

Draft Faculty Assembly Minutes

Friday October 3, 2014

Present: T. Aftanas, A. Anderson, J. Britt, D. Cable, D. Ferrell, D. Fitzgerald, B. Fulton, M. Glass, M. Goldstein, M. Grubor, R. Guy, D. Hans, C. Harbert, K. Herrington, M. Kahl, J. Keyser, J. Kriechbaum, J. Lantz, V. Magary, M. Marlin, M. Merz, S. Owen, B. Peterman, J. Reho, C. Rogerson, P. Roper, P. Sharma, K. Silvestri, M. Stephens, D. Stoffel, C. Stokes, M. Taylor, J. Tyburski, M. Watson, J. Wilhelm-Marth, G. Winland, M. Wycherley

Meeting called to order at 2:05 by Kathy Herrington, Faculty Assembly President in IP video rooms on all three campuses.

Approval of minutes from August 2014

Motion to Approve

- B. Peterman / D. Hans
- Motion Passed

Arrears Pay

- Those hired post 2002 are not affected by Arrears Pay issue.
- Those hired pre 2002 were paid two weeks after start date.
- A memo was sent explaining that faculty members won't miss a pay but may have to make a payment at the end of their service. The check covering September 15-30 pays for last two weeks worked for WVNCC. The last pay check received one month after the end of service will be the sum of the difference between this September 15-30 and final paycheck
- P. Carmichael wants any faculty member who has not signed and have questions to make appointment for meeting by Monday
- The signature on letter sent previously indicates a faculty member understands the information provided. No clear consequence for not signing.

Professional Development Committee

- Committee has been restructured with P. Carmichael now serving as the chair
- When submitting travel request, be sure to include meal per diem
- It is recommend that all paperwork be sent in as soon as possible with highest possible estimate
- It was noted that there was a reduction in faculty representation and it was an administrative decision to have two representatives from each category
- It was noted that faculty are required to participate in professional development as part of job description
- **Motion:** Number of faculty representatives on Professional Development Committee be increased to four because there are four staff representatives.
 - M. Goldstein / G. Winland
 - Motion Passed

- Motion will be sent to P. Carmichael, Dr. Olshinsky, and representatives of Professional Development Committee
- J. Britt explained that she had requested state car to attend a conference at no cost to college. The request was approved and she was required to provide summary of benefits of conference. She requested clarification from Faculty Assembly.
- M. Goldstein explained that at first meeting, right before start of semester, there was a discussion of general guidelines. M. Koon recommended everyone report on conferences attended. At a previous meeting P. Carmichael developed forms to implement this suggestion. Everyone will have to report within ten days, and the goal is to determine future action concerning conference / activity.
- Faculty representative will send revised guidelines when minutes from the Professional Development Committee meeting are sent to them.

Committee Structure Revision

- The goal is to make sure faculty are rotating among different committees to achieve equity in faculty workload
- **Change:** all committees will have terms that are staggered
 - Discussion: Are two year terms sufficient for all committees? Do some require consecutive terms to allow for new leadership to be sufficiently informed?
 - M. Watson agreed with two year terms being right length with consecutive terms allowed.
- **Questions:** What if there are no volunteers? Will we require elections and/or appointments?
 - P. Sharma suggested requests be made of faculty members from specific divisions in cases of vacancy
- **Question:** Should there be a limit to the number of committees faculty members can participate in?
 - **resolution:** yes, particularly with standing committees which should allow faculty to participate in two to three only

Promotion Policy Update

- V. Riley asks faculty to table policy until new president is hired because we may need to revise again in February or March
- Concerns about difficulty in fulfilling requirements of current policy were expressed
- Policy must be complete by May in order to be implemented next year
- V. Riley will not approve policy with education requirements removed and is not in favor of decreasing requirements for promotion in rank. She is open to, perhaps, additional years in service in place of Masters +15 (for instance, Masters +6 years of service)

Merit and FERC

- Committee met and considered combining the processes
- Merit committee will meet and come up with proposal
- **problem:** current policy states that nonpayment of merit money is not to exceed three years and there is a discrepancy in the interpretation of the meaning of this statement
 - Those who earned merit in 2011, please notify K. Herrington and concerns will be sent collectively. The list can be confidential and will be sent to Dr. Olshinsky and the President of the Board of Governors.

Committee Reports

Assessment - Did not meet.

Board of Governor's

- F. Decaria reported via K. Herrington on the presidential search. There has been a first round of phone interviews. They will make a decision for face to face interviews and narrow to five candidates.

Budget

- P. Roper reported that the committee met last Friday for first time this semester for an introduction to what they will be covering. The next meeting is in October.
- The faculty representative is requested to bring up issues concerning faculty salary schedule and merit pay.

Curriculum

- K. Herrington reported
 - Interpersonal Communication is slated for elimination due to low enrollments. Faculty should notify M. Grubor of objections.
 - There was a general discussion of the benefits of the class to students. Is it offered at same time every time?
 - Changes to CIT program

Distance Education

P. Sharma reported:

- Those interested in developing online course should be aware:
 - Online course review and request form is available under faculty forms
 - All online courses developed before QM standards were implemented will be reviewed based on three point standards (each course has essential standards). Faculty will receive communication from K. Patterson with standards. Faculty will conduct self-evaluation; K. Patterson was going to review, but faculty representatives on committee felt there was a conflict of interest. This procedure was subsequently changed.
- Six courses were developed in Spring 2014 and no one knows who designed them or if people were paid.
 - Motion made during committee meeting for policy to address who will design online courses and whether faculty will be paid and who will look at justification for creation of online course.

- Response from V. Riley recommended that subcommittee meet to discuss components. Subcommittee to include Chair of Distance Education committee, Distance Education Coordinator and Faculty Assembly President. Send comments and concerns to K. Herrington.
 - In other institutions people are paid for developing online courses.
- P. Stroud asked if faculty teaching online classes would be interested in streaming video.
- After P. Sharma reported there was general discussion including concerns about control of faculty have who teach online courses, about not giving full time faculty priority in teaching online, about the amount of classes full time vs. part time faculty can be taught
 - Assembly members requested that the Distance Education Committee put issue of number of courses faculty are allowed to teach on DE committee agenda
- It was suggested that those who have taken the QM courses should mentor those who are currently taking QM qualifications for basic and reviewer courses.
 - If interested please let K. Herrington know
- **Motion:** Place following issues on DE committee Agenda: Revise policy to allow full-time faculty to teach three courses online. Emphasize that full-time faculty should be given priority to teach online classes, over adjunct faculty, as they are in the traditional classroom.
 - C. Harbert / M. Wycherly
 - Motion Passed

Enrollments Management – Did not meet.

FERC

K. Herrington reported that any progress is on hold until Merit meeting.

General Education – Did not meet.

Institutional Technology – Did not meet

- Faculty recommended that IT and DE meet together three times a year

LRC

D. Fitzgerald reported

- Position at New Martinsville campus library is filled by Leeann Blair
- After 4:30, no community access to library on Wheeling campus
- Any improvement ideas for the library or Blackboard? Please send to P. Stroud.

Rules – Did not meet.

Salary – Did not meet.

Creation of Faculty Welfare and Advocacy Committee

Motion: Create new committee called Faculty Welfare Advocacy Committee with a membership comprising three senior faculty and three junior faculty members. Ensuring that administration is following policies and helping faculty with concerns and/or grievances.

- C. Harbert / J. Marth
- Motion Passed

- Recommendation from faculty that representatives have a Criminal Justice and/or Paralegal background.
 - Nomination of Vic Magary and Maresa Taylor
 - Volunteers: J. Wilhelm-Marth, B. Peterman, M. Davis, D. Ferrell
- First meeting in November / December

Faculty member for Copier Committee – Scott Owen

Old Business

NEFSIS vs. Big Blue Button

- S. Lipiello is interested in getting rid of NEFSIS and replacing it with Big Blue Button (Bb component, unlimited use, lower cost).
 - IP video still available, D. Hanes and P. Woods support change
 - Faculty voiced concern about training for Big Blue Button

Motion: Pursue Big Blue Button in place of NEFSIS

- C. Stokes / P. Roper
- Motion Passed

New Business

Overload Pay Disbursement Issue

- J. Britt asked that faculty consider request that we receive money in one payment for classes taught over regular load, rather than over months
 - Reasons:
 - Once classes begin in January, load has been met.
 - No financial gain in payment over time
 - If overload completed in Spring, then pay every pay period
- Do we have an overload policy concerning how and why paid?
 - Currently no policy; it is based on practice of payroll

Motion: When faculty have met load requirement beginning in January, overload monies be paid no later than last pay in January. When overload occurs in Spring, faculty should be paid every pay period.

- **Action:** Refer to Salary Committee or P. Carmichael; send to P. Carmichael, S. Lippiello, and Dr. Olshinsky.

- ACF representative will inquire about how procedures of other colleges.

ACF – held no meeting

M. Goldstein reported on a unity agenda they are hoping all colleges will support. Copy sent to all faculty members via email and provided in paper copy.

- **Motion:** WVNCC faculty approve the unity agenda for ACF.
 - M. Goldstein / P. Sharma
 - Motion Passed

Next Meeting: First Friday of December.

- **Motion** to Adjourn
 - J. Wilhelm-Marth / M. Kahl
 - Motion Passed

Respectfully Submitted,
Crystal Harbert
Secretary, Faculty Assembly

Faculty Committee Membership Fall 2014 through Spring 2015:

Academic Appeals Committee	Rita Berry Michael Davis	Marian Grubor Mary Merz
Academic Judicial Board	Members: Claire Blatt Frank DeCaria Mark Glass	Alternates: Tammy Aftanas Mark Goldstein Sara Hupp
Assessment Committee	Charleen Stokes (chair) Adam Anderson Darcy Ferrell	Ben Fulton Mary Ann Merz Jody Tyburski
Board of Governors	Frank DeCaria	
Budget Development Committee	Adam Anderson Mark Goldstein Chris Kefauver	Pat Roper Pam Sharma Linda Shelek
Curriculum Committee	Kathy Herrington (chair) Dawn Cable Jeremy Doolin Misty Kahl Mary Marlin	Mary Ann Merz Jody Tyburski Michelle Watson Greg Winland
Distance Education Committee	Pam Sharma (chair) Jennifer Kriechbaum Vic Magary Don Poffenberger	John Reho Dave Stoffel Korene Silvestry
Enrollments Management Council	Marian Grubor and Michelle Watson	
Early Alert Committee	Dawn Cable Ben Fulton	Marian Grubor Pam Sharma
Faculty Assembly	Kathy Herrington (President) Jeremy Doolin (Vice-President / President-Elect) Crystal Harbert (Secretary) Mark Goldstein (Faculty Representative to the State Advisory Council of Faculty)	
Faculty Assembly Executive Committee	Terms to expire March 31, 2015 Jeanne Ann VanFossan Frank DeCaria Jeremy Doolin Misty Kahl Terms to expire March 31, 2016 Michael Davis Crystal Harbert Kathy Herrington Mary Marlin	
Faculty Emeritus Status Ad Hoc Committee	Rita Berry Shea Bonacci Robert Guy	Crystal Harbert Greg Winland

Faculty Evaluation Committee	Kathy Herrington (chair) Michael Davis Debra Fitzgerald	Melissa Stephens Pam Sharma
Faculty Merit Policy Review Committee	Chris Kefauver (chair) Jeremy Doolin Jessica Marth	Melissa Stephens Meredith Wycherly
Faculty Promotion Committee	Jeremy Doolin Darcy Ferrell Mark Goldstein Donna Hans Kathy Herrington	Chris Kefauver Jill Keyser John Reho Charles Rogerson Charleen Stokes
Faculty Welfare Advocacy Committee	Michael Davis Darcy Ferrell Vic Magary	Jessica Marth Bonnie Peterman Maresa Tayler
Financial Aid Committee	Tammy Aftanas Frank DeCaria	Jeanne Ann VanFossen
General Education Committee	Ben Fulton Mark Glass Jennifer Lantz	Pam Sharma Jody Tyburski Greg Winland
Institutional Technologies Committee	Adam Anderson Jeremy Doolin	Dave Stoffel
Library / LRC	Debra Fitzgerald Crystal Harbert Sara Hupp	Arlene Kuca John Reho
Professional Development Committee	Mark Goldstein Jill Keyser	Alternate: Crystal Harbert
Retention Committee	Joyce Britt Dawn Cable	Debra Fitzgerald
Rules Committee	Frank DeCaria Charleen Stokes	Alternate: Delilah Ryan
Safety Committee	Michael Davis Darcy Ferrell	Chris Kefauver
Student Appeals Committee for Non-Academic Matters	Members Claire Blatt Frank DeCaria Donna Hans	Alternates Darcy Ferrell Shea Bonacci Michelle Watson
Representatives for External Committees	FACDIS: Frank DeCaria and Delilah Ryan	

Revised October 20, 2014