

## Faculty Assembly – Minutes

Meeting Location: IP Video Rooms  
 Meeting Date: Oct. 4, 2019  
 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 attachments**
- III. **Review Minutes [10 min.]**

Motion to approve August 2019 minutes: Hollie Buchanan/Said Leghliid

### IV. GUESTS:

| Guest                           | Topic   |
|---------------------------------|---|
| Dr. Mosser                      | Issued a challenge to faculty to “turn the page; write a new chapter; and let go of the past.”<br>Thanked faculty for their work and looks forward to this year.  |
| Dr. Loveless                    | Reported that it has been a good start to this fall semester. There have been very few student issues thus far. She has not heard a lot of complaining thus far. “Faculty is out there doing their jobs and it’s showing,” and “students are benefitting from that hard work.”<br><br>Reminded faculty that the President’s Cabinet will hold meetings on all three campuses this year. |
| Officer Faldowski and Sara Wood | Visited to clarify Clery Reporting. Faculty should report incidents that occur on campus. Campus also includes the sidewalk, street, and next sidewalk. In the case of an incident, complete an incident report and get in touch with Officer Faldowski.<br><br>For questions, reach out to Sara Wood, Officer Faldowski, or Peggy Carmichael.  |
| Michele Watson                  | Thanked those who helped during the accreditation visit by MAERB and CAAHEP for the Clinical Medical Assistant program. The program received 10 year recertification!   |
| Pam Sharma                      | Shared assessment data from all college day   |

### V. OLD BUSINESS/AGENDA ITEMS:

| Speaker    | Topic   |
|------------|---|
| John Lantz | Next meeting is Nov. 1 at 2 p.m. John Lantz will preside over the meeting from the Weirton campus. Faculty may remain on their home campuses for the meeting. He asks that all Wheeling attendees sit in the same room.<br><br>Thanked faculty for their donations to purchase retirement gifts for Mike Koon.<br><br>Thanked those who sent condolences after the loss of his dog. |

### VI. NEW BUSINESS/AGENDA ITEMS:

| Speaker                     | Topic  |
|-----------------------------|--|
| Replacing Committee Members | Hollie Buchanan will replace Lindsay Warren on the Professional Development committee.<br><br>Gene Evans and Heather Kalb will replace Joyce Britt and Darcey Ferrell on the Mental Health Committee.  |
| Office hours                | Faculty want five in office, three on campus flex, and two virtual.<br><br>In certain circumstances division chairs can alter and approve faculty flex hours to allow more virtual hours per semester based on the faculty’s online schedule |

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|---------------------------------|---|
|                                 | <p>Scheduling flex hours- note on door or in calendar so if you are on campus doing a flex hour and are outside of your office leave a note on door or in outlook calendar</p> <p>Consider reducing office hours when a faculty member is in overload per semester</p> <p>Motion to take this suggestion to Dr. Loveless: Kathy Herrington/Misty Kahl</p> <p>Motion carried</p>   |
| Meet Your Advisor Day           | <p>Many faculty found the event to be unsuccessful and suggested it be held at the same time as other events on campus for example, hold this event during the week prior to registration and in conjunction with a student activity. It was also suggested that this event could be held during the week prior to classes starting. Faculty thought the event was too long – even Open House isn't six hours.</p> <p>Motion to table this discussion until November: Dave Stoffel/Missy Stephens</p> <p>Motion carried</p> |
| All College Day/All Faculty Day | <p>Discussion was held to consider making All College Day and All Faculty Day one day during "Faculty Week." Faculty believe this would allow more time for them to meet with and advise students during a time when the Student Service Center and Advising Center is overwhelmed.</p> <p>Motion to recommend that All College Day and All Faculty Day one day during "Faculty Week:" Scott Owen/Tami Pitcher</p> <p>Motion carried</p>  |

## VII. COMMITTEE REPORTS

| Speaker    | Topic  |
|------------|--|
| ACF        | <p>Report by Kathy Herrington</p> <p>The ACF has asked each college to approve/endorse their goals for the year:</p> <ol style="list-style-type: none"> <li>1. Increase funding for higher education to prepare our students for the dynamic needs of West Virginia</li> <li>2. Fully fund PEIA and explore alternatives to meet the needs of state employees for affordable and accessible healthcare</li> <li>3. Include faculty representation in higher education planning and decision making</li> <li>4. Ensure transparent, fair, and equitable employment processes for higher education faculty and staff</li> <li>5. Preserve the autonomy of Board of Governors to regulate the safety and security of their campuses</li> </ol> <p>Motion to approve/endorse the goals- Hollie Buchanan/MaryJean McIntosh</p> <p>Motion carried</p> <p>Reminded faculty that the Great Teachers Seminar will be held June 15-18 at North Bend State Park. This seminar is fully funded by Professional Development and organized by retired WVNC Math Professor, Mark Goldstein.</p> |
| Assessment | <p>Report by Darcey Ferrell</p> <p>Peer reviews are scheduled to be held. All faculty are invited to participate in this meritorious event. Watch your email for the invitation.</p>   |

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|--------------------|---|
| BOG                | <p>Report by John Lantz (in lieu of C. Kefauver)</p> <p>Enrollment update – Headcount 90.78% of goal – FTE 99.66 % of goal</p> <p>Presidents report:</p> <ul style="list-style-type: none"> <li>○ Presidents receptions on each campus – successful- getting out into the community next to meet them</li> <li>○ Toured all 3 campuses – want to meet with people and groups on each campus to get a feel for the issues</li> <li>○ Possible 4.6% midyear budget cut from the state – does not see a major issue with this</li> <li>○ Allied health just received 10-year certification</li> <li>○ Tad Greene resigned form BOG</li> <li>○ Working with Governor’s office to fill the four open spots</li> </ul> <p>Fiscal audit finished and financials by 10/1 – no issues or flags</p> <p>HVAC issues on all campus – temp fixes in place working on long-term solutions</p> <p>ATC parking lot and ECS parking lot – architect plans getting started. Hope to have both under construction in the spring</p> <p>B&amp;O window replacement hitting roadblocks. Meeting with SHPO to iron out</p> <p>New marketing plan presented – trying to get PowerPoint. David wants to present it to Faculty at a meeting.</p> |
| Budget Development | <p>Report by Dave Stoffel</p> <p>No meeting held that faculty could attend. Meetings have consistently been scheduled during the week and at times when faculty are in class.</p> <p>Stoffel reminded faculty that the college is no longer on a three year timeline with raises.</p>   |
| Curriculum         | <p>Report by Kathy Herrington</p> <p>The committee members have been trained to use Curriculog software for reviewing curriculum forms. Herrington reminded faculty to not use the forms found online, but rather use Curriculog. If you need trained, or help on how to submit a curriculum proposal through Curriculog contact Becky Yesenczki or Kathy Herrington.</p> <p>Committee will hold its next meeting on Oct. 11</p>  |
| Danford award      | <p>2019 recipient is Misty Kahl</p>   |
| Distance Ed        | <p>Report by John Lantz/Dave Stoffel</p> <p>DE committee needs a meeting to insure all courses should be using the template.</p>  |
| Enrollments        |   |
| Faculty Emeritus   | <p>No report, but Kathy Herrington suggested that this committee meets and reviews the policy.</p> <p>The committee members were advised to meet before the November assembly meeting and bring an update.</p>  |

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|--------------------------|---|
| Faculty Promotion        | No official report, but the committee will be notified to review promotion portfolios by Dr. Loveless in November.  |
| FERC                     | <p>Report by Jeremy Doolin</p> <p>Been working on revising process and rules. Working on building the evaluation form in faculty portal through a web application. This new software is going to simplify the process and paperwork. Faculty will be able to attach evidence by scanning and uploading it. The app will be available on and off campus since it's in portal. Would like to pilot in spring for a few faculty.</p> <p>Some changes are being made to the fulfillment of position description section. Instead of a number value, these will be a yes/no response.</p> <p>The classroom evaluation rubric has been revised.</p> <p>The FERC ad hoc committee will bring a draft of the revised FERC document to the November assembly meeting for a vote.</p> <p>Dr. Loveless would like to have this new version in use beginning in January 2020.</p> |
| Financial Aid            |   |
| LRC                      |   |
| Mental Health            |   |
| Professional Development |   |
| Retention                | <p>Report by Joyce Britt</p> <p>Committee met and discussed student ambassador program.</p> <p>Committee is considering hosting a webinar program on working with students on the autism spectrum.</p>  |
| Rules                    |   |
| Safety                   | No official report, but Bonnie Peterman said the committee met in September and will meet next week.  |
| Student Appeals          |   |
| Textbook Affordability   | Being suspended by HEPC   |

## VII. ACTION ITEMS FOR NEXT MEETING:

| Person Responsible | Notes / Responsibilities |
|--------------------|--------------------------|
| Doolin             | Demo of FERC web app     |

Next meeting: 2 p.m. Nov. 1

Adjourn: 3:48 p.m. Motion: Dave Stoffel/Joyce Britt

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|---|--|--|-------------------------|-----------------|----------------|---------------|--------------|--------------|----------------|---------------|--------------------|--|--------------|--|
| <b>Academic Appeals Committee (6 faculty minimum – no division chairs or program directors)</b> | Chana Baker<br>John Reho<br>Sara Davis<br>Arlene Kuca<br>Scott Owen<br>Missy Stephens<br>Jill Keyser   |  |                         |                 |                |               |              |              |                |               |                    |  |              |  |
| <b>Academic Judicial Board (1 from each campus, 1 alternate each campus)</b>                    | Members:<br>Jennifer Lantz - NM<br>Frank Decaria - WR<br>Gene Evans - WH   | Alternates:<br>John Reho- WR<br>John Lantz - NM<br>Heidi Ryan - WH |                         |                 |                |               |              |              |                |               |                    |  |              |  |
| <b>Assessment Committee (minimum 6 faculty)</b>   | <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><u>New Martinsville</u></td> <td style="width: 33%;"><u>Wheeling</u></td> <td style="width: 33%;"><u>Weirton</u></td> </tr> <tr> <td>Darcy Ferrell</td> <td>Dave Stoffel</td> <td>Daniel Gomez</td> </tr> <tr> <td>Jennifer Lantz</td> <td>Rustem Mulyuk</td> <td>Mary Jean McIntosh</td> </tr> <tr> <td></td> <td>Heather Kalb</td> <td></td> </tr> </table> |  | <u>New Martinsville</u> | <u>Wheeling</u> | <u>Weirton</u> | Darcy Ferrell | Dave Stoffel | Daniel Gomez | Jennifer Lantz | Rustem Mulyuk | Mary Jean McIntosh |  | Heather Kalb |  |
| <u>New Martinsville</u>   | <u>Wheeling</u>  | <u>Weirton</u>   |                         |                 |                |               |              |              |                |               |                    |  |              |  |
| Darcy Ferrell   | Dave Stoffel   | Daniel Gomez   |                         |                 |                |               |              |              |                |               |                    |  |              |  |
| Jennifer Lantz  | Rustem Mulyuk  | Mary Jean McIntosh   |                         |                 |                |               |              |              |                |               |                    |  |              |  |
|   | Heather Kalb   |  |                         |                 |                |               |              |              |                |               |                    |  |              |  |
| <b>Board of Governors</b>   | Chris Kefauver   |  |                         |                 |                |               |              |              |                |               |                    |  |              |  |
| <b>Budget Development Committee (6 faculty minimum)</b>   | Bonnie Peterman (alternate)<br>Chris Kefauver<br>Jennifer Sparchane<br>Jeremy Doolin<br>Heidi Ryan<br>Paige Holt   |  |                         |                 |                |               |              |              |                |               |                    |  |              |  |
| <b>Faculty Salary Committee</b>   | Hollie Buchanan<br>Chris Kefauver<br>Said Leghlid<br>Dave Stoffel  |  |                         |                 |                |               |              |              |                |               |                    |  |              |  |
| <b>Curriculum committee (8-9 faculty minimum)</b>   | Kathy Herrington (chair)<br>Misty Kahl<br>Scott Owen<br>Greg Winland<br>Chana Baker<br>Joyce Britt<br>John Lantz<br>Henry Cercone<br>Brandy Killeen  |  |                         |                 |                |               |              |              |                |               |                    |  |              |  |

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| <p><b>Danford Award Committee (4 faculty - 1 from each division-Meets Aug/Sept)</b></p>                            | <p>Dave Stoffel (Business and Public Services Representative)<br/>                 Charles Rogerson (Liberal Arts Representative)<br/>                 Melissa Stephens (Health Sciences Representative)<br/>                 Brandy Killeen (ATC Representative)</p>  |
|  |  |
| <p><b>Distance Education Committee (8 faculty)</b></p>   | <p>Kim Patterson – Distance Education Coordinator<br/>                 Jennifer Kriechbaum<br/>                 Dave Stoffel<br/>                 Heather Kalb<br/>                 Heidi Ryan<br/>                 Jeremy Doolin<br/>                 Rustem Mulyuk<br/>                 John Lantz<br/>                 Henry Cercone</p>  |
| <p><b>Enrollments Management Committee (3 faculty)</b></p>   | <p>Michelle Watson<br/>                 Anita Dahlem<br/>                 Mary Jean McIntosh</p>   |
| <p><b>Faculty Assembly Officers</b></p>  | <p>John Lantz (President 2019-2020)<br/>                 Darcey Ferrell (President Elect 2019-2020)<br/>                 Chana Baker (Secretary 2019-2020)<br/>                 Kathy Herrington (Faculty Representative to the State Advisory Council of Faculty)<br/>                 Chris Kefauver (Faculty Representative to the Board of Governors)</p>  |
| <p><b>Faculty Executive Committee (1/4 of total faculty)</b></p> <p><b>Faculty Executive Committee (cont.)</b></p> | <p><b>Terms to expire March 31, 2020</b><br/>                 John Lantz<br/>                 Chana Baker<br/>                 Chris Kefauver (BOG rep)<br/>                 Crystal Harbert<br/>                 Bonnie Peterman<br/>                 Heidi Ryan<br/>                 Jennifer Kriechbaum</p> <p><b>Terms to expire March 31, 2021</b><br/>                 Dave Stoffel<br/>                 Daniel Gomez<br/>                 Misty Kahl<br/>                 Melissa Stephens<br/>                 Jennifer Lantz<br/>                 Darcey Ferrell<br/>                 Kathy Herrington<br/>                 Jeremy Doolin</p> |

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|---|---|
| <b>Faculty Evaluation Committee (FERC) (5 faculty minimum)</b>  | Kathy Herrington (chair)<br>Curt Hippensteel<br>Melissa Stephens<br>Dave Stoffel<br>Jennifer Lantz<br>Crystal Harbert<br>Joyce Britt  |
| <b>Faculty Emeritus Status Ad Hoc Committee (5 faculty minimum)</b>                                   | Crystal Harbert<br>Scott Owen<br>Greg Winland<br>Hollie Buchanan<br>Paige Holt  |
| <b>Faculty Promotion Committee (9 faculty, 3 Professors, 2 Associate, 2 Assistant, 2 Instructors)</b> | Chris Kefauver (Professor)<br>Greg Winland (Professor)<br>Kathy Herrington (Professor)<br>Charles Rogerson (Professor)<br>Arlene Kuca (Associate)<br>Dave Stoffel (Associate)<br>Bonnie Peterman (Assistant)<br>John Reho (Assistant)<br>Hollie Buchanan (Instructor)<br>Tammy Pitcher (Instructor) |
| <b>Faculty Welfare/Advocacy (6 faculty minimum)</b>   | Darcey Ferrell<br>Bonnie Peterman<br>John Lantz<br>Gene Evans<br>Scott Owen<br>Kathy Herrington (chair)   |
| <b>Scholarship Committee (3 faculty minimum)</b>  | Delilah Ryan<br>Kelly Bush<br>Crystal Harbert   |
| <b>Institutional Technologies Committee (4 faculty minimum)</b>                                       | Jennifer Kriechbaum<br>Kelly Bush<br>RJ Canter<br>Dave Hays   |

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| <b>Library/LRC (5 faculty minimum)</b>   | Sara Cunningham<br>Crystal Harbert<br>John Reho<br>Tammy Pitcher<br>Henry Cercone  |
| <b>Professional Development Committee (2 faculty)</b>  | Curt Hippensteel<br>Jill Keyser<br>Alternate: Hollie Buchanan  |
| <b>Rules Committee (2-3 faculty)</b>   | Delilah Ryan<br>Heather Kalb<br>Alternate: Anita Dahlem  |
| <b>Safety Committee (4 faculty minimum)</b>  | Brandy Killeen<br>Chris Kefauver<br>Bonnie Peterman<br>John Lantz  |
| <b>Student Appeals committee (Non-academic matters) (3 and 3 alternates representing campuses)</b> | Members: - One per campus<br>Darcey Ferrell (NM)<br>Frank DeCaria (WE)<br>Chana Baker(WH)<br><br>Alternates:<br>Jennifer Lantz-NM<br>Greg Winland (WE)<br>Michelle Watson (WH) |
| <b>Representatives for External Committee</b>  | FACDIS: Frank DeCaria & Delilah Ryan   |
| <b>Retention Committee (2-3 faculty minimum)</b>   | Joyce Britt<br>Pat Roper<br>Curt Hippensteel<br>Said Leghlid<br>MaryJean McIntosh  |
| <b>Mental Health Committee (per Task Force)</b>  | R.J. Cantor<br>Amy Mihellis<br>Gene Evans<br>Heather Kalb  |
| <b>Textbook Affordability (5 faculty minimum)</b>  | Amy Mihellis<br>Pat Roper<br>Charlie Rogerson<br>Gene Evans<br>Hollie Buchanan   |
|  |  |