

## **Faculty Assembly Minutes**

**Monday August 18, 2014**

**Present:** A. Anderson, J. Britt, D. Cable, M. Davis, F. DeCaria, J. Doolin, D. Ferrell, D. Fitzgerald, B. Fulton, M. Glass, M. Goldstein, M. Grubor, B. Guy, C. Harbert, K. Herrington, S. Hupp, M. Kahl, C. Kefauver, D. Knecht, J. Lantz, R. Lucki, V. Magary, M. Marlin, J. Marth, M. Merz, S. Owen, B. Peterman, D. Poffenberger, J. Reho, J. Remias, C. Rogerson, P. Roper, D. Ryan, P. Sharma, K. Silvestri, M. Stephens, D. Stoffel, M. Taylor, M. Watson, G. Winland

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Meeting called to order at 1:00 by Kathy Herrington, Faculty Assembly President

Welcome to new faculty and introduction of President (K. Herrington), President-elect (J. Doolin), and Secretary (C. Harbert).

### **Summary of Faculty Accomplishments:**

- Developmental Education faculty are working collaboratively with the Academic Success Center; also, they have organized study tables and student collaborative study on campus to decrease barriers
- T. Aftanas earned Nursing Degree
- M. Davis has been working to make sure that policies and procedures are fairly applied
- J. Britt created new student club, inspired by human services classes; also, she presented a session entitled "Is it Flirting or Sexual Harassment?"
- Several faculty members advised during summer and are teaching orientation class
- J. Kriechbaum, K. Herrington, M. Goldstein attended Great Teachers Seminar

### **Approval of minutes from April 2014 with changes noted below:**

- change to Professional Development Committee membership
- additional note: alternate should be notified if member can't make it to the meeting

### **Motion to Approve**

- Michelle Watson / Joe Remias
- Motion Passed

## Old Business

### Faculty Assembly by-laws and constitution, 2<sup>nd</sup> reading

- Constitution previously revised in November 2006
- Following are revisions:
  - Addition of guidelines for Instructional Specialist: position is included in Faculty Assembly and is eligible to serve in any faculty assembly committees
  - Division Chairs are no longer eligible for Executive committee, all other voting rights are still in place
  - Section 7, BOG to be elected in odd years (same as ACF)
- **Motion** to approve revisions of Faculty Assembly by-laws and constitution
  - D. Stoffel / F. Decaria
  - Motion Passed

### Promotion policy

- Last year, no faculty member was eligible for promotion due to contingency required to achieve specified education level to keep job. Hours are deemed ineligible and cannot count towards promotion
- Dr. Riley and Dr. Olshinsky denied request to remove this barrier stating that faculty must finish hours in contingency first, then start hours for promotion
- Faculty argued for dual credit based on concern about out of pocket cost for faculty.
- Committee is planning to approve revised policy by December to be in effect for January - new version of policy out by October, be ready to discuss
- Results of a survey of faculty regarding using work experience toward promotion:
  - majority did not want to include work experience
  - question concerning how work experience would be equated with graduate hours

### Tenure

- Legislation for tenure - no more than 20-30% of faculty can ever be tenured, based on changes in needs for programs
- Faculty requested P. Carmichael provide percentage of faculty who are tenured. The results: 25% are currently tenured (this considers retirement of current faculty)
- M. Davis noted that in order to deal with tenure, institutions hire tenure-track and non-tenure track positions. How will our institution deal with it when it is possible to have more faculty members eligible for tenure? Would like faculty to take the lead?

### **Faculty evaluation and merit**

- No major complaints about policy from last year.
- The goal is to bring evaluation and merit together, to make more streamlined process
- Merit and FERC committees will meet
- Working to eliminate subjectivity
- Faculty members who earned merit, but have not received money in three years, will not be able to collect

### **Committee Membership Reviewed and Revised**

- See page 5 for full list
- Creation of Early Alert Committee to develop standardized procedure for identifying students at risk; request for both Blackboard and traditional faculty
- The following faculty members will serve: P. Sharma, D. Cable, M. Grubor, B. Fulton
- Discussion of creation of new committee: Faculty Welfare and Advocacy Committee
- Purpose: look out for the faculty as a whole as well as individuals with issues with administration
- Membership: senior and junior faculty from all three campuses; familiar with policies, grievance procedure
- Placed on October's agenda

### **Committee Structure and Rotation**

- Dr. Olshinsky would like specificity in committee structure
- Currently there is no definition of term limits or number of committees a given faculty member may participate in
- Seek revision to allow for fair rotation of membership
- Chairs of a committees must keep minutes and send to S. Kappel (secretary) to be posted to the web, available for everyone, within two weeks

### **New Business**

#### **Professional Development Committee re-activation**

- M. Koon is retiring in December
- Committee Membership: consists of faculty, staff, and administration meeting each month to review requests for Perkins funds (about \$30,000) and another fund (about \$30,000)
- Limit \$2,000 per faculty member

## **Professional Development Committee re-activation contd.**

- Some funds set aside to reimburse tuition costs (partial), limited to \$1,000, and person requesting must prove that class is passed
- Procedures are in draft form
- Faculty members should turn in requests as soon as possible - even for conferences scheduled for spring 2015
- P. Carmichael is now the chair

## **Reports from summer meetings (ACF and BOG)**

### **Board of Governors**

- F. DeCaria reported that in executive session, Dr. Olshinsky announced retirement effective January 5, 2015; vote to accept resignation
  - Formed search committee with faculty
  - P. Carmichael in charge of process

### **ACF Retreat**

- Purpose / focus of faculty - legislative initiative
- Seeking to reduce budget cuts in order to produce graduates
- Chancellor is not anticipating anymore across the board cuts; if any, to programs with low enrollment
- Discussion of performance based funding: more graduates, more funding
- By 2015, developmental (0 level courses) will be completely out of the system - leads to graded courses, 100 level
- Discussion of prior learning assessment with credit to veterans and other experience
- SB 359 concerns outcome based funding
- Discussion of elimination of in-state, out of state tuition difference
- Discussion of equity for faculty salaries regardless of institution on hold; consultants to look at differences in rank and institution

### **Search Committees (President and Dean of Academic Affairs)**

- B. Peterman and C. Kefauver on Presidential Search committee
- M. Grubor, D. Stoffel on Dean of Academic Affairs Search committee
  - Requirements for position of Dean: master's degree, five years' experience at program level, five years teaching experience

### **Default Taskforce Report and Requests**

- J. Britt reported that an email was sent to all full time faculty at end of spring semester detailing language to include in syllabus to direct students to financial aid if dropping class
- It is important to ask students to turn in information if they have change in name or address

### **Default Taskforce Report and Requests Contd.**

- Students are not checking WVNCC email account; discussion of an app
- **Motion:** Recommend to J. Fike's office the creation of an app that students can get on their phone to receive Northern email and that if an in-house person is contracted with to do this, the person should be compensated.
  - M. Goldstein / A. Anderson
  - Motion Passed

### **Committee reports:**

- K. Herrington reported that the Curriculum Committee is meeting in September
  - Last year's forms are still in effect
  - Changes to outcome on MCG do not need to be reviewed by committee
  
- **Motion** to Adjourn
  - C. Kefauver / F. Decaria
  - Motion Passed

Respectfully Submitted,  
Crystal Harbert  
Secretary, Faculty Assembly

**Faculty Committee Membership:**

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	Adam Anderson Charleen Stokes (chair) 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 Silvestri
Early Alert Committee	Pam Sharma Dawn Cable	Marian Grubor, Ben Fulton
Enrollments Management Council	Marian Grubor Michelle Watson	
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	<b>Terms to expire March 31, 2015</b> Jeanne Ann VanFossan Frank DeCaria Jeremy Doolin Misty Kahl Bonnie Peterman Charles Rogerson Pam Sharma Greg Winland <b>Terms to expire March 31, 2016</b>	

	Michael Davis Crystal Harbert Kathy Herrington Mary Marlin David Stoffel Charleen Stokes Meredith Wycherly	
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	Pam Sharma Melissa Stephens
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
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	
Rules Committee	Frank DeCaria Charleen Stokes Alternate: Delilah Ryan	
Safety Committee	Michael Davis Darcy Ferrell Chris Kefauver	
Student Appeals Committee	Members	Alternates

for Non-Academic Matters	Claire Blatt Frank DeCaria Donna Hans	Darcy Ferrell Shea Bonacci Michelle Watson
Representatives for External Committees	FACDIS: Frank DeCaria and Delilah Ryan	