

## Faculty Assembly – Minutes

Meeting Location: IP Video Rooms (Wheeling - 411EC, Weirton - 215R and New Martinsville - 111N)

Meeting Date: October 6, 2017

Meeting Start Time: **Executive Committee 1:30 p.m.; Full assembly, 2:00 p.m.** Facilitator / President: Kathy Herrington

**I. Call to Order – Welcome / Robert’s Rules of Order – Applied**

**II. Attendance:**

- a. Wheeling –
- b. Weirton – R Canter, F. DeCaria, J. Dunnam, J. Reho, G Winland,
- c. New Martinsville – S Ledergerber

**III. Review Minutes [10 min.]**

Motion to approve previous minutes:

- Corrections to March 2017 minutes G. Evens/R. Berry – board 4 year limit x two consecutive terms – ALSO change student like her to students had no issues AND Melanie baker asked program directors to edit GPS sheets and then they were never sent out to faculty for input before posting on the website. Motion to approve w/ corrections (WHO?) Motion carried.
- April 2017 minutes – Motion to approve (P. Roper; 2<sup>nd</sup> Goldstein). Motion carried.
- August 2017 minutes – Motion to approve (???? /c. baker). Motion carried.

**IV. GUESTS:**

Guest	Topic
Vicki Riley	<ul style="list-style-type: none"> <li>• Strategic plan - finishing up this afternoon. It will be distributed and the college will be asked “from my area, what can I do to help the college achieve these goals?” Faculty help needed, especially with recruitment and retention.</li> <li>• Reintroduce David Barnhart (PR) – excited to be here - from Akron Zoo. Would like to continue to work with faculty and staff as well as survey students to see where they are getting their information from – where do we need to target – having a more robust presence in social media. Would like to meet with all program directors so he can make a rotation of highlighting each program. Possibly include a” focus on the faculty” highlight in newsletter or other publicity.</li> </ul>
RJ Faldowski	<ul style="list-style-type: none"> <li>• RE: Medical emergency in your classroom/campus – please let someone know (preferably R.J., Janet, or Peggy) once you have called 911 so they can ensure access when emergency personnel show up. Please fill out paperwork (incident report, etc.) to include RJ and he will help with paperwork.</li> </ul>
Jill Loveless	<ul style="list-style-type: none"> <li>• Need 5-6 faculty to look over the new faculty/adjunct faculty Bb orientation – please email Jill.</li> <li>• Advising workshops coming up please attend – Jill would like to have feedback on the current model of advising.</li> <li>• Spring Schedule – rebuilding from the ground up – looked closely at times needed for classes, used GPS and matrix. Allied Health and ATC folks (because of cohorts) were asked to supply information, then worked in gen eds appropriately, etc. Once compiled this will be emailed so faculty can review and work with division chairs to tweak (providing rational reasons for doing so beyond personal preference). Will continue to use trend data. M Goldstein: How committed are we to the late start courses? We will run enough to have balance. Discussion of efficacy of these, especially the 6:00-9:10 p.m. – 3 hours+ seems too long for students at this time.</li> </ul>

# Faculty Assembly – Minutes



	<p>Consider these issues when you work with your division chair during review.</p> <ul style="list-style-type: none"> <li>• Merit issue – Process not user friendly, discouraging faculty from applying. Jill will meet with FERC committee to discuss the abundance of evidence needed for merit.</li> </ul>
Pam Sharma	<ul style="list-style-type: none"> <li>• Survey for the professional development last Friday on Assessment. Wheeling fill out now, Weirton and NM please forward to Pam as soon as you finish.</li> <li>• This data is a part of our HLC data and it will be used. Please add any additional information to form.</li> </ul>

**V. NEW BUSINESS/AGENDA ITEMS:**

Speaker	Topic
R. Berry	<p>Faculty Emeritus</p> <ul style="list-style-type: none"> <li>• Eligibility ‘any faculty that have been here 14 years AND hold the rank of professor.’</li> <li>• Eligibility ‘to ensure all nominees are considered... nominate May to May but Peggy needs to know in August.</li> <li>• Rita will work with committee to rewrite this policy and bring it to full assembly next time.</li> </ul>
C Baker	<p>First week online registration</p> <ul style="list-style-type: none"> <li>• Can we express issues we have with online registration through the first week of classes (5pm Friday). Students should not be allowed to register online w/out faculty permission after the first class session.</li> <li>• MOTION – Stoffell/Beatty do not let students enroll via online after the first class meeting – after first class meeting student will need instructor’s permission – after the first week no admission.               <ul style="list-style-type: none"> <li>○ Discussion</li> </ul> </li> </ul> <p>MOTION BY MG/DS to amend previous motion to eliminate last clause of –after the first week no admission.</p> <ul style="list-style-type: none"> <li>• <b>MOTION</b> - Stoffell/Beatty do not let students enroll via online after the first class meeting – after first class meeting student will need instructor’s permission. No additional discussion, motion passed.</li> <li>• Additionally, faculty are advised against letting students register after two weeks, as they usually don’t succeed. Also reminded to be careful about admitting or re-instating students close to financial aid disbursement date, as they may only be asking due to financial aid reasons (fraudulent)</li> </ul>
J. Lantz	<p>Fall Fest</p> <ul style="list-style-type: none"> <li>• Last year NM held fall fest with snacks/activities etc. Can we piggy back on the colleges already scheduled Fall Fest with some early registration opportunities?</li> <li>• Fall Fest is Oct 24<sup>TH</sup> – Wheeling, 25<sup>th</sup> NM, 26<sup>th</sup> Weirton</li> <li>• We should have spring schedules by October 20<sup>th</sup> and pin numbers before pre-registration</li> <li>• <b>MOTION</b> – M. Goldstein/J. Lantz Faculty would like to have spring pin numbers one week prior to October 24<sup>th</sup> - no additional discussion, motion passed.</li> </ul>
K. Herrington	<p>President’s Council</p> <ul style="list-style-type: none"> <li>• IPV - Bandwidth issue in NM are being worked on. Jeff is looking to find \$50,000 in budget to update the NM wiring which would fix the issues</li> <li>• Chris Corbin wants us to use OZ tickets – this helps with record keeping. Contact him to set up or reset accounts, or check for an email from him in August regarding how to do this</li> <li>• 2+2 Articulation agreements (detailed information and agreements signed by Presidents of 2 institutions) cannot be found. We have 25 of these; we have students that have moved to the four year institution of the 2+2 and have been told classes don’t</li> </ul>

# Faculty Assembly – Minutes



	<p>count or they have to repeat certain classes, and we have no way to defend or help students because documents cannot be located. This is unacceptable</p> <ul style="list-style-type: none"> <li>• HR concerns – staff pay issue from summer, faculty payroll issues, retirement, life insurance, etc.</li> <li>• Kathy will be meeting with Vicky, Jill and Jeff to address the student services and HR issues.</li> <li>• Welding program student population down 30% from last year – total of 16 majors and only 4 graduates in the last 3 years. We are gambling with \$4.5 million on the chance that cracker plant or additional industry will be coming to Wheeling. Parkersburg made plans regarding above several years ago and it didn't happen.</li> </ul>
J. Britt	<p>Academic Calendar</p> <ul style="list-style-type: none"> <li>• Do we want to discuss going back to the entire week of Thanksgiving off since we can use week 16 for instruction under pilot model. <b>MOTION</b> – F. Decaria/B. Peterman – Start fall semester a week early in exchange for full week of at Thanksgiving. – no additional discussion, motion passed.</li> </ul>
J. Britt	<p>Entry Level Salary</p> <ul style="list-style-type: none"> <li>• Would like to see in writing the entry level salaries for each rank. Mark has this information and will email it to Kathy for distribution.</li> </ul>
N. Krupinski	<p>Text Book</p> <ul style="list-style-type: none"> <li>• Issues discussed that publishers don't have enough books, sometimes because of 2<sup>nd</sup> sections of classes being added or publishers not providing the # requested, and students are waiting until mid-October in some cases to get textbooks (mid-term??!!). This sets students up for failure and becomes a retention issue. Also, students in NM and WE were told they would have to pay postage to have books shipped to them since the bookstores were closed. Nancy ended up hand delivering them to students on these campuses to prevent this. Support for OER options may help with this.</li> </ul>
K Herrington	<p>Staff meeting</p> <ul style="list-style-type: none"> <li>• We started attending one another's meetings last year, but this year K Herrington is in in class during the staff meetings. Need exec member please volunteer to attend in her place. Also need to make sure we notify staff when Faculty Assembly meetings are.</li> </ul>

## VII. COMMITTEE REPORTS

Speaker	Topic
ACF	<p>M. Goldstein - Southern voted no confidence in their president last week. ACF will discuss this and other similar issues at their meeting next week in Charleston.</p>
Assessment	<p>B. Fulton We are moving forward – is it imperative that assessment has a chair. Discussion of how chair and Dean of Academic Affairs coordinate leadership; does faculty chair get release time? Gen Ed committee has been rolled back into Assessment Committee instead of being separate</p>
BOG	<p>D. Stoffel</p> <ul style="list-style-type: none"> <li>• Enrollment numbers discussed</li> <li>• Moving forward with Wesco project</li> <li>• Parking lot – once the Wesco is finished, the parking lot on agenda about \$250,000</li> <li>• Dr. Cummings attended his last board meeting</li> </ul> <p>Discussion ensued regarding whether faculty rep on BOG should make a report every month like other administrators do. We need to follow-up on Board's response (or lack thereof) to faculty requests, especially regarding Dr. Riley's evaluation and contract.</p>
Budget Development	<p>Has not met but doesn't meet until November usually.</p>

# Faculty Assembly – Minutes



Curriculum	K. Herrington Program description pages need to go through curriculum if there is a change for the catalog
Danford award	Congrats to Dave Stoffel on winning this award!
Distance Ed	A Beatty is on both Distance Ed and IT committee. No report from Distance Ed.
Enrollments	P Roper Enrollments and preregistration will meet again Oct 27
Faculty Emeritus	R. Berry Already reported- see minutes
Faculty Promotion	K Herrington. Should be several promotions requested this year due to change in policy approved last year. They will meet in November to select final representatives for the committee and receive names of candidates (confidentially)
FERC	K Herrington Will meet to look at revising policy around merit issue (documentation and pre-approvals)
Financial Aid	Doesn't meet till spring
IT	A Beatty, Said meetings have been scheduled for Tuesday mornings, when CIT faculty have classes. Can meetings be scheduled around faculty schedules if possible since faculty schedules are rigid and staff and administrator's schedules are more flexible so we can ensure faculty representation on these committees?
LRC	Hasn't met
Professional Development	M Goldstein Fill out two forms (travel and PD request)– submit to Division Chair, then to HR – should be some money available. Mark said the process whereby Peggy sends requests to members of the committee for approval is working well.
Retention	Has not met
Rules	Has not met
Safety	Met but no report
Student Appeals	Has not met
Textbook Affordability	No report. Question as to why the bookstore "task force" is separate from this committee and whether they could be combined into one?

## VI. ACTION ITEMS FOR NEXTG MEETING:

Person	Notes / Responsibilities
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# Faculty Assembly – Minutes



Responsible	
DE chair	Distance Ed committee needs to conduct a little bit of research re: other college's policies on workload (how many courses) and how to meet institutional service requirements if their program is totally online
Fac Assembly President	Meeting re: concerns with HR
Fac Rep to BOG	Report to BOG on faculty concerns every month and follow up on faculty requests sent to the Board last year.
Chair, Fac Emeritus	Revise Emeritus policy to clarify issues and deadline dates
Division Chairs	Need 5 or 6 faculty volunteers to take FAC/adjunct Bb training. Please ask faculty and contact Jill w/ names.
VPAA	<ul style="list-style-type: none"> <li>• Discuss motions and issues w/ President's Cabinet regarding:               <ul style="list-style-type: none"> <li>○ Academic calendar – faculty motion to start back a week earlier next year, and reinstate the entire week of Thanksgiving off (attendance is low due to parents and public school children taking the week off for deer hunting – faculty either have to disregard students who weren't there or repeat lessons. Also, health sciences students in clinicals on M-T have an additional day compared to students whose clinicals are W-F.</li> <li>○ Clarification on what faculty chair of assessment is responsible for and how they are to coordinate leadership with the Dean of Academic Affairs? Also, some faculty believed that the faculty chair of assessment was going to be awarded release time, and others didn't know anything about this?</li> <li>○ Registration changes to first week</li> <li>○ Textbook issues – can (or should) the textbook affordability committee be combined with the task force?</li> <li>○ Opinions regarding need for documentation (and how much) for merit in faculty evaluations</li> <li>○ Faculty requests to receive ALTPINs for spring by the time the spring schedule comes out and registration campaign begins since students start contacting us for PINs by then</li> <li>○ HR issues: Faculty request that we be emailed our paystubs every pay period instead of having to go to OASIS and search (complicated and not user friendly)</li> <li>○ IT meetings being scheduled on a Tuesday morning, when faculty on the committee have classes. Could we work around class schedules or make on Fridays?</li> </ul> </li> </ul>

Submitted by,

Next Meeting date: December 1, 2017

Meeting start time: 1:00 Executive Committee; 2:00 Full assembly

IPV rooms, all 3 campuses