

Faculty Assembly – MINUTES APPROVED



Meeting Location: IP Video Rooms
 Meeting Date: Feb. 21, 2020
 Meeting Start Time: 2:00 p.m.
 Facilitator/President: John Lantz

- I. **Call to Order:** Welcome / Robert’s Rules of Order – Applied
- II. **Attendance:** See attached
- III. **Review Minutes:** Motion to approve January 2020 minutes: Canter/Ryan

IV. GUESTS:

Guest	Topic
Dr. Mosser	<p>Strategic Planning:</p> <ul style="list-style-type: none"> • Workshop assembled nine teams. Teams will meet over the course of the next week. Each team will elect a chair or group leader and decide on meeting schedule, then begin their environmental scan. <p>Funding formula for college:</p> <ul style="list-style-type: none"> • Chancellor believes it will pass Legislature • Funding will be available for credit and workforce bearing programs • Our funding may be “dramatically different” • Looking at enrollment and completion numbers for funding as well as “wading factors” • More than likely this will adversely affect our finding starting 2022 or delayed to 2024 • Smaller annual operating budget may be the result <p>Progress in high schools and early entrance:</p> <ul style="list-style-type: none"> • Debbie Cresap and President Mosser met with Wheeling Central Catholic High School, Wheeling Park High School, and John Marshall High School in an effort to boost early enrollment • These students would count toward our enrollment and completion rates as well as the formula for college funding
Dr. Loveless	<p>Welcomed Abel Frohnapel, new nursing instructor.</p> <p>CLC:</p> <ul style="list-style-type: none"> • Revised draft policy was sent out and division chairs were asked to revise • There were 11 CLCs this semester; would like to reduce that number • Please work on CLC policy and get back to her

V. OLD BUSINESS/AGENDA ITEMS:

Speaker	Topic
John Lantz and Kathy Herrington	<p>Course Learning Contracts</p> <ul style="list-style-type: none"> • Faculty will be paid for prep time; \$80 a credit hour for prep and \$80 credit hour for instruction • If class was cancelled and converted to a CLC pay is 1/3 credit hours of course and faculty are still paid for prep at \$80 per credit hour • Clarified in policy that faculty are not required to teach a CLC; it is at their discretion • If student withdraws from CLC before the 50% point, instructor is paid based on WVNCC’s financial aid refund policy (10%, 25%, or 50% depending on how long the student attended). If they attended 51% or more of the class, instructor is paid the full amount • Payment to instructor will be processed within 14 days of student grade being submitted • Faculty cannot be asked to teach a CLC after the third week of the semester

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	<ul style="list-style-type: none"> Faculty recommends to send these revisions to the procedure to Dr. Loveless, but continue to revise as situations arise Motion to accept revisions and send policy to Dr. Loveless: Peterman/Stephens <ul style="list-style-type: none"> Motion carries
	<p>Update on Course Evaluations motion from January meeting:</p> <ul style="list-style-type: none"> Will take effect this semester Evaluations should be available two weeks prior to finals week and closed prior to finals week
	<p>Substitution/Waiver form:</p> <ul style="list-style-type: none"> These forms need sent to Registrar’s office first The question was posed if a course should be substituted if the student had a grade of “D?” Motion to table this discussion until March: Kefauver/Kahl <ul style="list-style-type: none"> Motion carries
	<p>Replace Paige Holt on Budget Committee</p> <ul style="list-style-type: none"> Abel Frohnapel
	<p>Sara Cunningham appointed to scholarship committee</p>
	<p>Add 2 faculty to Assessment Committee</p> <ul style="list-style-type: none"> Pat Roper joins committee Curt Hippensteel will talk to his division about someone joining

VI. NEW BUSINESS/AGENDA ITEMS:

Speaker	Topic
	<p>Fall Schedule Changes:</p> <ul style="list-style-type: none"> Faculty would like to know why these changes have been made and how they were made Some faculty only had two days to review the schedule before it needed returned Faculty are concerned about what time classes are being offered as it will conflict with students who are parents or working Issue identified that students are able to view Fall 2020 schedule in Navigator when it is not finalized yet
	<p>Faculty Salary Updates:</p> <ul style="list-style-type: none"> Budget proposal to board in March suggests a 2% increase in salary 2% is the whole pot for faculty, staff, vp and pres. Faculty’s pot is \$49,000 Remove merit pay and promotion pay from that number The remaining is left for salary increases Can do a step raise or a percentage raise There is also the consideration of a one-time salary adjustment (think of it as a bonus, but we cannot use that terminology) Faculty Salary Committee suggests faculty take a one-time salary adjustment plus the 2% Motion for faculty salary committee to meet with Jeff Sayre and ask for a one time lump sum payment plus the 2% raise: Herrington/Canter. <ul style="list-style-type: none"> Motion carries
John Lantz	<p>Update to Faculty Assembly Bylaws:</p> <ul style="list-style-type: none"> Recommends changing officers to have two-year terms instead of one Motion to revise bylaws to allow officers (President, Vice President, Secretary) to serve two year terms: Ferrel/Roper. <ul style="list-style-type: none"> Motion carries Motion to waive second reading: Kefauver/Stephens

Faculty Assembly – MINUTES APPROVED



	<ul style="list-style-type: none"> ○ Motion carries
	<p>Discussion on Strategic Planning Professional Development:</p> <ul style="list-style-type: none"> ● To clarify: it is voluntary to serve on a scanning team ● It is a meritorious service ● Service should be wrapped up by May 18, 2020 ● If you don't want to serve but had signed up, email Pam Sharma and ask her to remove your name
	<p>Access to Employee Personnel file rule review:</p> <ul style="list-style-type: none"> ● Review doc and send comments to John asap as he meets with Jill on Monday
<p>Chana Baker, Joyce Britt, Said Leghid, Daniel Gomez</p>	<p>Advising Taskforce update:</p> <ul style="list-style-type: none"> ● Meta Advisors reported that they did not see many students when they were on campus the week prior to classes beginning. Discussion ensued about the direction of Meta Advisors. ● Chana and Debbie Cresap mentioned that the Board of Governor's degree area needs explained better because students are being misadvised due to supplemental classes appearing to count as credit when they do not. ● The task force wants a comment sharing system implemented in NOW so that faculty can advise undecided majors, track student changes in major, etc. ● Undecided students need to work with Career Services to access their goals and options. ● The task force discussed implementing an Advising Center. There are many options for this type of model and all options are being investigated. Some ideas are: <ul style="list-style-type: none"> ○ Hire full-time advisors who only advise ○ Have centralized resources ○ Faculty could do advising as part of their "load." For example, teach 9 load hours and advise in the Advising Center for 6 contact hours a week. ○ Offer summer contracts for FT faculty to advise during summer ○ Instructional Specialists could have some of their load shifted to summer advising in the Advising Center ● The task force needs faculty input on these ideas. Please send your thoughts to Chana, Joyce, Daniel, Said, Anita Dahlm, or Debbie Cresap so they can be shared at the next task force meeting.
<p>Joyce Britt</p>	<p>Discover Your Direction:</p> <ul style="list-style-type: none"> ● 7 and 8 grade student event at Northern over the summer ● Committee is seeking activities and volunteers

VII. COMMITTEE REPORTS

Speaker	Topic
<p>ACF</p>	<p>Kathy Herrington:</p> <ul style="list-style-type: none"> ● ACF met with legislators two weeks ago. Bill coming regarding removing the current Inventory and Manufacturing tax. Bill would remove this tax from businesses. If this happens the WV budget could lose up to \$300 million. ACF discussed with legislators how this may adversely affect funding for higher ed; still unclear ● Campus Carry bill where students can carry guns on campus may be introduced ● House bill 4729, legislature will dictate to higher ed to use older or previous used textbooks. Chair of ACF is investigating this as this is not viable ● Great Teacher's Seminar is in June. Two slots are open to WVNCC faculty.
<p>Assessment</p>	
<p>BOG</p>	<p>Report by Chris Kefauver</p> <p>*January report attached to DRAFT minutes from January</p> <ul style="list-style-type: none"> ● Met in January.

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	<ul style="list-style-type: none"> • Purchasing rule will be coming out soon for comment. Once rule is done the procedure will be next for revision • Budget will be looked at during next meeting • 2 more members have been added: Amy Dobkin and a woman from Wetzel county – Chris is not sure of her name just yet • New students rep: Matt VanFossen
Budget Development	<p>Chris Kefauver:</p> <ul style="list-style-type: none"> • Capital projects are in line • Not many requests coming from faculty • Kefauver reminds faculty that improvements cannot be made unless the requests aren't made • Requests do not need to be made just for your area or program (i.e. if you want attention to bathrooms, or parking lots, submit the proposal)
Curriculum	
Danford award	
Distance Ed	
Enrollments	
Faculty Emeritus	<p>Report from Hollie Buchanan:</p> <ul style="list-style-type: none"> • Ad hoc committee selected Hollie Buchanan as chairperson • The committee has made three recommendations to Dr. Loveless
Faculty Promotion	
FERC	
Financial Aid	
IT	
LRC	
Mental Health	
Open House	<p>Report from Joyce Britt:</p> <ul style="list-style-type: none"> • March 28 from 9a.m. – 12 p.m. • Student volunteers sought; sign up with Janet Fike • Business cards can be obtained from Rita Lyons
Professional Development	
Retention	
Rules	<p>Report from Delilah Ryan:</p> <ul style="list-style-type: none"> • Rules Committee is in the process of reviewing several older rules via email and sending comments to Peggy. If an in person meeting is necessary it will be called by Peggy. If no changes or comments need discussed, Peggy sends the rule out to the college community for review and comment. These actions with the committee and the college community has occurred a few times at the end of 2019 and start of 2020. We met once near the end of 2019 to put this plan into action.
Safety	
Student Appeals	

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Textbook Affordability	
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Next meeting: 1p.m. March 6, 2020/No executive meeting
Adjournment: 3:55 p.m. Dave Stoffel/Jennifer Kriechbaum