

**Faculty Senate Meeting**  
Friday, February 21, 2014  
Tierney Conference Room, Dickason Hall

Attendees: Dr. Zakir Hossain, Norm Mirsky, Carol Cofer, Julie Kalk, Geoff Hunter, Tammy Ferguson, Adem Ozyaras, Roy Pruett, Elaine Scott, Vanessa Godfrey, Jeff Bolton, Darrell Thompson, Terene Stiltner, Jan Czarnecki.

- I. Call to Order
- II. Approval of Minutes from the November and December meetings.

A motion to approve the minutes from the December 6, 2013 meeting was made by Roy Pruitt and seconded by Vanessa Godfrey. Vote: unanimous. A motion to approve the minutes from the November 8, 2013 meeting was made by Norm Mirsky and seconded by Roy. Vote: unanimous.

- III. Introduction and Comments – Dr. Zakir Hossain, Provost.

Dr. Hossain reported he will have pre-Senate meetings with Carol to discuss items on the agenda. He said these have been useful and that he believes in “shared governance.” Dr. Hossain said “there will be no surprises,” and that he would take faculty input to the administration.

- IV. Old Business.

- A. Approval of the CNED course approval process resolution.

General discussion regarding the previous exemption of CNED courses from the curriculum-approval process. Geoff Hunter, who is on the Curriculum Committee, said this was a concern for both current and future courses.

Resolution: All credit-bearing courses, including all CNED courses, and those not previously approved, must go through the curriculum-approval process beginning Spring, 2014.

Resolution passed.

Norm: Resolution now goes to the Provost for implementation. Has to be approved by the administration (Dr. Hossain said he would take care of this.)

- B. 2014-15 Academic Calendar.

Dr. Hossain said the calendar should be in the faculty domain.

Norm: It's not. The history is that the administration sets the calendar.

Dr. Hossain: Can we make it a faculty-friendly calendar?

General discussion related to calendar. While the Fall calendar is in sync with other schools, the Spring calendar is not.

Dr. Hossain: We are a week late in the Spring compared to other schools in the region. It is Dr. Krotseng's position that this week is putting us behind and is impacting the summer enrollment. It is also a pragmatic issue with Accounts Payable, who have needed this week to process payments, etc. Can we revisit this topic and possibly start a week earlier?

Elaine Scott: Our current Spring calendar puts students at a disadvantage if they want to work during the summer. We used to start a week earlier.

Julie Kalk: This can be a logistic problem. Students from Bluefield College enroll in her physics classes, and last Spring the Provost had to grant permission for them to take finals on the last day of BSC class rather than during finals week. She has to worry about them getting kicked out of their dorms since BC closes earlier. Further, our spring break is two weeks after Bluefield College.

Julie and Vanessa: Another issue is that Monday classes and labs are impacted by missing the first Monday due to MLK day.

Roy Pruitt: Move it up so graduates will have an extra week.

Dr. Hossain: So if we can do it logistically, should we do it?

General discussion: It would be better. No concerns about possibly changing it.

Roy: Motion to recommend that the Spring semester start a week earlier. Vanessa: Second. Vote: Unanimous.

## V. Committee Reports

### A. Academic Appeals (JBolton) -

This has been a quiet semester – none are pending (5 haven't reached the appeals committee level)

### B. Assessment Committee (JKalk)

Live Text - Emails were sent out regarding training on using the rubrics in Live Text. If you have to submit oral and/or written communication documents in LiveText this semester, strongly encouraged to attend one of the three training sessions on Live Text rubrics.

Student evaluations of faculty – percentage submitted has dropped each of the last several semesters. However, we still have higher percentages of students completing than other schools in the state. We need to encourage our students to complete evaluations of their course faculty.

Carol: Some students report they have trouble finding the evaluations online. Looking at a way to embed in each course, rather than requiring students to go back out to the portal to complete.

### C. Budget Committee (RPruitt)

No meetings yet. (Dr. Hossain: There will be one soon.)

### D. ACF – (MLilly – not present)

Carol: Mike reported that there will be a "miniscule" salary increase. No meetings yet.

### E. Curriculum Committee (GHunter)

Geoff: Will have meeting next week, certain there will be multiple proposals.  
Adem: Will have proposals from Engineering

- F. Professional Development (EBaldwin – not present)  
Vanessa: Have not met yet (new to committee)

- G. Promotion and Tenure (EScott)  
Have not met yet since people have not yet submitted their applications.

Discussion regarding convenience, logistics, and security of submitting P&T documents electronically. There could be security breaches of confidential information with electronic submissions since copies can be made easily.

Elaine: Electronic submissions are easier for the committee members since the binders/portfolios are extremely bulky.

Norm: Hard copies are easier to update.

Julie: Had planned to submit electronically last year but had to change to hard copies when told electronic submission would not be an option.

Dr. Hossain: This year the procedure will be for hard copies only. (However, this could change in the future.)

Darrell: Faculty was told we would have a choice.

Julie: School personnel need to review them as well.

Norm: Yes – we need to see the binders before the vote.

Carol asked Elaine to ask the committee what they would like to do.

- H. Board of Governors (NMirsky)

Asked to be put on the agenda for the March BOG meeting to give a report. This will be on issues related to resources and university status.

Some confusion over the “Budget Committee” referred to in the document. That’s the Planning and Budgeting Committee of the Faculty Senate. The administration also has Professional Development and Budget committees – separate but similar names.

- I. Computer Committee (TStiltner)

No report.

- J. College Council (CCofer)

Met on February 5 and moved the following 2 policies onto the BOG for 30 day comment period: Policy 54 – IT Policy without social media guidelines (that will be worked on later) and Policy 55 – EOAA Policy. A new fundraising policy – Policy 57 was sent to a subcommittee for further work.

Dr. Anderson reported that Dr. Bell, HEPC Vice Chancellor of Policy & Planning recommended the following 2 changes to targets we listed in our Success goals:

- Increase Four Year Graduation Rate of Low-Income, First-Time Freshman from 10% to 15%.
- Increase Four Year Graduation Rate of Underrepresented Racial/Ethnic Group First-Time Freshman from 10% to 15%.

## VI. New Business

### A. Merit Pay

Norm: Proposal is for \$500 across-the-board increase for state employees. Should the Board suspend merit pay for this academic year? Three years ago, the Board recommended not using merit pay policy due to the inequities.

Dr. Hossain: We have not followed the procedures of the merit pay policy.

Tammy: It is more equitable to just distribute it across the board rather than through the merit plan pay system. A lot of work and paperwork goes into documenting the merit pay policy.

Dr. Hossain: None of the deans have done the merit pay paperwork since there has been no money.

A motion to suspend the provisions of the merit pay policy (Policy 38) from July 1, 2013 through June 30, 2014 was made by Tammy Ferguson, seconded by Elaine Scott, and unanimously approved.

### B. Fitness Center Proposal from SGA

General discussion regarding request from SGA president Jerry Perdue for Faculty Senate support of a new fitness center. Concern over the cost and where the money would come from.

Vanessa: Perhaps they should research grant opportunities.

Elaine: Would like to see a budget. What kind of support are they requesting?

Dr. Hossain: You could embrace the spirit of this, but cannot commit funds. We should be supportive, but can't necessarily back up with money.

General agreement that while it may be a good idea, we can't contribute funds to the project.

## VII. Other Business

### A. WP/WF policy – put on next agenda

General discussion about options. Students can withdraw up to the end of the 12<sup>th</sup> week.

Jeff: Some schools only allow three Ws.

Elaine : Financial aid issue. Affects default rate.

Carol: Ask someone to speak to us from Financial Aid.

Dr. Hossain: We will address this issue.

- B. General faculty meeting – will schedule for April, likely a Monday at 3PM. Date to be decided at next Senate meeting.
- C. Faculty of the Year Award – put on March meeting agenda (most recent criteria distributed and emailed to senators). Bring criteria to next meeting.
- D. Next meeting: Friday, March 14<sup>th</sup> (later changed to March 7 – 11AM in Tierney Conference Room)

VIII. Adjournment

Roy motioned to adjourn, Geoff seconded. Approved.

Respectfully Submitted,  
Jan Czarnecki, Secretary