

Faculty Assembly – Minutes DRAFT

Meeting Location: IPV rooms
 Meeting Date: April 5, 2019
 Meeting Start Time: 2:00 p.m.
 Facilitator / President: Kathy Herrington/John Lantz

I. Call to Order – Welcome / Robert’s Rules of Order – Applied

II. Attendance:

- a. Wheeling –
- b. Weirton – Daniel Gomez, Heidi Ryan, Paige Holt, David Hays, MaryJean McIntosh, R.J. Canter, John Reho, Greg Winland, Frank DeCaria
- c. New Martinsville – Darcey Ferrell, Delilah Ryan

III. Review Minutes [10 min.]

Motion to approve minutes: Misty Kahl/Missy Stephens
 Motion carried

IV. GUESTS:

Guest	Topic
Charleen Stokes	<p>Entrepreneurships: In partnership with workforce development- more than business owners</p> <p>Mindset training- helping people see their potential</p> <p>WVNCC could be the training site for the summer session. If interested email Larry Tackett or Charlene Stokes</p> <p>Mike Koon added that the whole idea is to foster the idea of entrepreneurial thinking</p>
M Koon	<p>Committees:</p> <ul style="list-style-type: none"> ● Updated faculty on revising committee lists, wording, membership numbers, meeting dates and names of committees <ul style="list-style-type: none"> ○ Assessment committee composed of 6 faculty, 2 staff, 3 admins. want to change to minimum of 6 faculty ○ Academic appeal committee wording needs clarified ○ Budget committee 5 faculty and an alternate. Will be updated to reflect that. Committee also has 4 staff and 1 admin ○ Change name to Enrollment Management committee not council ○ Financial Aid committee only handles scholarships, so, revising to have 3 faculty 3 students, and 3 staff. One from each campus and will be chaired by Financial Aid Director ○ LRC committee has 5 faculty. Will update this language in the document ○ Professional Development committee should have more faculty representation. Revising this committee to have 4 faculty, 3 staff, and 3 admins ○ Retention committee - minimum number of faculty will change ○ Safety and Security committee - would be preferable for those members to have some expertise. Would like 4 faculty to be recommended by the assembly and then appointed by President <p>Faculty Salaries/Budget:</p> <ul style="list-style-type: none"> ● Spending Plan is due to BOG at April meeting to be delivered to state ● BOG is reviewing the plan now so they can vote at their April mtg. ● Expecting \$302,000 for salary

Faculty Assembly – Minutes DRAFT



	<ul style="list-style-type: none"> ○ will go to faculty and staff for salary and benefits ○ the average is about 4% ○ no distribution plan yet ○ will be discussed after budget is approved ● \$150,000 for adjustments ● Also expecting the WVNCC BOG to pay the new President more than last <ul style="list-style-type: none"> ○ this increase will not come from the 302,000 <p>Upcoming Projects/Projects in Development:</p> <ul style="list-style-type: none"> ● ATC parking lot - collaboration with county and city. Plans and repairs are ongoing ● ECS property - temporary parking. Joint project with City of Wheeling to abandon 18th street to increase parking area and add a green space between creek and parking lot ● Talking with Business Development Corporation in Brooke and Hancock counties to develop a welding training facility. The corporation will obtain the property and we will essentially lease the property ● Criminal Justice idea to obtain a crime scene investigation lab. Multi room structure to set up crime scenes for training and students. Looking to partner with local law enforcement agencies. <p>Presidential search candidates coming to campus</p> <ul style="list-style-type: none"> ● Participate in the discussions with the candidates ● Please complete questionnaires for the BOG to review ● BOG will meet on April 17 to deliberate ● Target date to have candidate named, approved, and contract down state is April 24 ● New president would start as soon as possible after the agreement is reached and approved <p>Charlie Rogerson expressed appreciation to Koon for the job he has done while Interim President.</p>
P Sharma	<ul style="list-style-type: none"> ● Reviewed the assessment process and dates for upcoming assessments ● Presentation is available in Faculty Document Center
J Loveless	<p>Loveless thanked Kathy Herrington for her service as assembly president and looks forward to working with John Lantz as the new president.</p> <p>Dean of AA:</p> <ul style="list-style-type: none"> ● 17th of April interviews will be held ● two candidates will be available for meet with faculty <p>Advising Recommendations and TaskForce:</p> <ul style="list-style-type: none"> ● Please provide feedback <p>Schedule Planner:</p> <ul style="list-style-type: none"> ● Glitches and limitations with alphabetizing is being addressed ● Schedule planner communicates with Banner everyday to keep it up to date ● Working to link Navigator to Schedule Planner to alert students when they may be enrolling for a course that is not “off plan” ● Printable PDF is not going to be available unless faculty can develop a way to keep it up to date and not static. <p>Herrington expressed her concern that the schedule planner is the only way for students to see our class offerings.</p>

Faculty Assembly – Minutes DRAFT



	<p>Dave Stoffel addressed how Argos is a good tool for faculty to use to see schedules, enrollment, etc.</p> <p>Heidi Ryan suggests keeping at least a PDF version on the web for potential students. Jeremy Doolin suggests making a link on the homepage labeled SCHEDULE for ease of finding.</p> <p>Pat Roper brought up a note of concern that the weekly email being sent to students has wrong dates for registration etc.</p>
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V. ACTION/AGENDA ITEMS FROM PREVIOUS MEETING (OLD BUSINESS)

Speaker	Topic
Division Chairs	<ul style="list-style-type: none"> ● Waitlists <ul style="list-style-type: none"> ○ Usually waitlists go away the Friday before classes start do we want to keep it that way, or extend it so teachers can see it to alert students of open seats ○ Heidi Ryan suggests keeping the waitlist so instructors can alert students of open seats after AWs. ○ Motion to keep waitlist until the first AW date: Heidi Ryan/Heather Kalb ○ Motion carried ● Suggested caps for classes <ul style="list-style-type: none"> ○ Please send your division chairs your suggestions so they can take that to VPAA
John Lantz/Kathy Herrington	<ul style="list-style-type: none"> ● Announcement of new officers of Faculty Exec: <ul style="list-style-type: none"> ○ John Lantz- President ○ Darcey Ferrell - VP/Pres. Elect ○ Chana Baker-Secretary ● Faculty Handbook: John Lantz <ul style="list-style-type: none"> ○ John Lantz met with VPAA to update and revise faculty handbook ○ adjunct faculty handbook will be contained within this handbook ○ digital copy will be on website - hopefully by fall ○ hard copy will be kept by president of faculty assembly and handed down every year to new president of assembly ● FERC Revisions: K. Herrington <ul style="list-style-type: none"> ○ Expanding scale from 1-3 to 1-5 ○ removing syllabus grading since all use template now ○ removed some signature pages ○ reorganizing merit area ○ removing pre approval process ● Proposed resolution from February’s meeting: K. Herrington <ul style="list-style-type: none"> ○ Motion to send the resolution to Mike Koon: Decaria/Gomez ○ Secret ballot vote ○ 18 NO /15 YES ○ Motion fails

VI. NEW ACTION/AGENDA ITEMS (NEW BUSINESS):

Speaker	Topic
K Herrington	<p>AW clarification:</p> <ul style="list-style-type: none"> ● Please read the document Kathy emailed. It simply clarifies language. ● Motion to approve the clarification to the AW Policy: Crystal Harbert/Missy Stephens ● Motion carried <p>President’s Council report (March):</p> <ul style="list-style-type: none"> ● Mileage is up to IRS rate

Faculty Assembly – Minutes DRAFT



	<ul style="list-style-type: none"> • Auditorium will be closed beginning June 28 for renovations • At the end of the semester, please set out any trash in the hallways to be disposed of
Chana Baker/ Debbie Cresap	<p>Advising TaskForce:</p> <ul style="list-style-type: none"> • Chana Baker reported on the idea of a “Meet Your Mentor Day” or “Homecoming” when faculty would be available to meet with students and get to know them. Faculty seemed receptive. <ul style="list-style-type: none"> ○ motion to support Mentoring Day: Bonnie Peterman/Jill Keyser • Please send any task force any ideas you have for this event. <ul style="list-style-type: none"> ○ taskforce members are: Chana, Debbie Cresap, Dave Stoffel, Daniel Gomez, Stephanie Anendora, Anita Dahlem, Jill Loveless • Debbie Cresap reported on meta advisors and the new structure of advising. <ul style="list-style-type: none"> ○ Each meta-major would have one meta-advisor ○ A minimum of seven faculty would advise based on meta-majors ○ Motion to support the idea of meta-majors: MaryJean McIntosh/Daniel Gomez ○ Motion carries

VII. COMMITTEE REPORTS (IF IT IS LEFT BLANK, COMMITTEE DIDN'T MEET OR NO REPORT)

Speaker	Topic
Assessment	
Budget Development	
Faculty Promotion	
Financial Aid	
Faculty Welfare	
IT	
LRC	
Professional Development	
Rules	
Safety	
Student Appeals	
Retention	
Textbook Affordability	
Danford award	

Faculty Assembly – Minutes DRAFT



Curriculum	
Distance Ed	<p>Jeremy Doolin reports:</p> <ul style="list-style-type: none"> • The Bb template has been developed and approved by the committee • Will be in effect Fall 2019 • The pieces in the template cannot be deleted, but you may add to the course • The left hand menu will be the same for all courses. All faculty will have to do is fill in the blanks and content for their particular courses • This brings continuity to our courses so students always know where to find syllabus, etc.
Enrollments	
Faculty Emeritus	
FERC	

VII. ACTION ITEMS FOR NEXT MEETING:

Person Responsible	Notes / Responsibilities

Adjourn 3:57 p.m.

Next Meeting date: August, 2019 TBD - Meeting start time: Exec 1:00; Full assembly 2:00 p.m. IPV rooms, 3 campuses