

FACULTY ASSEMBLY AGENDA



Meeting Location: EC 121 & Zoom
Meeting Date: October 4, 2024
Meeting Start Time: 1:00pm
Facilitator/President: Chana Baker

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

II. August 2024 minutes accepted with no objections

III. Attendance –

- a. **In person:** John Lantz, C. Baker, L. Scott-Guzek, J. Britt, D. Kleeh, Dr. O, J. Doolin, D. Stoffel, R Combs, J. Labriola, P. Kerns, D. Riggs-Suslovic, J. Kriechbaum,
- b. **29 On Zoom:** L. Aaron, H. Buchanan, R. Canter, E. Carr, S. Walter, D. Gomez, M. Kahl, H. Kalb, J. Keyser, J. Lantz, M. Lawson, R. Mulyuk, M. Murad, H. Napier, T. Pitcher, J. Reho, H. Ryan, P. Sheldon, M. Stephens, V. Tugali, J. Wetzel, G. Winland, J. Yabs
- c. **UNKNOWN:** D. Ferrell, D. Hays, B. Killeen, S. Leghild, C. Minor, F. Morelli, J. Nichols, D. Ryan, B. Sole, M. Timko, H. Westfall,
- d. **Absent:** B. Nopwasky emailed. S. Vinka emailed, T. Binkiewicz, C. Harbert, C. Kefauver emailed, B. Peterman, C.Hippensteel emailed

IV. Guests

Mallory C. Lind & Autumn Stake	Civil-Military Innovation Institute, Inc. Liaison between soldier and college to solve problems that soldiers face. Reach out to soldiers for wants/needs and then connects with colleges and universities to find a good fit to develop a solution. They prioritize getting the solution produced back into the hands of the soldier as soon as possible. Using case studies to
Luke Tacosik & Rachelle Clemont	ARC – Luke primarily managing tutors while Rachelle is managing ADA. Librarian piece not officially filled but questions can be fielded by Julie Kloss. Please reach out for the many resources they offer. Documents are currently being updated for efficacy.

V. OLD BUSINESS/AGENDA ITEMS:

C. Baker	Review of minutes Motion to approve Aug minutes H. Buchanan/Dr.O
J. Kriechbaum	Student Symposium Committee

VI. NEW BUSINESS:

L. Scott-Guzek	Dr. Hawk would like suggestions on fifth Friday professional development. Someone suggested to Dr. Hawk a training on FERPA.
RJ Canter	No short- or long-term plan to address the lack of immediate assistance in person on any of the three campuses. This is on faculty executive agenda.
C. Baker	Orientation 90 -

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B. Peterman	Per L. Scott-Guzek – Find out who your publisher is for the correct ISBN needed for spring semester. Book has ISBN, Electronic access has a separate ISBN or there may be a bundle of book with access Book store concerns
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VII. PRESIDENTS REPORT

C. Baker	• President's Cabinet ○ Early phases of next years budget ○ IT is doing the best they can • Last day of classes vs graduation date ○ Faculty return Monday, Jan 6 ○ Students return Monday, Jan 13 ○ Standard spring break ○ Last day Friday, May 9 ○ Grades due Monday, May 12 ○ Graduation Thursday, May 15 ○ Fall start date not confirmed Missy Stephens commented how this is problematic for students that need to sit for boards. It delays sitting for exam, and start of employment.
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VIII. COMMITTEE REPORTS:

STANDING COMMITTEE	
CIC	Per Chana Baker CIC committee and Strategic Planning Committee held an all-day Planning Meeting on Sept. 13. Joel Lapin, Strategic Planning consultant, led the work session where Environmental Scan teams reviewed trends and worked on their respective projects. Teams are working to review the literature in their assigned areas and report new research to Dr. Sharma.
INSTITUTION EFFECTIVENESS	No Report
BUDGET	No Report
ASSESSMENT	<i>STUDENT LEARNING:</i> Per Lyndsie Scott-Guzek: Assessment of Student Learning Committee has not met yet this term. We will meet once the peer review template is complete. We are currently in the process of switching systems (leaving Weave) and have not fully onboarded our new system (Watermark). Once the peer review template is complete, we will meet. Most likely late October. CO-CURRICULAR: Per J. Kriechbaum – No meetings have been held yet GENERAL EDUCATION: No Report
ACADEMIC APPEALS	Per C. Baker No meeting but training has been scheduled for October
ACADEMIC JUDICIAL	No Report

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CURRICULUM & ACADEMIC POLICY	Per John Lantz CURRICULUM AND ACADEMIC POLICY (CAP) REPORT MEETING DATE: SEPTEMBER 20, 2024, AT 2PM VIA ZOOM During this meeting, no proposals were reviewed. The meeting was structured to go over the re-alignment of the committee and how the process will proceed for the academic year. Proposals are due by October 4, 2024, to be placed on the agenda for October 11. Below is a synopsis of the committee's scope and members: Curriculum and Academic Policies Committee (CAP) The Curriculum and Academic Policies Committee (CAP) develops and reviews proposals about courses, programs, academic policies, and procedures. The committee also reviews proposals and makes recommendations to the President's Cabinet on adopting new programs, discontinuing existing programs, and adopting articulation agreements with other institutions. CAP assures us that these proposals and agreements meet standards set by the faculty, the administration, the state of West Virginia, the Higher Learning Commission, and individual programmatic accreditors, as appropriate. The Faculty Assembly selects a minimum of eight to ten faculty with representation from all divisions to serve on CAP. These faculty members serve as voting members on the curriculum side of CAP. The chair of CAP is a duly appointed faculty member by the Vice President of Learning. As a committee that values and encourages engaged, stakeholder-informed decision-making, additional non-voting members on the Curriculum side of CAP include the Vice President of Learning, the Registrar, the CELT Director, the Director of Financial Aid, the Student Representative elected by the Student Government, Institutional Effectiveness representative, the Director of the Action Center, and the Academic Affairs Operations Coordinator. Academic Policy voting members include the Vice President for Learning, the Chair of CAP, the Registrar, the Director of Financial Aid, the Academic Resource Center designee, the Vice President of Student Care and Success, Institutional Effectiveness representative, the Director of Student Services, the Director of Financial Aid, the Director of the Action Center, Director of Admissions, the Student Representative elected by the Student Government, and two to four faculty chosen from the Curriculum side of CAP. The Academic Affairs Operations Coordinator serves as a non-voting member on the Academic Policy side. Other faculty and/or staff may be invited to each meeting as the need arises. CURRICULUM AND ACADEMIC POLICY COMMITTEE BREAKDOWN Curriculum Committee Chair-John Lantz (vote in case of tie) VPL-Angela Hawk (non-vote) 2 faculty from each division-no more than 10 (all vote)—Heidi Napier, Greg Winland (CLASS), Natalia Omelchenko-Comer, Lyndsie Scott-Guzek, Jennifer Kriechbaum (STEM), Misty Kahl, Erin Carr (AH), Brandy Killeen, John Labriola (ATC) Registrar- Becky Yesenczki (Non-Vote) CELT Director- Wendy Doolin (non-vote) Financial Aid-Justin Miller (non-vote) Data Analyst/IE-Nolan Rawlings (non-vote) Action Center Director-Lisa Soly (vote) Student Representative-TBD (vote) Academic Affairs Op Coord-San Suggs (non-vote) Policy Committee Chair-John Lantz (vote in case of tie) VPL-Angela Hawk (vote) ARC Designee- Julie Kloss (vote) Financial Aid-Justin Miller (vote) Data Analyst/IE -Nolan Rawlings (vote) VP of Student Success-Janet Fike (vote) Director of Student Services-Tami Alfred (vote) 2-4 Faculty pulled from Curriculum (vote)—Greg Winland, Misty Kahl, Jennifer Kriechbaum Registrar-Becky Yesenczki (vote) Student Rep-TBD (vote) Academic Affairs Op Coord-San Suggs (non-vote)
DEI	No Report

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DISTANCE ED	No Report
ENROLLMENT	No Report
RETENTION	Per Dr. O Members • Curtis Hippensteel • Heather Kalb • Ida Williams • Kristi Aulick • Regan Blaha • Lisa Soly • Tina Edwards • Heather Kalb • Tami Alfred • Wendy Doolin Invited Members Dr. Hawk & Dr. Sharma Absent • Kim Paterson • Hilary Curto Distributed Documents • Draft of EA Protocol Strategic Priority #2 • Draft of Advising Outlines Protocol Strategic Priority #3 Old Business: 1. Retention and Persistence Targets (Dr. Sharma) Dr. Sharma made a presentation "Improving Students Outcome" and shared the data from Annual Strategic Priorities Report. 2. Retention Focus Dr. Hawk reviewed the current retention priorities and initiatives. Current Business 1. Development of Unified Advising Instructions and corresponding Advisor Training: These two items will be addressed by a subcommittee led by Lisa Soly. The advising procedure that require access to Banner will be streamlined if possible. The draft of the instructions will be wetted. Training of faculty advisors using standardized outlines will be conducted in Spring 2024 as part of the CELT. The faculty feedback will be requested after the presentation. The team will identify if additional resources and faculty training will be needed. 1. Explore and implement strategies to promote Spring registration focusing in online courses. Wendy Doolin is the lead for this item. Wendy's team will be working on creating a video promoting the Spring registration that will be delivered to the students using D2L and/or email. Wendy's team will explore the ways to assess the success of the approach. 2. EA Onboarding Package: Develop an onboarding package and policy for the EA Procedure. Ida Williams will lead the efforts. Ida's team will be reviewing multiple aspects of the process and seeking the feedback from HS teachers, WVNCC faculty, and relevant administrators. The team will also ensure the compliance of the resulting document with HLS guidelines and other applicable instructions and protocols. The resulted document will be introduced to Policy Committee during Spring 2024. Each lead will identify the team members, decide on the course of actions, and start working with the team. Dr. O would love to take part in the meetings of subcommittees. During next meeting each lead will be sharing the names of the subcommittee members, dates of the held meetings, and progress with the task. 3. Each committee member had an opportunity to comment on the committee focus. The goals of the committee • Develop Unified Advising Instructions: Create comprehensive and standardized advising guidelines. • Advisor Training: Collaborate with the ACT Center to organize and conduct advisor training sessions. • Boost Registration: Explore and implement strategies to increase enrollment in asynchronous online courses and programs, including creating a self-advising video for the website. • EA Onboarding Package: Develop an onboarding package and policy for the EA Procedure.
No Report	No Report

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OPEN HOUSE	Per Jennifer Kriechbaum - Fall Open House – Saturday, November 9 from 9:30a - noon - Tri Campus Fliers are ready - Giving TWO scholarships – working logistics so at least one will be a new student - NEED TOUR GUIDES - Tours will be a little more pathway specific - John Marshall will be here Oct 17 will be visiting each division. Contact Matt for more information
IT	No Report
ARC	No Report
MENTAL HEALTH	Per RJ Canter Mental Health Committee Updates for Faculty Assembly I. New Leadership for Committee in 2024-25 - Kristi has stepped down from co-chair leaving RJ as sole chair. - Kristi will remain on in a support / secretarial role. - We await the title she chooses to go by... III. WVCIA Membership Participation - We maintain participation with a subcommittee as part of our WVCIA membership requirements. - We are on the Membership and Promotion Committee that meets monthly. - We maintain participation in required specific trainings as part of our WVCIA membership requirements. - RJ has so far participated in these mandatory trainings. - RJ attended Youth Empowerment Summit, WVCIA Fall Meeting, WVCIA Spring Meeting, Suicide Prevention Summit conferences - RJ has attended trainings in: Suicide Prevention, Harm Reduction, Peer Recovery, Mental Health Fist Aid IV. WVCIA Report / Reminders - We report any and all mental health pro dev and/or trainings that you went to in the past month by the 13th of the month. V. NEW Mental Health Resource Provider! - Our contract with WellConnect ended on August 31st! - WVNCC secured grant funding for new program and it includes BetterMynd. - RJ and Janet are the BetterMynd liaisons. - BetterMynd Offers: - Online Counseling (AKA Teletherapy) 50 min sessions w/ licensed in-state counselor. - Unlimited. - Wellbeing Workshops - Scheduled and live psychoeducational group workshops. - Unlimited. 24/7 on demand crisis & support line. - Unlimited. - Amazing student interface. - Promotional Materials - Lots. - Social media posts. - QR code ads. - Informational Blog Posts

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	▪ DOES NOT support students under 18... ○ Differences with WellConnect... ▪ No more help line for faculty / staff dealing with student issues ▪ No more repository to self-assessments. ▪ No way to fit BetterMynd into ORNT 090. ▪ RJ and Janet WILL see student names on usage reporting. VI. Mental Health Issues / Crisis Policy • Reporting Policy was to be created with input from Fairmont State... • We lost members who were working on this. • Project on small hold while we wait for details of new provider BetterMynd and their involvement in crisis chain. VIII. The WVNCC Files • HR: No update for MH related position. • HR: No OFFICIAL update for MH staff / faculty coverage. IX. Mental Health First Aid Trainings • There are currently two grant applications in regarding this. X. Prevent Suicide WV (WV Suicide Prevention Council) • RJ held a QPR session in September 2024. • RJ will be trained as a trainer in QPR Suicide Prevention Training. XI. Other Ideas • Benefits Lunch N Learn ○ 2024 was a big success ○ We would love to do this again in 2025 XII. A reminder about staffing... • We do not have any active counselor, PSS, LPC, etc. on staff. ○ This means we have no one on staff that is legally allowed to actually 'counsel' any student. • We may offer suggestions, such as engaging with BetterMynd. • Our "crisis protocol" is to contact Officer RJ where applicable, refer to NorthWood or other local resources ○ if the crisis is significant, calling 911.
PROFESSIONAL DEV	No Report
RULES	No Report
SAFETY	No Report
SCHOLARSHIP	No Report
STUDENT APPEALS	Per Jennifer Kriechbaum No meetings but training scheduled for October 16, 2024

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TEXT AFFORDABILITY	Per Crystal Harbert: Textbook Affordability Committee met via zoom on Friday September 27. Present: Hollie Buchanan, Crystal Harbert, Patrick Kerns, Said Leghlid Absent: Daniel Gomez, Angela Hawk, Jessica Nichols The group discussed the following: 1. Students using the Booksaver program who have classes that use the same textbook for multiple semesters may pay double or triple what the textbook would cost if they were able to make a one-time purchase of a hard copy. 2. The current system does not allow for hard copy textbooks if students purchase through Booksaver. This is a disservice to students who would like to keep a hard copy to refer to after they graduate and are working in their fields. 3. Akademos/Vitalsource does not rapidly respond to remove barriers for student access to books. 4. BookSaver is merely a pricing model, and students have the ability to take advantage of it (if they find it to be advantageous) or to opt out of it (if they find it to be unfavorable). There are separate issues about whether or not students want the BS pricing model (many do), want to opt out of it (many do), or are confused by their options (many are). 5. Students who do not have computers face an additional obstacle when books are only available electronically. 6. Marshall University's librarian is a resource for instructors who want to use Open Educational Resources. 7. When the contract ends, we want to make sure that before the company is selected they provide contacts at other schools currently using their services. 8. During the selection process, we also want to make sure that student voices are heard.
AD HOC COMMITTEES	
CORONA	No Report
FACULTY EMERITUS	Per Hollie Buchanan The Emeritus Committee report is that we're still pursuing administration responses to last year's submission. We're trying to update policy to clarify some expectations. This year, there are two retirees, Kathy Herrington and Pat Roper. Faculty who are interested in submitting a recommendation for emeritus status for either should contact a member of Emeritus Committee (although you could probably wrangle it on your own if you really wanted).

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FACULTY & MERIT	Per Jennifer Lantz - Faculty Evaluation Committee Sept. 30, 2024 1:00-1:30pm Attendance: Jennifer Lantz, Curt Hippensteel, Heidi Ryan Agenda Items: Items that need addressed at faculty assembly are highlighted. 1. feedback from 1st implementation a. This will be the first year completing a full cycle with the new form. b. We need feedback from faculty regarding the changes on the new form. As you complete the form this year please make some notes about the process. We will use your feedback to improve the form. Should the committee develop a questionnaire/survey to gather feedback? 2. ad hoc IT member to work on live version: a. The committee suggested waiting for a full cycle before pursuing the live version. We thought it best to make the changes from the feedback form first. b. Who, Where? 3. set goals for the year, questions/concerns a. Assess how a full cycle goes and follow up with the feedback. b. Improve transparency on dollar amount set for merit and overall total merit points earned so individuals can calculate their personal merit earnings and check the amount on the faculty renewal form for accuracy. 4. Update committee description for the by-laws: a. Committee name: Faculty Evaluation and Merit Portfolio (FEaMP). b. Description: The committee develops, reviews, and makes recommendations to the faculty and administration regarding faculty evaluation policies and procedures. The Faculty Assembly selects members for the committee with a minimum of five recommended. c. Chair: Jennifer Lantz d. Members for 2024 – 2025: Curt Hippensteel, Melissa Stephens, Jeremy Doolin, Crystal Harbert, Heidi Ryan, Tricia Binkiewicz 5. Next meeting: TBD (Monday wasn't the best day).
FAC PROMOTION	No Report
FACULTY SALARY	Per John Lantz: In Attendance: John Lantz (chair), Heidi Napier, Maclaine Murad, Sara Walter Absent: Said Leghlid Possible salary discussions: 1. Increasing tuition reimbursement from \$2,000 to \$4,000 2. Making PD funds for faculty separate stand alone and increase from 2,000 to 3,000 3. Small stipend for faculty who go over cap (class size)—monetary stipend like overload, not included in base salary. 4. Division Chair stipend increase. 5. Ask more for salary increase for faculty—in addition to any 2% given by college.
FACULTY WELFARE	No Report
DANFORD	No Report