

Faculty Assembly – Minutes



Meeting Location: ZOOM
Meeting Date: March 4 and 11 (continued due to internet outage on campus), 2022
Meeting Start Time: 2:00 p.m.
Facilitator/President-Elect: Chana Baker

- I. **Call to Order** – Welcome / Robert’s Rules of Order – Applied
- II. **Attendance** – screenshot from zoom will be attached
- III. **Review Minutes** - Motion to approve Jan. 22 minutes, D. Stoffel/RJ Canter, motion carries.

IV. GUESTS:

Guest	Topic
Lisa Soly March 4	Registration Lisa spoke on the importance of early registration and how to work with faculty to better serve our students including; differentiating between advising and registration, having staff advisors visit classrooms, a presentation for faculty to upload to D2L of online courses.
Dr. Hawk March 11	Assessment Dr, Hawk addressed assembly as special guest. She discussed institutional assessment, proper language to use in assessment, and showed a power point highlighting different topic areas. There were no questions, comments, or discussion.
Rana Spurlock	50 th Anniversary Discussion was held around the cost of tickets at the Scottish Rite Building on May 14. A discount rate of \$75 is available to all faculty (This could be tax deductible). Chana Baker requested props from Rana for faculty to use at our April assembly to follow the “party in the box videos” that have been supplied thus far.
Dr. Sharma	HLC
L. Scott-Guzek	YSS donations Deadline for donations is the 18 th , but Lyndsie said she would be available to accept donation on the 21 st when faculty return from Spring Break.
J. Kriechbaum	WVADE membership They are re-building the process to affiliate with national board that deals with student success. The fee for membership is waived until November of 2023. Crystal Harbert and other reps are putting on a conference in November 2022. Chana Baker is president of WVADE.

V. OLD BUSINESS/AGENDA ITEMS:

Speaker	Topic
C. Baker	Ballots for Faculty Exec are due today (3/11/22)


VI. NEW BUSINESS/AGENDA ITEMS:

Speaker	Topic
C. Kefauver	load vs credit hours and asked faculty to contact him with suggestions.
P. Roper	office room numbers and other information be updated in campus directories. Also, the online directory needs updated. Said will investigate this.

Faculty Assembly – Minutes

K. Herrington	legislative updates and Great Teacher Conference Information. If interested in the conference, please contact her.
D. Ryan	stated there would be correspondence about the history display, opening at 10 am on the 21 st .
J. Britt	Joyce Britt addressed assembly about student and faculty portal issues. Recommends that portal issues be communicated to students and faculty as soon as feasible. Recommends that a link be added to the college webpage so that faculty can report a problem when they can't access the 'faculty portal' like what the students have.
Open Discussion	There was discussion from several faculty about using a back door entrance into portals. After discussion from several, this idea was not pursued due to credential issues with other services

VII. COMMITTEE REPORTS

Committee Contact	Topic
ACF Kathy Herrington	 Legislation Status Chart - 02.25.22.pdf SB 498, the controversial one, just passed the Senate today (Wed) - it apparently had some changes to it. Here's what we heard: "SB 498 passed the Senate Education committee this afternoon and will have first reading this evening in the Senate, second reading tomorrow, and third reading on Wednesday (crossover day so last day it can go to the House). The bill does have significant adaptations and our WVU legislative leaders along with President Gee talked with Senator Rucker and feel like it addresses our faculty concerns".
Academic Appeals Chana Baker	No hearings
Academic Judicial Board -Gene Evans	No Report
Anniversary Adhoc Delilah Ryan	The 50th Anniversary History Subcommittee met November 17, 2021. Weirton and New Martinsville campuses are looking through material and scanning it. In Wheeling, the display cases have not yet arrived. Corkboards have arrived. The Wheeling display will remain throughout 2022. After that, the space will be used to display B&O history. Several videos will premiere or be made soon featuring Kathy Herrington (faculty), Samantha Pearl (alumnus), Debbie Bennett (staff), and Tina Edwards (staff) and others.

Faculty Assembly – Minutes



<p>Assessment Darcy Ferrell & Jennifer Lantz</p>	<p>If you have or are about to submit an assessment report in WEAVE, please change the status to “internal review” when completed. This will notify the Director of Assessment that your report is ready for peer review.</p> <p>The committee met on February 18th.</p> <ul style="list-style-type: none"> • If you have or are about to submit an assessment report in WEAVE, <u>please change the status to “internal review”</u> when completed. This will notify the Director of Assessment that your report is ready for peer review. • Spring peer reviews were completed and faculty were notified to check review them in Weave. • WVNCC was accepted into the HLC Assessment Academy <ul style="list-style-type: none"> ○ 4-year commitment, HLC coach, & mentoring ○ Focus on a major project – likely general education ○ Kick-off meeting is March 18th -Dr. Loveless, Dr. Hawk, & Darcey will attend virtually • Dr. Hawk shared a presentation at the committee meeting and at the CIC meeting – Assessment at Northern: Taking Stock and Looking Ahead <ul style="list-style-type: none"> ➤ What is going well with academic assessment <ul style="list-style-type: none"> ○ we’re learner focused ○ faculty value assessment ○ informal assessments happen everyday ○ small size – faculty get to know students well and adapt in the moment ○ faculty are participating regularly in formal assessments with meaningful results ○ administration & faculty are working together ○ the process at Northern is collaborative and collegial ○ administration has responded to faculty needs for assessment (example: new Director) ○ commitment to excellence, centering assessment in our efforts to improve the institution ○ assessment plan is student centered with the goal of understanding what students are learning and identifying ways to improve learning ○ we’ve faced digitalization and moved to electronic processes Gaps – areas needing improvement <ul style="list-style-type: none"> ○ need to work on transparency in our assessment processes ○ lack of consistent instructions for faculty ○ changes need updated in assessment plan ○ need to focus on integrity of assessment practices in terms of good academic assessment, alignment, and closing the loop strategies, and systematic feedback ○ professional development ○ improved general education assessment strategies ➤ Action steps <ul style="list-style-type: none"> ○ Codifying current practices into a clearly communicated set of policies & procedures ○ Update Institutional Assessment Plan ○ Create a D2L Bright space course on assessment including a step-by-step guide for faculty ○ Update course and program assessment report templates in Weave ○ Working with program directors and faculty ○ Assessment professional development activities through webinar, fifth Friday PD, etc. ○ Develop a robust process for administrative and student support services assessment ○ Participation in HLC Assessment Academy with focus on general education assessment • Writing the 4.B and 4.C criterion arguments continue. These will be reviewed by the committee and provided to faculty to review when ready. • Jennifer Lantz will share an innovative approach to providing multiple methods of assessment in today’s meeting. <p>Additionally at meeting: updated some Assessment Committee issues, including getting the minutes of all committee meeting updated to the website in a timely manner. There was discussion on how to assure minutes of our committee meeting minutes are properly posted.</p>
--	--

Faculty Assembly – Minutes



<p>BOG Chris Kefauver</p>	<p>BOG Report Jan 2022</p> <ul style="list-style-type: none"> • Board Chair report <ul style="list-style-type: none"> • New BOG members <ul style="list-style-type: none"> ○ Jacob Altmeyer ○ Liz Hofreuter • Faculty Presentation <ul style="list-style-type: none"> ○ Year in review – challenges for new year • President’s report – <ul style="list-style-type: none"> ○ COVID-19 update <ul style="list-style-type: none"> ▪ Weekly testing of all persons on campus <ul style="list-style-type: none"> • 5% positivity rate ▪ All students return to campus Jan 31 <ul style="list-style-type: none"> • Only lab classes have been on campus • All other have been remote ▪ All other previous protocols are still in place ○ College update <ul style="list-style-type: none"> ▪ Welcome ne BOH members ▪ Accreditation update <ul style="list-style-type: none"> • 11/20/22 self-study draft due • Will be a site visit also coming up ▪ 13 May Commencement Wheeling Island Stadium ▪ 14 May 50th Anv. Gala @ Scottish Rite ▪ Title IV grant for 2.25 mil 5 years <ul style="list-style-type: none"> • For student success and completion ▪ Party in a box sent to community members ▪ Heart of Gold campaign ▪ History nuc – open in March ▪ B&O renovation – April open • New Programs <ul style="list-style-type: none"> ○ Pre-engineering AAS w/WVU – passed • Rules <ul style="list-style-type: none"> ○ See me for specific’s ○ All passed • Admin reports <ul style="list-style-type: none"> ○ Academic affairs – year in review, challenges for new year ○ Updated strategic plan draft ○ Enrolment report – credit & non-credit • Financial current fund tracking <ul style="list-style-type: none"> ○ Project updates – see me for more details ○ Fund tracker – see me for more details ○ Water damage in NM – claims filed and should be getting back to normal • Exec session <ul style="list-style-type: none"> ○ Enter into a lease agreement for land in Weirton for CLD training course (was previously a CDL training course) ○ Discussion about the Arts Link property in NM
-------------------------------	---

Faculty Assembly – Minutes

	<p>BOG Report Feb 2022</p> <ul style="list-style-type: none"> • Staff Presentation <ul style="list-style-type: none"> ◦ Year in review – challenges for new year – Darryl Clausell • President's report – <ul style="list-style-type: none"> ◦ COVID-19 update <ul style="list-style-type: none"> ▪ All students return to campus Jan 31 ▪ Change in Covid testing and policy recently ◦ College update <ul style="list-style-type: none"> ▪ State funding formula probable ▪ Feb Ryan Moore visited Welding <ul style="list-style-type: none"> • Talked about the jump start program of savings • Good press ▪ Accreditation update <ul style="list-style-type: none"> • Self-assessment 2nd draft working <ul style="list-style-type: none"> ◦ Shared in late March for input • New director of assessment ▪ Party in a box sent to community members ▪ Video testimonial's ▪ History display – open in March ▪ B&O renovation – April open ▪ June 23 BOG retreat • Rule revisions – request to review – passed <ul style="list-style-type: none"> ◦ Employee & dependent waivers ◦ Honorary & honorary pos humus degrees & certs • Admin reports <ul style="list-style-type: none"> ◦ Enrolment report – credit & non-credit • Financial current fund tracking <ul style="list-style-type: none"> ◦ Project updates – see me for more details ◦ Fund tracker – see me for more details • Tuition & fees presentation <ul style="list-style-type: none"> ◦ 2% tuition increase asked for, held till BOG sees the budget ◦ Fees changes were presented • Strategic plan approved • Exec session – none
Budget Development Bonnie Peterman	No Report
CIC ?	No Report
Curriculum Kathy Herrington	Will report at the meeting.
Danford award Missy Stephens	No Report
Distance Ed Jeremy Doolin	No Report
Diversity, Equity, and Inclusion (DEI) Brandy Killeen	No Report
Enrollments MaryJean McIntosh	enrollment committee is wanting information to send to Pam Sharma.

Faculty Assembly – Minutes

<p>FERC Jennifer Lantz</p>	<p>FERC committee met Feb. 18, 2022, 11-12:30</p> <ol style="list-style-type: none"> 1. New name...faculty can contribute ideas. Chana likes "Portfolio" because then we are "showing what we've done as opposed to "proving" what we've done. 2. Transparency of line-item dollar amount budgeted and actually paid out annually from CFO. Any ideas how we make this happen? Do we, or should we, invite Jeff to a meeting to discuss this? 3. Equity in merit \$ distribution. Eliminate levels. All money to be divided equally by total merits points earned among faculty. This is the easiest way to determine if your merit pay is accurate. Of course, we will need to know total merit points earned. Should be easy enough to accomplish if Division Chairs are willing to keep totals, or perhaps HR would share merit point total. 4. Goals: <ol style="list-style-type: none"> a. Keep them SMART, whatever activity faculty list will be what is used for verification. b. Keep goals focused on "TEACHING". We are pulled into too many directions and our jobs seem like the last on our list of things to do. We're going to propose: 2 teaching goals + 1 choice. Choice could be: assessment, retention, advising, service, professional development. c. Above 4 goals used toward merit 5. Classroom observation will remain part of the evaluation with the following changes (because we believe promotion should have some type of benefit other than pay) <ol style="list-style-type: none"> a. Instructor, yearly observation b. Assistant Professor, every 2-year observation c. Associate Professor, every 3 years observation d. Professor, every 4 year observation. 6. Self-Assessment to be removed and replaced with current job description provided by Provost, according to our renewal letter. Can be a check list completed during meeting with Division Chair. You're either doing your job or not. 7. Merit will be the only appendices to the evaluation. 8. Jeremy shared what he has done so far with the user-friendly computer version. IT IS NICE!! 9. Points: We're still figuring out a better point system, or how to include a quantitative measure so improvement plan &/or merit recommendations isn't a judgment call by division chair. <p>FERC committee welcomes feedback on any of these topics, or contribution of ideas on how to improve FERC. If you have certain "things" you like added or changed, let a member of the committee know.</p> <p>Next meeting: March 25th, 11-12:30 pm.</p>
<p>Faculty Emeritus Hollie Buchanan</p>	<p>No Report</p>
<p>Faculty Promotion Arlene Kuca</p>	<p>No Report</p>
<p>Faculty Salary John Lantz</p>	<p>No Report</p>
<p>Faculty Welfare/Advocacy Kathy Herrington</p>	<p>No Report</p>
<p>IT: Dave Hays</p>	<p>No Report</p>
<p>LRC Crystal Harbert</p>	<p>No Report</p>

Faculty Assembly – Minutes

Mental Health RJ Canter	<p>Green bandana initiative is a current campus event</p> <p>We have been granted premium real estate on the student and faculty/staff portals with large buttons that will direct faculty/staff to faculty/staff oriented mental health resources and the students to student mental health resources.</p> <p>RJ is working with IT to design the webpages (and he has no idea what he is doing) and hopes to have it roll out near Spring Break.</p> <p>We have also been given the green light to begin the process of hiring a mental health professional to act as a counselor across campuses. The mental health team is working to revise an appropriate job description currently. Grant writing to cover the costs of the positions the next step, with Phil taking the lead.</p> <p>Rachel is hard at work checking and updating our resource list</p> <p>We also have another possible resource in the works for faculty and staff that we will update you as we become more aware ourselves!</p>
Open House Crystal Harbert	<p>Open House is set for April 9, and we are currently planning a traditional on campus event (with some zoom component).</p> <p>High schools are being targeted: open house cards sent via mail and taken by Matt Thorn on visits to high schools, geofencing, and sport events. Community outreach to advertise the event will also occur at local events like the expo and through chamber newsletters.</p> <p>Financial Aid Office is providing a single \$1,000 scholarship.</p> <p>Guided tours on available by request during Open House.</p> <p>Each campus is responsible for catering.</p> <p>Signage was discussed.</p>
Professional Development Curt Hippensteel	No Report
Representative for External Delilah Ryan	No Report
Retention Pat Roper	<p>The Retention Committee met on February 16, 2022. Discussion was held about having a committee over the Retention and Enrollment Management committees that would guide, give feedback and suggestions to the two committees.</p> <p>The members made some changes to the Retention Committee Purpose Statement and the draft is being sent to the Provost for approval. At our next meeting we will look at the Interim Strategic Plan and develop ideas how to improve retention.</p>
Rules Delilah Ryan	No Report
Safety Bonnie Peterman	No Report
Scholarship Delilah Ryan	No Report
Student Appeals Chana Baker	One hearing held
Student Showcase Symposium Heather Kalb	<p>The Symposium committee meet in February to discuss dates for this semester's Showcase Symposium. Friday May 6th from 12 – 2 was selected for Wheeling, though the exact location has not yet been determined. The symposium in Weirton and New Martinsville will be on Wednesday from 12 -2 at their respective facilities. This allows us to spread our resources between campuses, additionally it allows faculty, staff and even student presenters the ability to attend the symposium on two campuses which was not an option in the fall. Students are welcome to present on two campuses.</p>
Textbook Affordability/OER Daniel Gomez	No Report

Faculty Assembly – Minutes

Next meeting: Friday, April 1, 2022
 Faculty Executive committee will meet at 1pm
 Full Faculty Assembly at 2pm
 Location Zoom

Motion for Adjournment: P.Roper/M. Kahl
Attendance: Absent with prior notice: J. Kriechbaum

Chana Baker
jlabriola
Joyce Britt
bnopwaskyl
Christian Kefauver
Dana
Jennifer Lantz
Darcey Ferrell
Curtis Hippensteel
vikram
R.J. Canter
Rustem Mulyuk
Tami Pitcher
Natalia Omelchenko-Comer
abel f
Lyndsie Scott-Guzek
Misty Kahl
John Lantz
Said Leghlid
Angela Hawk
Tasha Omelchenko /WVNCC/ (Tasha Comer WVNCC)
Melissa Stephens
David Stoffel
mhausinger
Daniel Gomez
proper
Crystal Harbert
Jeremy Doolin

Faculty Assembly – Minutes

Jennifer L.
Jill Keyser
Deborah Kleeh
Dave Lawson
mjmac
Heather Kalb (she/her; Math & Science)
Anita Dahlem
gwinland
Pam Sharma
rspurlock
David Hays
Sara Cunningham
John Reho
hbuchanan
Delilah Ryan
bsole1
Kathy Herrington