

**Faculty Assembly Minutes**  
Friday, February 7, 2014

**Guest Speakers:** Dr. V. Riley and Peggy Carmichael

Meeting was called to order by C. Riter at 2:11 in the Room 312 of the B & O Building. The meeting was also available IP Video in Weirton and New Martinsville.

V. Riley addressed the HLC findings on the absence of human resource documentation. Focus was on early entrance instruction as well. WVNCC was asked to review /update documentation as necessary the education/credentials related to courses being taught. The process of identifying any issues was explained. Moving on, files will be maintained with appropriate documentation to ensure all are complete for the next visit. The monitoring report was accepted by HLC.

C. Riter asked how a decision was made on nursing instructors with same credentials, some of whom could teach PCT but others who could not. Vicki explained the credential form for courses can be revised as requirements change in the future. Faculty and Program Directors should work with Division Chairs to make necessary revisions.

In regard to the impact on the institution and the loss of dependable adjunct faculty, it was explained they attempted to be as flexible as possible in interpretation of each degree. Loss of any adjunct did not affect course offering; however, decreased enrollment may have affected the number of adjuncts required. Administrators are looking at the many factors that have affected enrollment, ie financial aid. Focus has shifted from enrollment numbers to graduation rates.

Vicki also addressed the question related to who evaluates administrators as instructors... they are considered adjuncts and are evaluated by the Division Chair.

M. Davis asked about the revised schedule. Vicki understood the proposal to be giving up the two days, faculty would still return the week before classes, but there would be fewer meetings that week. C.Riter stated she understood also that faculty would not be required to be on campus that full week. Faculty were fine with coming back a week later in summer, but not with coming back a full week before classes began. Returning a week later was intended to compete with other colleges and faculty were fine with that; however, there was supposed to be just one college day the week before classes required. Dr. Riley pointed out that some of the committees and groups also meet on those days. **Vicki and Cris will work on this to get clarification.**

K. Herrington reported that Exec met with Dr. Olshinsky about merit. He said those eligible last year did not receive monies. Today he said there is no money for merit for last year or this year and next year there won't be enough to cover all three years. Faculty agree on doing the extra work, but where is the recognition and/or funds. .... Is there anything that can be done to improve faculty morale... suggestion by Don P is do away with merit because it is useless if funding is not available and this has a long term affect on faculty morale. K.Herrington suggested perhaps the need for a group to look into this further for budget planning. Vicki would be open to discussing things that could be done in lieu of merit.

Ms. Carmichael gave an update on credentialing issues. The forms completed were submitted to HR and are being compared to faculty employee files to see if all the transcripts and/or credentialing documents are up-to-date. 14 faculty still need to respond to updating files. Once these are updated, the forms are signed off on and the form becomes a permanent piece of the HR personnel file. The HLC team reviewed 12 files, 3 were FT faculty, the remainder adjuncts. Employee files are available for review, make an appointment. All files are electronic now.

If a faculty member can prove that an official transcript was sent, HR can cover the cost of a replacement.

With promotion, HR has to complete a verification of years of service and coursework and sign off on it. That form replaced the need for the transcript to go into the promotion package. When HR had promotion packets, they were kept complete, not separated.

Peggy noted she should be contacted if any problems arise with new IDs. The cards can be activated / deactivated electronically if lost or stolen.

A question was asked about appointment letters that state “compensation same as last year”... can the letter include all the details (benefits, etc) again.

## **FACULTY ASSEMBLY MEETING CONTINUED...**

**MOTION made that faculty contracts should include all the information as opposed to the statement. C. Harbert moved, C. Kefauver seconded. Motion approved.**

Motion was made by D. Stoffel, seconded by K. Herrington to approve the Minutes of the November 2013 meeting. Motion approved.

## **UNFINISHED BUSINESS**

1. FERC... Herrington.... Met in November about final revisions to FERC for this year’s evaluations, but since it was late, stayed with old document for one more year. No further request to make changes until today’s Exec meeting. Faculty load reports did not come from IR this year and something should be done about that. Marian was in meeting with IR and the response was “we don’t have time.” Faculty feel this is not acceptable.

**MOTION:** K. Herrington made a motion to approve faculty evaluation document with amendments that the document cannot be altered after conference with this evaluation cycle that started five weeks ago. Seconded by D. Poffenberger. Motion approved.

Carol Cornforth will create a cheat sheet to assist faculty in working with the Excel spreadsheets for evaluation. Carol recommends the form be revised to be more user friendly.

**MOTION:** D. Stoffel made a motion to request that IR supply faculty with load analysis, retention data, and course eval data by January 1 each year.... Seconded by C. Kefauver. Motion approved.

2. K. Herrington explained Gen Ed curriculum changes. Nursing removes Soc, Dev Psych, and Microbiology. Trying to beef up Associate in Science requirements by offering some specific courses online; this is being addressed in curriculum now. L. Shelek mentioned that we are the only state institution offering a 3-cr hr A&P and a discussion was held about the possibility of changing this to a 4 hour course.

## NEW BUSINESS

1. Online course review. Pam Sharma will send an online review course form. It is in draft form. Two issues exist:

1. Too much power for Distance Ed coordinator in reviewing courses.
2. Review committee must have completed Peer reviewer course...
3. Chair must have done two reviews already. Already created online courses would have to be on a cycle to get reviewed. Pam asked faculty to send her comments about the form. C. Riter encourages faculty respond with at least an "OK" or to share concerns. Now is the time to fix document before its approved.

2. Promotion criteria and the designation of applied graduate classes. A nursing faculty applied for promotion and found that graduate hours would not count because it was needed for employment. Committee determined there is a clause that states "Promotion to asst prof, 15 hrs beyond when hired. This is being applied to someone with graduate hours, not as originally planned in document. Kathy would like to see a subcommittee of promotion committee to review promotion procedure and criteria to change this for next year.

*Committee volunteers: L. Shelek, C. Kefauver, D. Farrel, C. Stones, B. Peterman, J. Doolin, and K. Herrington.*

**Teaching excellence award.** C. Rogerson spoke with Dr. Olshinsky who will talk to the foundation about the possibility of increasing the amount of the award.

**MOTION: C. Rogerson made a motion to explore ways to increase the teaching excellence award to \$1000, ie Foundation.. to one winner. M.Goldstein seconded. Motion approved.**

## Committee Reports

ASSESSMENT... Stokes.... Assessment will meet the 4<sup>th</sup> Friday in March and April.

ACF... Met 1/30 to discuss legislative session. Governor's budget includes 500 for each faculty member... remember that WVNCC is the only college in state with a faculty salary schedule designed for yearly increases. Every faculty rank has a baseline with annual increment. Outcome based funding document will be sent by Mark. Mark also noted that Higher Ed day in Charleston is Feb 21. Also, the Great Teacher's Seminar is scheduled for June 15-19; if interested, contact M. Goldstein.

MERIT... did not meet. Dr. Olshinsky has implied there will be no money.

EXEC... Jeremy Doolin resigned from VP position due to other responsibility... K. Herrington will take this spot.

Lisa Ingram announced that on March 21 a joint mandatory Division meeting will be held in Wheeling at 1:00 to go over curriculum and advising issues. Location to be announced.

Objection was voiced about the need to be face-to-face for the meeting as opposed to using the technology.

C. Riter pointed out that elections are done at the March meeting which this year falls during during Spring break. Cris will send out the ballot by email.

D. Poffenberger made a motion to adjourn. Seconded by D. Stoffel. Motion approved.

Respectfully submitted by Deborah Cresap (for Tammy Aftanas, Secretary).