

## **Faculty Senate Meeting Minutes**

**Wednesday, February 11, 2015**

**Mahood Conference Room, Mahood Hall**

Attendees: Jeff Bolton, Steve Bourne, Jan Czarnecki, Tammy Ferguson, Shelia Gates, Mike Lilly, Darrel Malamisura, Sheila Sargent-Martin, Norm Mirsky, Tina Nicholson, Adem Ozyavas, Luciano Picanco, John Snead, Terene Stiltner, Tony Woart. Guests: Roger F. Topping, Dr. Marsha V. Krotseng.

### **I. Call to Order**

The meeting was called to order at 11 a.m.

### **II. Approval of Minutes from the January 16, 2015 meeting.**

Luciano moved to approve minutes; Steve seconded, vote unanimous, motion carried.

### **III. Old Business**

**A. 15 to Finish.** WV initiative that encourages students to take 15 credits each semester to graduate in four years.

Discussion as to how this will impact retention and financial aid. Concern regarding the WV Code regarding undergraduate fee waivers.

Darrel: Why are we pushing this so hard when it is a suggestion, not a decree? Some students still don't have books at this point. Some students still have not received financial aid, and putting a copy of the text in the library isn't a workable solution. Expressed concern regarding athletes (particularly international and transfer students) who do not understand the financial aid process. According to Jo Ann Robinson, there are currently 400 tuition/fee waivers.

Dr. Krotseng expressed concern that students may not know whom to talk to in order to process the necessary documentation.

John: Could students receive an allowance from the bookstore? It's unconscionable to recruit students from other countries and they don't have books.

Darrel: College used to do that, but it lost too much money from the book vouchers.

Steve: Need to encumber the money. Committee for recruitment should look into this.

Darrel: Miscommunication between student support and book store. There is also a problem with the online material students have to purchase. 15 to finish will kill us if we don't make changes – do what other colleges do.

## **B. Enrollment/Retention/Financial Aid.**

Steve: The headcount is down from Fall to this semester as well as from last Spring semester - 7.4 percent from Fall to Spring, 15 percent from Spring to Spring.

Luciano: We can work with the processes and making them work. The administrators that have to solve those problems before it reaches Dr. Krotseng aren't doing their jobs.

Dr. Krotseng: People who are supposed to deal with those issues need to know.

Luciano: We have evidence that every problem is brought to the provost. He always says will take care of it or thinks about it, but never addresses those issues.

Brief discussion: Darrel had created a Google website that detailed the issues brought to the Provost's attention and the responses.

John: Just an observation that we should have one person who is ultimately accountable. Oftentimes no one is held accountable for anything.

Steve: Flow chart the process. Right now, we are bouncing people from place to place, and no one is being held accountable. (Asked Dr. Krotseng if we are conducting exit interviews with students who have left.)

Dr. Krotseng: Don't know if we are doing this systematically. Extraordinarily difficult to get ahold of students. There has been some effort to contact students who had registered in Fall but not in Spring. We asked them - What is the issue? How can we help you? Let's bring you back. I need your input.

Luciano: People in the administration are being paid to do it – it is their job. Very frustrated – we have committees, come up with ideas, but those ideas are ignored.

Darrel: Why, in the fourth week, have the forms not been processed?

Shelia: I hear students don't know where to go for the information.

Darrel: Talked to a recruiter at New River – he is writing a letter about the bounce back he is getting from students he sends to BSC and they leave. Problems with academic services, particularly Financial Aid. New River is supposed to be a feeder school. But they (the students) go back to NR and then transfer to someplace else. They report no problems with the faculty.

Mike: It should be the responsibility of Tracy Anderson's office to do exist interviews.

Steve : We could involve the deans of schools and faculty when we see that students don't return.

Discussion about knowing the students, knowing what majors they have, knowing if they do or don't return.

Darrel: Issue with students who have children not being able to make it to class because their kids' schools are canceled or delayed due to weather. Our schedules are not conducive to people who have children – our attendance or inclement schedule needs to be addressed. Most of our students do have children.

Mike: This goes to the faculty. Sometimes, leniency is needed. Some faculty give leeway while others don't. It should be up to the faculty.

Darrel: We need to have a good process in place.

Norm: We give students leniency and work with students, but we can't just do what the public schools do.

Tony: We have to be realistic about our population – these are nontraditional students who have children. If we had a daycare like some colleges do, then they could come to school and put them in the daycare. This is a real situation.

Tammy: Sometimes our students aren't savvy enough to solve their own problems. If school is out, then high school students might be available to babysit.

Mike: HEPC has guidelines we have to follow when we close the college.

Tammy: Many of us use Blackboard where we can post assignments for students.

John: Everything in Business is in Moodle, so we can handle it.

Dr. Krotseng: We will send out a letter reminding faculty about this.

Tammy: Needs to go to adjuncts as well.

### **C. Adjunct Qualifications.**

Darrel: Filed a FOIA regarding the IT department – wanted credentials of adjuncts. Informed by HR that we didn't keep credentials on them. It is required. Said no because they (staff in IT department) work full time. Had to show HR that it was in the faculty adjunct handbook. Four people, full-time employees, with just a four-year degree teaching IT classes.

Discussion: Adjuncts have to have a degree that is a level above what they are teaching. To teach developmental courses, an instructor has to have a four-year degree. To teach 100 courses and

above, the instructor must have a master's degree. Instructors should not be given a contract without a transcript and CV.

Steve: In a pinch, could get someone with a bachelor's teaching in an associate's program.

Jeff: Have to consider practical experience as well – if the person has some type of certification that could count, but this needs to be documented.

Darrel: Could have a little lenient in technology.

Steve: We have to go with what the governing body says.

Tammy: Have to document the practical experience that makes the person qualified without the degree.

Jeff: Part of it is not being able to hire a fulltime staff.

Steve: Ask our deans to make sure all credentials are in order. Report back to the Faculty Senate. Suggestion, no motion.

#### **D. Meeting with the Board of Governors.**

Dr. Krotseng: Looking at bigger recommendations. Priority is to improve website – get it updated.

Darrel: This shouldn't be dictated by the administration. Cody is the webmaster – he wasn't allowed to do what he thought should be done.

Dr. Krotseng: We need to involve people. Updating the website is going to be a huge task.

Discussion regarding a proposed marketing person as to what we need.

(No minutes recorded after 12:00 p.m. due to the required absence of the recording secretary).

Respectfully Submitted,

Jan Czarnecki, Secretary