

Faculty Assembly – Minutes

Meeting Location: ZOOM
 Meeting Date: April 1, 2022
 Meeting Start Time: 2:00 p.m.
 Facilitator/President: Said Leghlid

- I. **Call to Order** – Welcome / Robert’s Rules of Order – Applied
- II. **Attendance** – screenshot from zoom will be attached
- III. **Review Minutes** - Motion to approve March 4th/11th, 2022 minutes, K. Herrington/Sara Cunningham with Joyce’s corrections, motion carries.

IV. GUESTS:

Guest	Topic
Tessa Weissenbaum	Title III Grant Federally funding to serve low-income students through workforce, students and faculty support. There are several areas in which these funds will be used.
David Barnhardt	Marketing Updates Open house is a big push right now (April 9) – reach out to Stephanie Cunningham if you have not yet volunteered. The personal tours were successful – new volunteers can be used here. Matt is working very hard to reach all area high schools. There are about 6 schools that are not active with us. Matt is going to visit them personally. Open to suggestion – please let marketing office know and they will help. M. Stephens – Is there marketing outreach in Belmont County? D. Barnhardt – yes, especially with reciprocity they are visiting and mailing to those schools as well as pushing programs that are not offered at schools such as Belmont College.
John Labriola	WVNCC has been approved to join National Technology Honor Society

V. OLD BUSINESS/AGENDA ITEMS:

Speaker	Topic

VI. NEW BUSINESS/AGENDA ITEMS:

Speaker	Topic
C. Baker	Introduction of new executive committee Listed new exec members and announced L. Scott-Guzek as exec secretary. Open for nomination for ACF and BOG rep (elected in even years). ACF – no new nomination, Kathy has volunteered to remain with understanding she is likely to retire after the first of the two-year term. BOG – Kathy/Joyce nominate C. Kefauver to stay, Misty/Bonnie – close nomination All in favor After meeting it was discovered that the election of Bog and ACF is in ODD years. K. Herrington (ACF) and C. Kefauver (BOG) will remain for this year. These offices will hold elections April 2023.

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OTHER:

B. Peterman:

- Covid task-force – no more masks unless instructor puts it in the syllabus. Testing will continue for non-vaccinated through the end of the semester, then testing will cease unless another outbreak needs addressed.

J. Lantz:

- System takes about 7 days to remove the student AW'd to be removed. If you notice they're not being removed contact Kim Patterson to have them removed.
- OER – HLC promoting OER method at a conference next weekend to promote more courses. Consider using OER's and applying for the next cycle of funding. \$1,000 from grant and WVNCC matches so \$2,000 per OER course

VII. COMMITTEE REPORTS

Committee Contact	Topic
ACF Kathy Herrington	Reminder of Great Teachers Seminar application due. Legislation did not pass the 'critical race theory.' Consider reinstating 360-evaluation for administration.
Academic Appeals Chana Baker	No hearings
Academic Judicial Board -Gene Evans	No Report
Anniversary Adhoc Delilah Ryan	History Display on Wheeling campus complete and open to the public. Huzzah! Canvasses should be on New Martinsville and Weirton campuses. 1970s Movie Night voting is happening. Vote for your choice for the tri-campus showing in May. Video interviews continue. Let's acknowledge the great job our faculty star, Kathy Herrington, did in her video interview.
Assessment Darcy Ferrell	No Report
BOG Chris Kefauver	BOG Report March 2022 • President's report – ○ College update ▪ State funding formula probable ▪ Accreditation update • Shared in late March for input ▪ History display – opened in March ▪ B&O renovation – April open ▪ June 23 BOG retreat ▪ New hires • Student success coaches • Dir title III grant ▪ 1 mil nursing grant expansion • Labs all 3 campus • LPN program ▪ Almost no Covid infections • Financial current fund tracking ○ Project updates – see me for more details ○ Fund tracker – see me for more details • Tuition ○ A lot of discussion between others compared to us ▪ We are middle of the pack in CTCC on tuition costs and % increases ○ 3% tuition increase approved • Budget ○ 5% salary increase for all in budget ○ Need to find about 34K in cuts to balance, Jeff to find ▪ Budget managers may be involved with this • Exec session ○ 5% increase for Dr Mosser, assuming budget is approved ○ BOG will be doing a eval on Dr Mosser

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Budget Development Bonnie Peterman	No Report
CIC ?	No Report
Curriculum Kathy Herrington	No Report
Danford award Missy Stephens	No Report
Distance Ed Jeremy Doolin	No Report
Diversity, Equity, and Inclusion (DEI) Brandy Killeen	No Report
Enrollments MaryJean McIntosh	No Report

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FERC
Jennifer Lantz

FERC committee met Mon. March 28, @ 1:00 pm via Zoom
In attendance: Jennifer Lantz, Crystal Harbert, Joyce Britt, Curt Hippensteel
Our Monday meeting went well. We were able to address the concerns brought up by Kathy at the last faculty assembly meeting. We examined the state policies in a couple different places to ensure the changes we make to FERC are compliant with the state rules/policies.

Topics of discussion:

1. Title 135 Series 9 is what you want (Technically it is called the “**Academic Freedom, Professional Responsibility, Promotion and Tenure Procedural Rule**”). If you scroll mid-way down the page, you will see it beside the number 9. Evaluations are covered in section 11 of this document <https://wvctcs.org/rules-policies/>
 - . §135-9-11. Faculty Evaluation.
 - . 11.1. All faculty shall receive a yearly written evaluation of performance directly related to duties and responsibilities as defined by the institution.
 - i. 11.2. Evaluation procedures shall be developed at the institutional level and a copy sent to the Council and filed in the Central Office. Such procedures must be multidimensional and include criteria such as peer evaluations, student evaluations, and evaluations by immediate supervisors.
2. Review State Rule on Faculty Evaluation: <https://www.wvnc.edu/about/board-of-governors---rules-approved/680>
 - .

NC-2015

Faculty Evaluation
and Promotion

Faculty Evaluation and
Promotion Procedure

12/11/2020

West Virginia Northern Community College NC-2015 Faculty Evaluation and Promotion

Rule Number:	NC-2015
Effective Date:	December 21, 2020
Date Approved by WVNC Board of Governors:	December 11, 2020
Date Approved by the WVCTC:	December 18, 2020
Authority Reference:	HEPC Title 133, Series 9 and 37
Replaces previous policy dated:	January 23, 2003

Purpose:

The purpose of this rule to establish guidelines for evaluating faculty.

Rule:

All faculty shall be evaluated annually on the basis of their primary responsibilities, utilizing multiple input and criteria. The College will develop and implement the procedure for the annual evaluation of faculty.

a.

b.

https://www.wvnc.edu/docs/ke_NC-2015FacultyEvaluationPromotionDecember2020Final.pdf

c. Align with Renewal letter (job description)

1. From WVHEPC TITLE 133 PROCEDURAL RULE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION SERIES 9
TITLE: ACADEMIC FREEDOM, PROFESSIONAL RESPONSIBILITY, PROMOTION, AND TENURE
 - . 2.4. In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research, and service as defined by the institution, all faculty have an obligation to

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	foster the quality, viability, and necessity of their programs. The financial stability of a program and recruitment of an adequate number of students depend in part on the faculty. The common goal of quality must be nurtured and responsibility for it shared by all. Integrity, objectivity, and service to the purposes and missions of the institution are expected. a. 2.5 Faculty interests and skills change, disciplines evolve, and new professions or fields of study emerge. All faculty members are responsible for remaining current in their disciplines. All are encouraged to explore opportunities for further developing a versatile range of knowledge and skills that are important to the institution. Through individual initiative and faculty development programs, faculty members are encouraged to grow in competency in their own disciplines and strengthen their interests in related fields. b. 2.6 As members of an academic community, faculty members also are expected to participate in decisions concerning programs and in program-review processes. 2. Review Sample Evaluations shared by Chana (Mountwest, attached) & Crystal (Pierpont, attached; New River & Southern, below). . https://www.newriver.edu/wp-content/uploads/2021/07/NR-4.1Faculty-Evaluation.pdf a. https://www.southernwv.edu/assets/uploads/SCP-2218.A-Faculty-Evaluation-Forms-FINAL-12172019-1.pdf Action Items: 1. Align & streamline the “faculty professional plan, evaluation, and merit procedures, process, and timelines, effective ____” with our FERC form that is linked with the BOG. (attached) 2. Include job description duties & responsibilities. Get current copy of this from Jill. 3. Points: We’re still figuring out a better point system, or how to include a quantitative measure...See check list from Pierpont attached. FERC committee welcomes feedback on any of these topics, or contribution of ideas on how to improve FERC. If you have certain “things” you like added or changed, let a member of the committee know. Next meeting: April 15, 2:30 pm UPDATE: after advisement the committee did review the resources referencing what needs to be included in the document.
Faculty Emeritus Hollie Buchanan	No Report
Faculty Promotion Arlene Kuca	No Report
Faculty Salary John Lantz	Once budget approved John will email final details. A 2-5% raise is likely, details are still being worked out. Hoping to get decision emailed to faculty before summer break.
Faculty Welfare/Advocacy Kathy Herrington	No Report
IT: Dave Hays	No Report
LRC Crystal Harbert	No Report
Mental Health RJ Canter	No Report
Open House Crystal Harbert	No Report
Professional Development Curt Hippensteel	No Report
Representative for External Delilah Ryan	No Report

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Retention Natalia Omelchenko-Comer	The committee did not have a meeting in March. Several committee members, including the committee co-chairs, are currently completing very intensive 5-week-long Equity in Retention Academy training (03/06-04/08). As it was approved by Jill Loveless, the meetings of the committee are currently delayed until conclusion of this training. We hope that this additional training can allow us to improve the current retention related procedures and practices. We cannot wait to share new ideas during the future meetings.
Rules Delilah Ryan	Still working on rehauling the mostly 15-year-old rules.
Safety Bonnie Peterman	No Report
Scholarship Delilah Ryan	Applications were assessed by individual members in March. Committee will meet to select recipients in April.
Student Appeals Chana Baker	No hearings held
Student Showcase Symposium Heather Kalb	2-4pm on both Wednesday May 4 NM and Weirton campuses and Friday, May 6 Wheeling campus in Student Union Students are invited to participate on one, two or all three campuses. There will be awards and raffles. Attendance will be recorded if any faculty member wants a report for extra credit (for example). Said – are these spaces appropriate for large numbers anticipated with possibility of high school visitors.
Textbook Affordability/OER Daniel Gomez	No Report

Next meeting: August 2022
 Faculty Executive committee at TBD
 Full Faculty Assembly at TBD
 Location TBD

Motion for Adjournment: D. Stoffel/L.Scott-Guzek
Attendance:

Absent with prior notification: Arlene Kuca, Laura Bennington

Technical difficulty: screenshots of those in attendance were not saved.