B. SHIP – progress since March meeting** – Several problems with the status of SHIP, and what had been done since the last meeting, were raised. It was noted that the HVAC in Wallace still did not have a remote shut off, and that Cole Complex did not have a designated room. Some members of the senate felt that the SHIP should be given the same level of importance as a fire emergency (which all agreed we are at least prepared for). A motion was made to direct the Chair of the Senate to discuss the lack of SHIP and emergency preparedness with the president. **The motion was seconded and passed the senate.**

**C. Revision of Faculty Handbook – Constitution and Bylaws** – Dr. Ruhnke informed the senate that the Senate Executive Committee would review the documents over the summer and provide suggestions for revisions during meetings next semester.

### VII. New Business:

- A.** Ad hoc committee for overhaul of student evaluation instrument: Dr. Seyedmonir informed the senate that our student evaluations have not been changed since 2001 when they were "patch worked" together into what we have now. A motion was made to create an ad hoc committee to overhaul the student evaluation instrument with Dr. Seyedmonir as char. **The motion was seconded and passed**
- B.** Nominations for Senate Executive, AY 2013-14 – Dr. Ruhnke reminded the senate that nominations for the Senate Executive Committee would take place at the next meeting when new senators would attend. Anyone interested in a position was encouraged to seek a nomination.

**Adjournment:** There being no further business or announcements, **a motion to adjourn the general faculty meeting. Motion carried.**

Respectfully submitted,

Jeff Pietruszynski, Secretary  
Faculty Senate