**West Virginia State University**

**Faculty Senate**

**Minutes – March 3rd, 2023**

The meeting was conducted by video conference call using Zoom and in person at 103 Davis Hall.

*Attendees (in-person): J. Barnes-Pietruszynski, D. William, E. Jackson, M. Pennington, R. Ford, J. Eya, R. Simmons, J. Johnston, R. Redman, M. Ranasinghe, J. Pietruszynski, T. Ruhnke, A. Faucett, S. Sowell, N. Tyson, L. Lambert, L. Davidson, K. Toledo, A. Settle, B. Ladner, M. Fultz, K. Steele, R. Wallace, J. McAllister, P. Carney, and J. Porter.*

The meeting was called to order by J. Barnes-Pietruszynski at 1:35 pm.

T. Reed moved to approve the agenda and seconded T.Ruhnke. Faculty voted unanimously.

The Faculty Senate Minutes from February 3rd meeting were approved by T. Reed and seconded by Towid. Faculty voted unanimously.

**REPORTS AND ANNOUNCEMENTS**

***Presidential Report***

President Cage began by first thanking and acknowledging the employees (faculty and staff) who worked at the university. President Cage stated that Provost Carney and the VP for Business and Finance, Justin McAllister would speak on matters related to the recent personnel budget reductions.

Provost Carney stated the past week has been extremely challenging as it has impacted faculty and the overall goal is to provide optimal experiences for students and their education. Provost Carney informed faculty and staff that the Higher Education landscape is rapidly changing and in order for WVSU to be a vital institution, personnel budget reductions were required. A total of 7 positions were eliminated, two programs phased out (international studies and sociology), and vacancies across the university removed. Justin McAllister followed up with the details from Provost Carney, by stating “although these budget reductions are unfortunate, they were necessary, and can state that the $5,000,000.00 hole prior to Covid-19 has now been filled, especially with enrollment decline.” Justin McAllister as mentioned “over the last couple of years, the budget was balanced with Covid-19 dollars and since this luxury is no longer available these financial cuts were required.” Provost Carney stated despite these necessary changes, she is adamant that “we must remain on a path of financial stability in order to keep the institution afloat.” Justin McAllister stated as his office works to finalize the budget, he is asking all faculty and staff to participate in this process.

President Cage informed faculty plans for different strategic investments are being put into perspective (e.g., 2nd Capitol Campaign) and any way that can help reduce expenditures as well as target investments is key. Provost Carney supported President Cage’s comments and informed faculty about the relevance of strategic planning, and asked faculty to bring any suggestions to Academic Affairs that can help ensure a viable university that provides a fluid and dynamic environment.

President Cage also discussed with updates related to the Campus Carry Law. President Cage said he is in the process of forming a Campus Carry committee that includes faculty, staff, and public safety. President Cage stated this committee will determine what can be done to safely implement a plan across campus in the event there is an active shooter or gun threat.

President Cage stated he is working on a building a School of Agriculture and Sciences. President Cage announced he was elated to report that the budget bill for this school passed. President Cage mentioned he and Amy Smith will be traveling Washington D.C. in the upcoming week to secure support and funding to develop the forthcoming school of Agriculture and Sciences.

J. Barnes-Pietruszynski opened the floor to comments from faculty regarding the personnel budget reductions. Upon elaborating on each of the faculty’s concerns and questions, President Cage thanked faculty and staff for the feedback and apologized for the lack of transparency regarding faculty positions and phase outs with campus programs.

Provost Carney also stated the Higher Education Policy Commission (HEPC) will now be conducting annual program reviews including enrollment.

***Financial Aid, Registrar, and Proof of Attendance (POA)***

Jodi Johnston discussed with faculty the emails that many students receive related to the second POA for the spring 2023 semester. Jodi Johnston first began with mentioning that attendance must be reported for every single student, for every single roster, and for every CRN that has been assigned (in person, online, internships, etc.). Jodi Johnston asked faculty to note, that submission of grades and POA is turned off and on for reporting services, which allows for the data to be captured once pulled from Banner. Jodi Johnston and Roy Simmons ensured faculty were aware that **once the deadline passes, any changes done in Banner cannot be updated as Jodi Johnston has 24 hours to submit the POA to various offices across campus**. Jodi Johnston and Roy Simmons stated all faculty have an entire week to submit from the time the email is generated and can submit their POA as early as 10 days out from the deadline.

J. Porter stated the discrepancy in past semesters regarding how to complete POA compared to the spring 2023 semester. Jodi Johnston stated they were aware of this and that is why they are trying to keep the current steps sent out for the spring 2023 semester emails sent by Roy Simmons.

 T. Ruhnke also suggested to make an earlier cutoff time to allow the Financial Aid and Registrar’s office enough time to begin processing the POA for each student. T. Ruhnke also said this may also help with any additional forms that will need to be completed by students and faculty if POA is not updated in Banner. B. Ladner asked about the POA forms and sending an electronic signature. Jodi Johnston stated as long as it is not typed it can be used and sent to her office as POA. B. Ladner asked about students who are present, absent, and then present. Jodi Johnston stated her office will work with the faculty member to determine the reason why the student’s attendance is not consistent and take the information obtained from the faculty into consideration. Roy Simmons stated the Retention office and Lindsey Good call students to try and address any concerning issues to ensure they are not missing class.

Roy Simmons reminded faculty that as the university approaches the midterm POA, faculty should enter any grades with a D, F, or Q **and** the last day of attendance for the student. Roy Simmons stated the next reporting is scheduled after spring break and a reminder a week before will be sent out to ensure all faculty enter the required D’s, F’s, Q’s and the last attended date.

Jodi Johnston and Roy Simmons also stated moving forward in future semesters and academic years, they will be reaching out to faculty regarding a student who may be a “stop out” to see if the student has attended and so they know how to proceed within their office.

**BOG Report**

J. Pietruszynski stated at this time there are no updates but will be taking concerns from faculty to the BOG regarding the personnel budget reductions.

***ACF Report***

B. Ladner stated various bills being presented to the WV legislative. B. Ladner mentioned the legislature passed a bill regarding better training for law enforcement for the autism spectrum. B. Ladner stated many bills have moved through many committees which include but are not limited to the Antiracism Act for K-12, the Bluefield State and WVSU to include associate degrees (which only passed in one chamber), State Pay Raises, Moving Nursing Education under HEPC, and PEIA. B. Ladner informed faculty that an email related to the status of the PEAI bill was sent earlier in the week to faculty list serve. B. Ladner stated if you would like to check the status of all WV legislative bills, to visit <http://www.wvlegislature.gov> and once on the homepage to go to *completed legislation* (which will display both those bills passed by the House and if the governor has signed the bill).

***EPC Report***

Terry Reed stated ten Educational Policy Commission (EPC) proposals were presented in February to the committee from various departments. Of the ten proposals, Communications 270 did not have the appropriate signatures from the General Education committee. Terry Reed stated because the conditions would not be met in time for the March Faculty Senate meeting, the EPC committee approved this proposal with conditions. Terry Reed also stated the following EPC approvals included: three nursing classes requests (i.e., removal of CHE 201; revision of nursing 200; and approving an new concentration for the Health Science Pre-Allied Health/Nursing), one Criminal Justice request (i.e., CJ 331 for General Education inclusion), and five Mathematics, Engineering and Computer Science requests (i.e., prerequisite changes in CHE 402, 315, and 311; name change for CHE 415 and 315, addition of CHE 406 to the course catalog; and addition of an elective course, CE-406). Terry Reed stated the EPC recommends Faculty Senate to approve the ten proposal requests. B. Ladner moved to approve the EPC report and Towid seconded.

Terry Reed also informed faulty that he has spoken with Jack Bailey regarding the EPC meeting dates and times listed on the university website. Terry Reed stated the details for the EPC meetings are now updated. Terry Reed asked faculty to note that one of the meetings will be online rather than on the 9th floor in Wallace Hall.

***Faculty Research and Development Report***

Jonathan Eya mentioned an email to all faculty was sent on February 20th. Jonathan Eya stated they Faculty Research and Development Committee has agreed to begin with 2 faculty series for the spring 2023 semester. Each faculty lecturer series will be held once a month on the last Wednesday of the month. The event will be start at 12:15pm and end at 1:15p. Jonathan Eya also informed faculty of other matters discussed and agreed upon which included: (1) inviting guest speakers and institutional support for each speaker visiting WVSU; (2) seeking of institutional support to provide financial assistance to junior faculties to attend conferences/professional-development issues; (3) inviting grant writers from different federal government agencies; (4) support for release time to allow faculties to write and execute research grants; (5) introduction of online professional developments; (6) development of a poll for proposal of professional development activities; and (7) seeking support from the administration in establishing a reward culture for successful grant writers. The motion to accept the report read by Jonathan Eya was approved by T. Ruhnke and seconded by B. Ladner.

***Library Report***

J. Barnes-Pietruszynski stated this report will be moved to the April Faculty Senate meeting.

***Academic Appeals Report***

J. Barnes-Pietruszynski stated at this time, Academic Appeals does not have a report related to Program Review and will be moved to the April Faculty Senate meeting.

***President Investiture and Black and Gold Gala***

J. Barnes-Pietruszynski informed faculty about two important events for the spring 2023 semester. The first event will be held on Thursday April 13th at 10am. The second event is the Black and Gold Gala which will be on Friday, April 14th. L. Davidson stated tickets are now available with WVSU faculty and staff prices at a discounted price. J. Barnes-Pietruszynski encouraged all faculty to attend both events.

***Spring elections***

J. Barnes-Pietruszynski stated the number of elections will need to take place this spring semester. These 2023-2024 elections will include different committees, officers, Faculty Senate senators, and department chairs. Elections of Faculty Senate senators will take place in each college meeting in April. Elections for chairs will take place in the departmental meetings in April. During the Faculty Senate April meeting, the 2023-2024 Senate officers and committees will be elected and seated in the May General Faculty Senate meeting.

**OLD BUSINESS**

***Directory***

J. Barnes-Pietruszynski mentioned to faculty that she is still collecting details for directory and updates will be provided in a future Faculty Senate meeting.

***Constitutional Revisions and Re-structuring***

J. Barnes-Pietruszynski provided a hard copy of the revisions and re-structuring related to the Faculty Senate Constitution. J. Barnes-Pietruszynski stated she is currently accepting responses and suggestions from all faculty. J. Barnes-Pietruszynski mentioned she will then take all the suggestions and responses from faculty to the Faculty Senate Executive Committee. Following this, the changes will be written into the Constitution and then brought back to Faculty Senate.

***Faculty Lecture Series***

Please review the Faculty Research and Development Report for details related to the Faculty Lecture Series.

***New Faculty Handbook Appendix***

J. Porter informed faculty that she and J. Pietruszynski have developed a tentative template of sections to include in the New Faculty Handbook Appendix. J. Porter stated an email will be sent out after spring break with access to a repository (i.e., Google Doc) that will allow faculty to add suggestions, recommendations, and comments to the template. J. Porter also added that various sub-committees will be developed for this Appendix once the repository suggestions and recommendations from faculty have been retrieved and reviewed.

***Mentoring Program***

J. Barnes-Pietruszynski stated the Mentoring Program meeting has been changed to meet in March. Details regarding the meeting time and date will be provided via email from J. Barnes-Pietruszynski.

**NEW BUSINESS**

***Personnel budget reductions***

Please review the Presidential Report for details related to the personnel budget reductions.

***Legislative – PEIA and Campus Carry***

J. Barnes-Pietruszynski reiterated from the ACF report given by B. Ladner. J. Barnes-Pietruszynski stated the Campus Carry bill has been passed by the House and signed by governor. J. Barnes-Pietruszynski asked if Academic Affairs is working on a protocol for Campus Carry. Provost Carney stated this is a priority on her list and will follow up with details in a future Faculty Senate meeting. L. Davidson stated she has been in contact with chief Patterson and West Virginia State Police Department (WVPD) and will reach out to both Provost Carney and J. Barnes-Pietruszynski. B. Ladner elaborated on the PEIA bill and details listed on the WV legislative website and mentioned that if the PEIA bill passes an additional $147.00 per person who is not employed with PEIA will be added and a 26% increase will be included for married couples with PEIA. For more details on each legislative bill and their status, please review the ACF Report.

J. Barnes-Pietruszynski motioned to adjourn. Jonathan C. Eya moved to adjourn, and B. Ladner seconded.

Faculty voted unanimously at 3:53pm.