

# FACULTY ASSEMBLY MINUTES



Meeting Location: EC 121 & Zoom  
 Meeting Date: November 1, 2024  
 Meeting Start Time: 1:00pm  
 Facilitator/President: Chana Baker

**I. Call to Order – 1:01pm Robert’s Rule of Order**

**II. Attendance** – j. Kriechbaum, r. Mulyk, d. Lawson, g. Winland, h. Ryan, j. Keyser, r. Canter, d. Ferrell, v. Tugali, j. Labriola, m. Stephens, d. Kleeh, c. Harbert, m. Timko, p. Kerns, d. Gomez, d. Ryan, c. Baker, j. Nichols, b. Sole, m. Kahl, e. Carr, t. Pitcher, p. Sheldon, j. Yabs, s. Vinka, j. Lantz, l. Guzek, j. Britt, h. Buchanan,

**III. Guests**

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| Pam Sharma | Employee Satisfaction Survey<br>Dr. Sharma reviewed the latest survey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Jeff Sayre | Capital budget – money can be requested by anyone at the school but will be a long-term improvement to the school >10k that WVNCC will own when this is over. Approximately over a million in requests however about 700k is available.<br>Operational budget – supplies and day to day functioning. Division chairs are the budget liaison for these funds.<br>Currently requests are for July 2025 – June 2026<br>Reminder – just because we request doesn’t mean it will all happen.<br><br>Classroom improvement is in the budget – allocation for classroom improvement is always there<br><br>Podium vs bring your own device vs what do faculty want in the classroom.<br><br>Phone: Jeff has heard positive feedback about the customer service that students are receiving through Lautimus<br><br>Capital requests need to be turned in no later than December 1,<br><br>Transportation for students between campuses for students suggested.<br><br>Can budget meetings be Friday for more faculty participation. |
| Dr. Mosser | Discussed the current state of the B&O Restoration project. There has been a set back with foundational cracks that need to be addressed.<br><br>This approximate 6 month set back, will cost additional money however there is money from the state that will pay for part of this additional fees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**IV. OLD BUSINESS/AGENDA ITEMS:**

|          |                                                       |
|----------|-------------------------------------------------------|
| C. Baker | Approval of October 2024 minutes<br>Stoffel/H. Napier |
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**V. NEW BUSINESS:**

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| H. Kalb   | Met with VPL Dr. Hawk about growing the symposium into an standing committee.<br>MOTION to create a faculty driven Symposiums Committee<br>H. Buchanan/J. Britt<br>MOTION CARRIES |
| S. Leglid | BEE friendly campus<br>MOTION to create an Ad Hoc committee: BEE Friendly Committee<br>H. Buchanan/M. Timko & H. Kalb<br>MOTION CARRIES                                           |

# FACULTY ASSEMBLY MINUTES

## VI. OFFICER REPORTS:

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| C. Baker    | Request all to review their committee purpose and how it reflects the college strategic plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| C. Kefauver | <ul style="list-style-type: none"> <li>• Intro of new employees</li> <li>• Board Chair report               <ul style="list-style-type: none"> <li>○ Attended the Marshal County breakfast</li> </ul> </li> <li>• President's report –               <ul style="list-style-type: none"> <li>○ Governor's office has reappointed                   <ul style="list-style-type: none"> <li>▪ DJ MacLauchlan</li> <li>▪ Christine Mitchel</li> <li>▪ Dave Artman</li> </ul> </li> <li>○ New CRM was purchased</li> <li>○ Working on current strategic plan                   <ul style="list-style-type: none"> <li>▪ Doing SWOT analysis done</li> <li>▪ Doing environmental scan</li> <li>▪ Goal is to the BOG by March or April</li> </ul> </li> <li>○ Form Energy has been given moneys                   <ul style="list-style-type: none"> <li>▪ New line at the plant</li> <li>▪ We are a project partner</li> <li>▪ 150K hopefully coming to us</li> </ul> </li> <li>○ Modernizing Tech Pathway coming 1.75 mil total                   <ul style="list-style-type: none"> <li>▪ 4-year plan</li> <li>▪ Training the new work force for Form energy and Cleveland Cliffs</li> <li>▪ 1 yr. redo pathway curriculum</li> <li>▪ 2<sup>nd</sup> yr. employment</li> <li>▪ Hancock, Brooke, Marshal counties in with this, Ohio hopefully as well</li> </ul> </li> <li>○ Compressor mechanic training to the gas industry, AAS                   <ul style="list-style-type: none"> <li>▪ Will be given                       <ul style="list-style-type: none"> <li>• 2 compressors, they install</li> <li>• EQT will pay the offset of salary of faculty</li> <li>• At the ITC building</li> </ul> </li> <li>▪ Only one in this area to train on this</li> <li>▪ First Cohort Jan 25</li> </ul> </li> <li>○ Executive conference center                   <ul style="list-style-type: none"> <li>▪ Named Project Best Executive Conference Center – pledged 50K</li> <li>▪ 4 10K donations already</li> <li>▪ Maybe ribbon cutting at Yuletide in December?</li> </ul> </li> <li>○ Yuletide is Dec 4<sup>th</sup> @ 5:30 I Culinary Arts dining room</li> </ul> </li> <li>• Action items None this month</li> <li>• Financial current fund tracking               <ul style="list-style-type: none"> <li>○ Fund tracker – see me for more details</li> <li>○ Financial audit due Oct 1, on track for that, looks good</li> <li>○ We are exempt from the signal point audit this year</li> </ul> </li> <li>• Administrative reports               <ul style="list-style-type: none"> <li>○ Student Services and ACTion center annual report</li> <li>○ Enrollment Trend Data</li> </ul> </li> <li>• Exec session               <ul style="list-style-type: none"> <li>○ Personnel</li> <li>○ Real estate</li> </ul> </li> </ul> |
| D. Kleeh    | <p>The State ACF will be having a live retreat at Stonewall Resort in November. The dates are November 8<sup>th</sup> and 9<sup>th</sup>. They requested any questions or concerns the faculty may have regarding the following:</p> <ul style="list-style-type: none"> <li>• AI</li> <li>• DEI legislation</li> <li>• Campus Carry implementation</li> <li>• Library services</li> <li>• The Level Up initiative</li> <li>• OER</li> <li>• Micro credentialing</li> <li>• Virtual or blended courses</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## FACULTY ASSEMBLY MINUTES

### VII. COMMITTEE REPORTS:

| STANDING COMMITTEE        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| CIC                       | <p>Per Chana Baker</p> <p>Adrienne, the college's Rural Guided Pathways coach was on campus and attended the meeting</p> <ol style="list-style-type: none"> <li>1. John Lantz presented on the changes made to the Curriculum and Policy Committee (PowerPoint attached)</li> <li>2. Tami Alfred presented on Strategic Enrollment Management; she is seeking a co-chair for this group from academics (PowerPoint attached)</li> <li>3. Dr. O presented information about the Retention Committee (PowerPoint attached)</li> <li>4. Regan Blaha presented on how the college is working to alleviate food insecurity for students (PowerPoint attached)</li> <li>5. Chris Corbin gave an IT update</li> <li>6. Bob Brack updated on the Professional Development committee - he mentioned changes to professional development procedure/policy; I have asked Lyndsie to discuss and clarify this with Dr. Hawk as she is the co-chair of the Professional Development Committee</li> </ol> <p>It was evident that the push is to really look at committees, their purpose, and how the committee aligns with the strategic plan/goals for the college. I suggest each committee that is faculty driven do the same. Examine the purpose of the committee, develop a list of the strategic plan goals that align with the committee and strive to meet or exceed those expectations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| INSTITUTION EFFECTIVENESS | <p>Per John Lantz:</p> <p>No meeting/No report</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| BUDGET                    | No Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| ASSESSMENT                | <p><i>STUDENT LEARNING:</i> Lyndsie Scott-Guzek:</p> <p>Update on midpoint round table – WVNCC was a shining star! Other colleges were wanting to duplicate what WVNCC has put in motion and been able to accomplish thus far.</p> <p>If you'd like to be a peer reviewer please let L. Scott-Guzek or Wendy Doolin</p> <p><i>CO-CURRICULAR:</i> Per L. Soly email to J. Kriechbaum</p> <ul style="list-style-type: none"> <li>• New co-curricular assessment project for this year, which is the First-Gen NILI class that started this Fall. Last spring, we surveyed students about what they wish they would have known about coming to school and what advice they would give future students. Looking at those results (which we shared with the CCAC committee), Regan and I had decided to create a First-Gen NILI class this year. There are 20 students. We are focusing on helping them identify an issue they can improve, talk to internal and external community leaders, and then create a plan for improvements for the next incoming class. We are hoping for them to become the first class of peer mentors as well.</li> <li>• We also discussed that last year's project was to help students learn more about their programs, interests, and careers by building a career advising module in ORNT 90. It was successful because we assessed their assignments, which included: completing an interest inventory in Career Coach, writing an essay about the results, identifying their program in the catalog, and then locating their program in Navigator. They then answered questions about their degree path, advisor and path to graduation.</li> <li>• Lisa is still making adjustments and changes to the module in the ORNT class.</li> <li>• We will meet quarterly.</li> </ul> <p><i>GENERAL EDUCATION:</i></p> <p>No Report</p> |
| ACADEMIC APPEALS          | <p>Per C. Baker</p> <p>No appeals</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| ACADEMIC JUDICIAL         | <p>Per Heidi Ryan</p> <p>No meeting/no report</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| CURRICULUM &<br>ACADEMIC<br>POLICY | <p>Per John Lantz email:<br/>The following proposals were addressed and approved by the Committee (pending adjustments and follow-up)</p> <p>1:05 PM Dr. Omelchenko-Comer</p> <ul style="list-style-type: none"> <li>· GSC Capstone (New Course)</li> <li>· GSC Internship (New Course)</li> <li>· Associate Science Degree, Biology Concentration (Revision)</li> <li>· Associate in Science Degree, General Science Concentration (Revision)</li> </ul> <p>1:30 PM John Lantz</p> <ul style="list-style-type: none"> <li>· Criminal Justice A.A.S. (Revision)</li> <li>· CRJ 230 (Revision)</li> </ul> <p>1:45 PM Allied Health – Bonnie Peterman</p> <p>Lisa Aaron-Bonnie Peterman</p> <ul style="list-style-type: none"> <li>· MLAB 111 (Revision)</li> </ul> <p>Melissa Timko – Bonnie Peterman</p> <ul style="list-style-type: none"> <li>· Medical Assisting, C.A.S. (Retirement)</li> <li>· Medical Assisting, A.A.S. (Revision)</li> </ul> <p>Debbie Kleeh – Bonnie Peterman</p> <ul style="list-style-type: none"> <li>· Medical Billing and Coding, C.A.S. (Retirement)</li> <li>· Health Information Technology, A.A.S. (Revision)</li> </ul> <p>2:00 PM Vikram Tugali – Dr. Omelchenko-Comer</p> <ul style="list-style-type: none"> <li>· Computer Repair C.A.S. (Revision)</li> <li>· Cyber Security 2+2 A.A.S to UC (Retirement)</li> <li>· Cyber Security A.A.S. (Revision)</li> <li>· Microsoft Applications C.A.S (Revision)</li> <li>· Software Development C.A.S. (New Program)</li> <li>· Software Engineering A.A.S. (Revision)</li> <li>· Collaborative Software Development (New Course)</li> <li>· Database Design and SQL (New Course)</li> <li>· Game Development Fundamentals (New Course)</li> <li>· Microcontrollers and IoT (New Course)</li> <li>· Microsoft Server Administration and Virtualization (New Course)</li> <li>· Secure Computer User (New Course)</li> </ul> |
| DEI                                | No Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| DISTANCE ED                        | No Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| ENROLLMENT                         | No Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| RETENTION      | <p>Per Dr. O:</p> <p><b>Members</b></p> <ul style="list-style-type: none"> <li>• Natalia Omelchenko</li> <li>• Purnima Sharma</li> <li>• Ida Williams</li> <li>• Curtis Hippensteel</li> <li>• Kristi Aulick</li> <li>• Lisa Soly</li> <li>• Heather Kalb</li> <li>• Kim Paterson</li> <li>• Tami Alfred</li> </ul> <p><b>Goals for 2024/2025</b></p> <ul style="list-style-type: none"> <li>• <b>Develop Unified Advising Instructions:</b> Create comprehensive and standardized advising guidelines. (Lisa Soly) <ul style="list-style-type: none"> <li>◦ <b>Advisor Training:</b> Collaborate with the ACT Center to organize and conduct advisor training sessions.</li> </ul> </li> <li>• <b>Boost Registration:</b> Explore and implement strategies to increase enrollment in asynchronous online courses and programs, including creating a self-advising video for the website. (Wendy Doolin)</li> <li>• <b>EA Onboarding Package:</b> Develop an onboarding package and policy for the EA Procedure. (Ida Williams)</li> </ul> <p><b>Presentation of the leads on the progress:</b></p> <ul style="list-style-type: none"> <li>• Ida Williams: The first draft is nearing completion, though the process is highly complex due to the need for strict adherence to regulatory requirements. The onboarding policy proposal is expected to be finalized during Spring 2025.</li> <li>• Lisa Soly: Multiple documents of the advising instructions have been developed and are currently under review. The first advisor training (CEL T) will be scheduled for Spring 2025, with surveys to be conducted at the conclusion of the training to gather feedback and measure effectiveness.</li> <li>• Wendy Doolin group update (Lisa presented): A draft script, based on the Advising Outlines, has been completed. Feedback on the script will be sought in collaboration with Lisa Soly's group. Video production and document placement are planned for Spring 2025, with an analysis of the initiative's results to follow in Fall 2025.</li> <li>• Dr. Sharma reviewed the requirements for the presentation of the committee work at the Continuous Improvement Council Meeting. Dr. O presented the current draft of the presentation and requested the feedback.</li> </ul> <p><b>Next Meeting Date: 11/22/2024</b></p> <p>In the next meeting, we will receive updates on subcommittee work, and Dr. Sharma will share the latest data on retention and persistence.</p> |
| EARLY ENTRANCE | No Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| OPEN HOUSE     | <p><b>Open House Committee Report:</b><br/>Submitted by Joyce Britt on 10/21/24</p> <p>The Open House Committee met on October 21<sup>st</sup>.</p> <p>--The Open House is <b>Saturday, November 9, 2024, from 9:30 a.m. to noon</b>. There will be a 5-to-10-minute meeting in the B&amp;O Auditorium in Wheeling to review logistics. There will be donuts, coffee, OJ, &amp; tea.</p> <p>--Lunch will be provided.</p> <p>--Please send an email to David Barnhardt If you're available to assist.</p> <p>--Tour guides are especially needed at the Wheeling campus. A 'cheat' sheet will be provided for tour guides.</p> <p>--Tour guides will stop by the health program labs. Radiography will be attending a conference that day and Bonnie Peterman will be the representative to talk with prospective students.</p> <p>--Students can complete an application for admission that day but will not be able to register yet for courses.</p> <p>--Wear your Northern t-shirt or apparel.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| IT                 | No Report                                                       |
| ARC                | Per C. Harbert<br>No meeting/no report                          |
| MENTAL HEALTH      | Per RJ Canter                                                   |
| PROFESSIONAL DEV   | No Report                                                       |
| RULES              | Per Delilah Ryan:<br>No meeting/No report                       |
| SAFETY             | No Report                                                       |
| SCHOLARSHIP        | Per Heidi Ryan<br>- No meeting/report                           |
| STUDENT APPEALS    | Per Chana Baker:<br>No appeals to report                        |
| TEXT AFFORDABILITY | Per Crystal Harbert:<br>No meeting/No Report                    |
| AD HOC COMMITTEES  |                                                                 |
| CORONA             | No Report                                                       |
| FACULTY EMERITUS   | Per Hollie Buchanan<br>No meeting/no report                     |
| FACULTY & MERIT    | Per Jennifer Lantz<br>No meeting/No report                      |
| FAC PROMOTION      | No Report                                                       |
| FACULTY SALARY     | Per John Lantz:<br>No meeting/No report,                        |
| FACULTY WELFARE    | Per P. Sheldon<br>No meeting/No report                          |
| DANFORD            | Per Melissa Stephens<br>Several nominations have been received. |

Next Meeting: January 10, 2025

Meeting Adjourned: D. Stoffel/John Lantz