

Faculty Senate Meeting Minutes

Friday, September 19, 2014

Mahood Conference Room, Mahood Hall

Attendees: Steve Bourne, Jan Czarnecki, Tammy Ferguson, Sheila Gates, Geoff Hunter, Mike Lilly, Norm Mirsky, Tina Nicholson, Adem Ozyacas, Darrel Malamisura, John Snead, Debbie Surface, Darrell Thompson, Sherri Williams, Tony Woart. Guests: Dr. Zakir Hossain, Dr. Marsha Krotseng.

I. Call to Order

II. Approval of Minutes from the August meeting.

A motion to approve the minutes from the August 22, 2014 meeting, pending minor correction requests per Norm Mirsky, was made by Dr. Mirsky and seconded by John Snead. Vote: unanimous.

III. Introduction of Guests: Dr. Krotseng

A. Master Plan, Dr. Krotseng asked the Senators to look at the Master Planning Process that is online. From Sept. 24 – 29 – opportunities for review.

1. Comments from students. These included comments that the college needs to have more desks that look like college desks. Dr. Krotseng said, “I can’t say I disagree with that.”

B. Asked faculty to continue to reach out to students if they have questions or are falling behind.

1. Dr. Woart noted that departmental master plans for course study and sequence should increase graduation rates.

C. Revised Strategic Plan draft – will be available today online from Tracy Anderson’s office.

1. Brief discussion regarding easy accessibility of current information from the college. Steve noted that the most recent annual report online is 2010. Norm noted that Dr. Anderson’s website is under Institutional Research.

2. Dr. Krotseng noted that while the information is available, it may not be in a place that is easy to find. The links need to be obvious and updated. The college website is another issue, and she hopes that will be looked at as part of our Communication plan – we need to make information more easily available to everyone.

D. Office of Diversity and Inclusion.

1. Dr. Woart noted a discrepancy on the college website between the conflicting titles of the person who heads this office. Is this the same as the Advisor to the President for Diversity? Dr. Woart asked for clarification on the website. The title and the position are two

different things. We don't have an Office of Diversity and Inclusion, but we have an Advisor to the President on Diversity and Inclusion – they are not the same, and the website should be accurate. Dr. Sims is the advisor – he is not running an office. We need to say if we have a coordinator or a director, but Dr. Sims is not. His official title does not reflect that he is the director. It's a misrepresentation. Before he came, we had an Office of Multi-cultural Affairs, but we don't have that office anymore.

2. Dr. Krotseng: In my mind, they are the same.

3. Darrel: Are we asking Dr. Krotseng to change the job description so there is more clarification?

4. Steve: But we don't want to add more staff. Sims has secretarial help. Don't take resources away from vacant faculty positions.

(Dr. Krotseng said she would look into it.)

IV. Unfinished Business:

A. Cancellation of low-enrolled classes.

Dr. Hossain acknowledged that cancellation of low-enrolled classes prior to the Fall semester hurt all departments. Any course that was below an enrollment of six students on July 22 was considered low enrollment and was cancelled. After a discussion with the faculty, who said some classes would have been able to meet had the courses not been cancelled so soon, he said that date was too early and needs guidance as to when the deadline should be.

Norm: Are we going to be more flexible in Beckley? One class was cancelled, students went to Concord, and we lost them forever.

Dr. Hossain: Agree there are special issues at the Beckley campus and will look into it.

Tammy: What if there is a course required for graduation and students must have it? If it had to run, we held it with 4-5 students before. Have to look at the program viability. If courses are cancelled, then faculty are forced to teach independent study.

Dr. Hossain: It is not a perfect solution. It was a bandaid solution. Looked at how many students needed the course(s) for graduation. If so, some teachers stepped forward to do it as an independent study. We will look into each case as to which absolutely have to have it for graduation. Teachers have to bring it to their dean's attention. We have to serve the students. Agree that July 22 was too early.

Dr. Woart: We offer sequential courses for graduation. In Arts and Sciences, some courses are taught by one professor. If we postpone that course, then the student will not graduate on time. This will cause extra time and expenses for students. We must find an immediate solution since we are going into the Spring semester. It will affect our graduation rate significantly.

Dr. Hossain: We can never allow a student to be pushed back a year for graduation. Will guarantee that if students need a particular class to graduate, those students' needs will be met.

Students should be advised appropriately to follow the master plan of study. No student will be delayed because we cannot offer a course.

Dr. Woart: Then will we be able to find the money to offer classes that have only 3 students? Need a long-term solution to the problem. The solution is to find the funds to have these classes regardless of how many students are in the course.

Tina: We have a Beckley campus, and we pull from a number of surrounding counties. Maybe marketing is one solution.

Dr. Hossain: Having students take courses by independent study simply provides an opportunity for them to get through. This is for short-term retention. The long-term solution is advising. Six was the “magic number,” but has gone down to five. We certainly want to maximize what we have. We need to have more conversations about overload. An adjunct is a solution, but that is not the best solution. We need to use our faculty. We want to put the best minds in our classes. We need to have a conversation about how to reduce the load on adjuncts. Reassigned time is something – need to look at release time. Maximizing resources. Some faculty do research, community outreach. How do we use those resources?

B. Faculty institute:

Dr. Hossain: Over the summer, asked for faculty input on how the institute should be run. It should be run by the faculty – need more faculty input.

Steve: Give the schools some time to deal with strategic planning for accreditation issues. Maybe set aside Thursday during faculty institute. We have a lot of data, and we need to address issues in our department. We should have a day set aside for a workshop within our school. Thursdays and Fridays are set aside for registration. Friday could be the general registration day.

Shelia: School of Nursing came in a day early to work on it.

Steve: Ask faculty senators to go back to their schools and ask what they think

Dr. Krotseng: But what does that do to the students? Does that mean the students have to double up?

Steve: They would have all of Friday, and the next week.

General comments: Don't see many students on Thursday.

Dr. Hossain: presented a summary of the Breakout Session Recommendations. Will forward a note to the Faculty Senate secretary of the recommendations that we are moving forward with. Since the faculty spent time on this, will identify what we can do considering the resources we have.

C. Honors Program:

Dr. Hossain: In the process of setting up an Honors Program – needs to be for students and faculty. Will be looking for faculty participation and input. Faculty know the students.

D. Adjunct syllabi.

Mike: The one sent out by Dr. Hossain was significantly different from those required by the faculty. Mission statement, program goals, honesty statement, etc. – these aren't required for the adjunct syllabi.

Dr. Hossain: The faculty follow a template, and that template is not the same as what was sent out for the adjuncts. Agree, and this is a good point – there should not be a difference. Will look into that.

E. Financial Aid:

Steve: Issue with purging students the Wednesday before classes begin. Why do we purge people then? Make it the Wednesday the first week of class so we don't have to reenroll students.

Tina: there is an issue with financial aid.

V. New Business, including Committee Reports.

A. ACF – Mike Lilly

Mike presented the West Virginia Advisory Council of Faculty 2014-15 Unity Agenda,

Quote from flyer: “By the end of 2015, West Virginia Higher Education Faculty in all four-year and two-year institutions will have revised their General Education and curricular content to better meet the needs of WV students.”

Only three schools in the state have not voted to approve this unity agenda. It's called the Unity agenda for one reason – the ACF along with the Advisory Council for Staff, and President's Council – we are aiming our legislative attention at preventing Gov. Tomlin from giving us a budget reduction. By 2018, WV needs an estimated 20,000 additional degrees to meet the projected workforce needs. So – how can we meet that goal with budget reductions?

The additional degrees (bachelors) would generate an estimated \$264 million in tax revenue, so higher education should be supported. Investment works.

Motion was made by Mike that the Faculty Senate agree to join to approve this Unity Agenda. Steve: seconded. Unanimous vote to approve motion.

B. Committee Reports: None

C. Comment submission to Faculty Senate:

Darrel: Online link for anonymous comments. Will send out the live link once a month to make sure people have it. Received four comments including the following:

1. Financial Aid – particularly the delay in students receiving their funds.

Tammy: Terry Thompson said she will honor enrollment if the funds have been awarded but not processed.

Darrel: McGraw/Hill gives students a trial period for online texts, so delays can be addressed with that company. We have a major issue.

Steve: Is it an issue with filling out the FAFSA?

Darrel: Most of the people are filing in August. (Question as to how long it takes to process.)

Tammy: But the paperwork gets lost. How can that happen?

Darrel: There are approximately 300 C-holds. But all the students are lumped together. Don't alienate them – they will go someplace else.

Discussion: At the end of the fifth week, 1500 students were enrolled. FTE was perhaps 1200.

Norm: The number will be down over a hundred students from Fall.

Darrel: How many are those that we lost from Beckley? How many from not getting money? They're chasing them away by making it harder for students. Not doing a good job of retention. We have a lot of issues with keeping our students happy.

Steve: It's a staff issue in Financial Aid.

(General discussion about how students are treated including long lines and staff not answering the telephones.)

Mike: We as the Faculty Senate need to put together a list of things we want the administration to do to keep students and publicize it.

Norm: Who was invited to the Noel-Levitz meeting? (Not everybody)

Steve: Discrepancy between what we were told enrollment is and what appears on Banner. The administration made decisions based on incorrect numbers (for staffing). There are better numbers on Banner – they are 40-50 percent higher.

Norm: When they make budget cuts, they don't have good data that they use. We ought to be planning for next year's budget – what is essential.

General Discussion: Problem with Faculty input when it's not accepted.

Geoff: College paid a consultant to evaluate the athletic department. Consultants made recommendations, but they didn't listen to them. Pay people to do a report but don't listen to it.

Norm: Noel-Levitz is coming free. We have to spend the money on the consultant for the facilities report. We can't look at buildings, we have to look at programs – what we have and what we need.

Mike: I would like us to write down the major issues – like retention (main issue we have to deal with) – we're not keeping the people we have, but need to get more people to apply. Send comments to Darrel, bring it to the next meeting. Have Cody put it on the website.

Routinely meets with Chancellor Hill and the new second-in-command Dennison. Don't have a problem raising these issues, but wants the Faculty Senate to put it out front and to act on it.

Darrel: We need to stand up – this is encroaching on our academic freedom

D. Other issues.

Darrel: Will be setting up a meeting with Dr. Hossain to discuss other issues. Possible changes for the nomination of Faculty of the Year. There's a problem with administrators being involved in this.

Mike: Don't believe that school deans or program directors should be eligible to be nominated.

Darrel: Anyone who is in a position to evaluate a faculty member should not be nominated.

Norm: Faculty Senate comes up with the procedure for selecting a candidate, so we can change our position. We could say that anyone who works in an administrative capacity cannot be nominated.

VI. Other

A. General Faculty meeting will be scheduled in October,

B. The next Faculty Senate meeting will be Friday, October 17, 2014, in the Mahood Conference Room. The Faculty Senate will generally meet the third Friday of every month at 11 a.m. in Mahood Hall with the November date to be rescheduled.

VII. Adjournment.

Following a motion by Darrel and a second by Steve, the Senators voted unanimously to adjourn.

Respectfully Submitted,

Jan Czarnecki, Secretary