West Virginia Northern Community College

Minutes:

February 6, 2009

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**Present:** R. Berry, D. Cresap, C. Dale, F. Decaria, D. Folger, D. Goeddel, M. Goldstein, S. Gress, S. Hupp, L. Ingram, C. Harbert, K. Herrington, C. Kefauver, A. Kuca, R. Malek, M. Marlin, M. Merz, C. Morris, D. Poffenberger, J. Reho, C. Riter, C. Rogerson (presiding), D. Ryan, S. Rychlicki, P. Sharma, V. Slider, M. Watson, A. Vavra, G. Winland, D. Yadrick,

**Absent:** K. Atkins, D. Bartley, S. Beck, S. Clutter, C. Cornforth, M. Davis, E. Evans, M. Grubor, R. Guy, C. Eastham, D. Hans, J. Keyser, L. Miller, R. Pusz, T. Ramsey, D. Roth, C. Stokes, J. Tully

**Excused:** S. Baricska, T. Danford, R. Lucki, B. Peterman, J. Remias, L. Shelek, J. Van Fossen, K. Yeater.

The meeting was called to order by President Charles Rogerson at 1:15 pm in the telecom room on three campuses.

**Announcements:**

* New President, Vice President, and Secretary for Faculty Assembly needed.
* C Stokes resigned from both Faculty Executive Committee and as Vice President.
* Tom Danford is recovering and doing better.
* Carl Jacobson passed away. He was with the institution. Faculty Assembly are thankful for his good service.
* Merit deadline is March 6 – Friday.

**Motion: Approve Minutes for December 18, 2008 meeting (D. Goeddel / L. Ingram)**

**Motion Approved.**

Lisa Ingram and Lucy Kefauver presented information about the **Chancellor’s Leadership Institute.**

They attended one meeting in October and will attend another in mid-March to complete process. The project is led by Dr. Vicki Riley. It is intended for the betterment of our institution. The proposal is to increase retention through advising process. The goal is to figure out a way to utilize people who like to advise, and create an advising center. L. Ingram and L. Kefauver provided a handout. Ingram and Kefauver have spoken with many faculty and administration to find out what has worked in the past and what might be improved

S. Rychlicki stated that a previous advising center was set up, but it did not flourish due to lack of support. This may have more success because of support.

L. Ingram and L. Kefauver are seeking faculty members to work in advising center. They will focus on peak times. Compensation is not certain, and they asked what faculty would expect. Dr. Riley is researching standards of pay for work off contract. Possibility of flex time, release time from class or office hours.

Faculty noted that previously, there was release time.

Faculty suggested that it could be equal to hours for “overtime” classes.

L. Ingram and L. Kefauver said that the center will target new, undecided, transitional students, the most at risk. Location is the biggest issue. It may be done in conjunction with other activities in Academic Success Center

L. Ingram and L. Kefauver requested suggestions for improvements

C. Dale asked if students would be required to see advisor? How would they be held accountable?

L. Kefauver suggested banner could be used to make notes.

L. Ingram said it could be a legal issue because users require training for what is appropriate to write.

S. Rychlicki raised concerns about transitional students taking too long to get to their program advisor.

There were concerns about math because students can drag it out.

L. Ingram and L. Kefauver asked if there would be interest from faculty in serving in the center.

C. Rogerson suggested that we ask Dr. Riley to come up with guidelines/details then ask for volunteers.

S. Rychlicki suggested that we check past rates.

There was a suggestion for ,ore online advising for online students.

K. Herrington raised a concern about students missing classes on various campuses because classes are only offered every so often in some programs and suggested that a guide book is necessary.

Vavra noted that students should be qualified to use online advising, be through first two semesters of classes, maybe transient

Faculty asked what other colleges are doing.

L. Ingram indicated that they did communicate with other colleges in state – WVUP.

R. Berry asked about federal government financial support.

L. Ingram answered that the project needs to demonstrate accountability – steps to complete to graduation.

Kathy Herringtonpresented information about the **Grading Policy**

Proposed change to incomplete grading policy would go to curriculum the next Friday. Deals with semester grades and incomplete grades. If an incomplete is issued in Spring or Summer, the students must complete work by December 1st of the following semester.. Those given for fall must be completed prior to May 1st of the next semester. There are concerns about too many students receiving incompletes. Possible clarification for what an incomplete grade is to be used for:

* Student met attendance requirements if any
* Student has satisfactorily completed 80%
* Student unable to complete last weeks due to illness, emergency beyond control

T. Vavra had concern about 80%, suggested students should have all coursework complete up to that point.

C. Dale noted that some students believe it is an automatic grade, but it is not. If a student is in this circumstance, student is required to contact instructor.

Faculty noted that part time faculty – will be working for “free” allowing students to finish up in later semesters.

Final copy of change will be out for review

**Curriculum committee**

K. Herrington reported:

* Approved changes in CIT. Discontinuing some current programs/certificates and adding certificates and AAS programs. This will impact some students in business. They are trying to combine some 1 credit to 3 credit and discontinuing some 1 credit courses.
* Change for nursing program which will require all entering students to have CNA. Only 20-30% have this. A nursing boot camp will be established worth 3 credits that provides an equivalent for those who already applied by February 1. Listed as 199 Allied Health CNA. It will be 6 weeks for those planning to be admitted next year. CNA is a marketable certificate.
* General Education – several AA programs are short 1-3 hours of general education as required by state. Some AS programs are also short. Proposal to count CIT 117 as a general education core. For students who do not meet minimum there will have more choices.

**Faculty Salary Scale**

T. Vavra reported:

The suggested increase in base was presented to Dr. Olshinksy, Larry Bandi, and Dr. Riley. It was accepted with the caveat that they needed to look at budget. L. Bandi does not expect increase in state funds. The only way to increase revenue over last year is enroll more students and raise tuition. If we increase fees, can we get $230,000. If tuition is raised, we may lose students as other colleges are announcing no increases in tuition. There should be an increase in Pell grant next semester, and federal money through financial aid should cover fees

Faculty discussed the merit of raising tuition or raising fees.

Faculty acquired if merit should be applied for.

T. Vavra noted that people in Charleston look at merit as a requirement, and there will be something.

**Copier Vendor Committee**

Volunteers are needed. Contact Vicki Riley.

**Snow days**

Faculty expressed concern over how snow days are handled.

C. Rogerson said he would bring concerns to President’s Council Ceeting

**Distance Education Committee**

D. Poffenberger expressed some concern with online courses and part time faculty having first choice of classes. There are part time faculty members developing online classes. If a faculty member is qualified to teach in that area and does not want to, they will have a group of part time people who will develop the online courses. If full time faculty are interested, then they should have the right to have that class. There is no policy that indicates if a part time person and full time person request an additional overload, full time automatically get their choice. This needs to be clarified for the faculty, and if it is the case, we need to draft a policy to clarify that faculty do have first choice.

P. Sharma noted that Distance Education committee could deal with this as part of rules/guidelines for online courses. Student trend is moving toward online courses. Courses on campus could have low enrollment. Faculty can send concerns to distance education committee to include comments in rules/guideline. Committee will meet this month. D. Poffenberger, S. Clutter, F. Decaria, T. Craig, C. Cornforth, S. Gress, D. Ryan are members

**Motion: Full time faculty should be allowed first opportunity to develop and teach both online and traditional courses and Distance Education will include this in policy / guideline development. (T. Vavra / P. Sharma) Motion approved.**

D. Goeddel asked if there is a policy or practice for how overloads are staffed (not online in particular) in regards to full time faculty?

Practice has been that faculty has the right of first choice in courses in their areas.

**Enrollments Management**

Michelle Watson reported:

We didn’t meet goals for enrollment, but we had made goals high. Goals are more realistic now.

The focus is on retention. Early entrance has done well

**ACF**

M. Goldstein reported:

There is a 3 pronged legislative agenda. He noted that the issue of higher education having the right to serve in legislature is sticking point. They are promoting that HEPC to have a voting member of ACT. They have endorsed the proposal that local board of governors have more representation from faculty.

**BOG**

R. Berry reported:

President gave 2008 IPED report – compares WVNCC to peer institutions and can be found with Berry and president’s office. There was a first reading of faculty salary rules. They reported that the in regard to the sound problems in the EC, they have consulted an audio forensic specialist who did a study, and came up with some preliminary options. An amnesty for outstanding fines, bills for students from 1989-2001 has been passed.

**LRC**

A. Kuca reported:

LRC is experiencing staffing issues. JSTOR will not be approved. Library week is in April – food collection, book collection, ideas for whom to give the collection, suggestions requested.

K. Herrington noted that faculty must have VHS transferred or buy new/different. Bukosky has indicated that VHS players may not be available soon. There may be some problems copying to DVDs. Request of P. Stroud that new equipment is needed to transfer from VHS to DVD.

**General Education Committee**

D. Folger reported:

There has been some communication but no meeting. There are six General Education goals, and the plan is to assess two goals per year on three year cycle. They hope faculty will help with assessment method. It will be an embedded assessment, nothing extra for faculty/students.

Request for old business.

Reminder that new President, Vice President, and Secretary are needed.

K. Herrington said there was a CIT proposal for CIT 90 course. There is a request to implement basic skills test. Committee was formed to work on it. C. Cornforth, S. Gress, J. Fike, C. Dale, N. Glenn, K. Patterson will work with Distance Education Committee on a pilot this Fall for entering students and for those entering online courses. Any faculty member who wants that as a prerequisite, let someone know on committee.

**Motion for adjournment byT. Vavra, seconded by D. Cresap.**

Respectfully submitted,

Crystal Harbert

Temporary Faculty Assembly Secretary