

# Faculty Assembly – Minutes



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

Meeting Date: December 2, 2017

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

## Faculty Executive Committee

- I. **Call to Order 1:07 p.m.**
- II. **Attendance:** R. Canter, A. Beatty, C. Baker, J. Britt, B. Fulton, K. Herrington, M. Kahl, J. Lantz, P. Roper, D. Stoffel

- Committee met with Jill Loveless, VPAA, and Vicki Riley, President, to follow-up on issues that faculty have brought forward that have not been resolved yet. K. Herrington thanks J. Loveless for getting some of our issues resolved so quickly and making progress on others
  - CART faculty workload - Still in progress and making progress.
  - Jill wants to reevaluate how we establish load
  - Jill wants lab time should be considered same as lecture- this would help cart
  - Some courses are out of balance for lab/lecture-this needs to be addressed
  - Ratio will be addressed-need to have that conversation
  - Adjuncts- culinary needs adjuncts to help reduce load; ATC too

***Follow-up: Jill would like to see a written proposal regarding lecture/lab ratios to apply to all programs if possible for fairness. Curriculum committee is researching what other schools do in terms of lecture/lab/clinical hours and ratios; hopefully will have a recommendation on how to revise this soon***

Weave

- Jill also mentioned that a new software called Weave is being considered. It would help with the above issue, promotion, credentialing, and other documents (curriculum, 2+2's, etc.) in order
- Distance Education policy
  - Jill said she is waiting for a proposal from DE committee with what they recommend, what other schools do regarding office hours for online instructors. K. Herrington reported that DE committee recommended allowing FT faculty 3 courses without special permission, and reducing traditional office hours by 2 per week, and allowing the faculty member to do them online.
  - They also recommend that the following is adopted:  
"All online and hybrid courses include in the first week a BlackBoard orientation based on content of the course to establish proficiency of the BlackBoard user. If proficiency is not established, additional assistance can be through instructor or ASC." Discussion ensued regarding whether this would be a "generic" orientation, or developed by individual faculty for their course because of the comment about "based on the content of the course". It appears that faculty support having some of the orientation being generic and some unique to course content and the particular instructor.
  - Jill also commented that we have to be careful about the load because we need to make sure FT faculty are available for daytime traditional classes, as adjuncts can't normally teach during the day

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- Regarding totally online programs, the “task force” has met and drafted a policy regarding these that will be brought to Faculty Assembly for review and approval  
**Follow-up: Jill has asked that DE committee bring a detailed, written proposal to Faculty Assembly for discussion and approval, and send her a detailed proposal of what we are asking for in regard to DE**
- 2+2 agreements that were lost or not signed – what progress is being made to fix this?
  - Jill reported that she was in the process of locating these and meeting with other institutions to revise (if necessary) and sign. a lot of institutions are revising their processes and considering “concurrent admission”, whereby the student would be admitted to both institutions and have an advisor at both. We need to check the GPS pathways to make sure everything is in line to proceed  
**Jill is meeting with other institutions, and with program directors and division chairs to correct GPS sheets and fix the problems related to 2+2 agreements**
- HR processes & problem tracking
  - Faculty had requested that paystubs be sent to them every pay period. P. Carmichael reported that is not possible with OASIS, but did send an email to faculty with instructions on how to get them, and offered to help anyone who needs help with it.
  - Vicki reported that she took the suggestion of the OZ tickets to cabinet and they liked it. C. Corbin (IT) is working on it and seeing if it can be used for all departments. She said she couldn’t say 100% that it will happen, but didn’t see a reason why it wouldn’t work. K. Herrington reported issues from faculty regarding professional development and travel request documents haven’t made it from HR to the Business office in a timely fashion. We also brought up our concerns that perhaps P. Carmichael is responsible for too many things, including HR issues, PD, payroll, and numerous other issues. We also still believe there is a lack of checks & balances in decisions made regarding staff evaluations, review of PIQ’s (which we understand may be a moot point now because of the recent legislation; however, we still review whether individuals should be promoted or moved to a higher pay grade), hiring processes, administrator evaluations, and grievances. **Follow up:** Vicki said she will speak to P. Carmichael and J. Sayre about this. D. Stoffel reported that he could no longer access NEO.gov to hire faculty. Jill said that all program directors and division chairs should have access to this. D. Stoffel said he had access at one time and then it was cut off. **Follow up:** Vicki said she will follow up with P. Carmichael. She still has not responded to our concerns about the lack of checks & balances.
- New faculty orientation
  - It is up & running, and was piloted by several FT faculty, who provided feedback, which led to revisions, according to Jill. J. Britt said although it was helpful it was very time consuming. Jill said she will continue to work on, update, and maintain. Hopefully more Bb training will be provided in January
- Tenure
  - K. Herrington asked about whether tenure would ever be re-instituted if the number of tenured faculty falls below 20%? Legislation passed years ago when Eastern CTC was approved stated that “no more than 20% of faculty at C.C. can be tenured”. We are currently at about 21.5%.  
**Follow up: Jill said she is not very familiar with tenure and will need to research it and make a recommendation, but she welcomes any conversation with faculty about it**
- Adjunct and program director stipends

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- Vicki reported that P. Carmichael did some research, and although we can't match Bethany or Wheeling Jesuit, we are looking into this for next year's budget. Questions from Jill: Should it be a flat fee, or should there be differentials.
- K. Herrington also brought up again that we weren't consulted when increase for current adjunct pay rate based on how long they've been teaching went from 3+ semesters to 5+ semesters and whether we could revisit that, and perhaps make it 4+ semesters to receive the increase in current adjunct rate. Jill said she was willing to consider this.
- Additional stipulations (7) added to summer contracts with "requirements" for all faculty, even though it only applied to online faculty. Faculty have no recollection of discussing or approving this, although P. Carmichael reported that faculty did approve this. Jill did some research and found emails that indicated that faculty approved this change back in 2016, although there is nothing in the minutes from Faculty Assembly that shows it was approved. Discussion indicated that at one time, the adjunct job dx was included in with the appointment letter, and we felt that was a more appropriate place to include the additional requirements for online instructors. We also felt that the turnaround time for responding to student emails should be increased from 48 hours to 72, and turnaround time for grading assignments should perhaps be two weeks instead of one, considering research papers take longer to grade.

***Follow up: Faculty will work on recommendations for revisions to summer and adjunct appointment letters and forward to Jill.***

- Textbook processes
  - Faculty requested that, instead of us being asked to generate a list from "scratch" every semester, that the bookstore provide a list to division chairs and/or program directors which lists current books with authors, ISBN #'s, and whether the textbook is going to a new edition

***Jill asked that we bring it up at the Jan 8 meeting, and said she was ok with this. Faculty would request this be implemented for fall 2018 textbooks, but encouraged faculty to consider "Open Educational Resources" (OER's) that are increasingly being used by several other institutions, which do not require the use of a textbook and provides resources to students at little to no cost.*** C. Baker and J. Lantz reported that they are moving toward this in their classes.

- Honors ceremony in the spring
  - Similar to the above, faculty requested that, instead of us being asked to generate a list from "scratch" every year with no information, that, prior to asking faculty for their lists of honorees, the registrar's office or IR office provide a list of students who are eligible to graduate, by campus, by program, and with GPA to division chairs and/or program directors so they have a complete list and can select honorees fairly and with adequate information

***Jill asked that we bring this to the Jan 8 meeting as well and make the request then.***

- Employee Satisfaction Survey
  - K. Herrington asked when this was going to be done again? It was supposed to be done last year but was not.

***Vicki said she would work on this and try to have committee meet to revise and distribute again***

- There were 2 other items regarding the BOG meetings and structure that were tabled due to Faculty Assembly meeting needing to convene

### **Faculty Assembly, 2:00**

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

**II. Attendance:**

- a. Wheeling – C. Baker, A. Beatty, J. Britt, H. Buchanan, J. Doolin, D. Fitzgerald, B. Fulton, M Goldstein, D. Hans, C. Harbert, K. Herrington, M. Kahl, J. Keyser, A. Kuca, N. Krupinski, J. Lantz, M. Marlin, M. Merz, S. Owen, B. Peterman, T. Pitcher, P. Roper, H. Ryan, L. Shelek, K. Silvestri, M. Stephens, D. Stoffel, L. Warren, M. Watson,
- b. Weirton – R Canter, F. DeCaria, M.J McIntosh, J. Reho, G Winland,
- c. New Martinsville – J. Lantz, D. Ferrell, D. Ryan, C. Stokes,

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

- Motion to approve October 2017 minutes w/ no corrections or additions (D. Stoffel; 2<sup>nd</sup> B. Peterman). Motion carried.

**IV. GUESTS:**

Guest	Topic
Vicki Riley	<ul style="list-style-type: none"> <li>• Strategic plan – Need input re: “operational plans” , especially for recruitment, retention, and graduation rates.</li> <li>• Asked us to check email from David Barnhart (PR) regarding catalog processes (David, J. Fike, and J. Loveless are working toward a more centralized process so the catalog is not delayed again as it was this year)</li> <li>• Asked for feedback on new registration process involving green tickets needed before advisors give students ALTPINs. C. Stokes said some students get cards and meet with advisor, but procrastinate on registering. J. Britt again asked that faculty advisors be notified when students who have had student services advisors are going to be shifted to their faculty advisors, as we don’t always know who those students are.</li> <li>• Reported that IT and Budget committees are up and running again. Budget processes have had changes – faculty should let administration know what you need so requests can be granted</li> <li>• Thanked the faculty for their hard work on assessment</li> </ul>
Jill Loveless	<ul style="list-style-type: none"> <li>• Asked for feedback on discontinuing placement exams, which is being discussed. PLEASE SEND YOUR THOUGHTS AND FEEDBACK TO HER ASAP. H. Buchanan wanted to know how they would be placed in appropriate courses without them? Jill said that all students would go into the supplemental class and then be able to “test out” of it</li> <li>• Provided a list of classes with % of students past 3 years with D’s, F’s, or W’s. She feels some classes have a % that is too high and wants “strategies” from faculty about what we can do about this that we can put in our Strategic Plan. K. Herrington asked if a “D” is considered passing statewide or at our institution, and can we change that? L. Shelek said she thought a “D” was passing but accredited programs with separate admissions processes will not accept D’s.</li> <li>• Jill reported that D’s also do not transfer to some institutions, so the question remains: <b><i>Should students have to repeat classes in which they earn a D?</i></b></li> </ul>
Pam Sharma	<ul style="list-style-type: none"> <li>• .Gave a short presentation on assessment, similar to what was presented in division meetings earlier today. We requested she send the PPT presentation to K. Herrington for distribution to faculty. There will be several workshops in January to discuss how to compile data and prepare assessment reports for courses that were assessed in the fall. Next fall, since HLC is coming in October, we may need to move the due date for spring assessment data to be sent to the lead faculty up to September so they have time to compile data and prepare reports before HLC arrives to inspect our progress in assessment. Pam thanked faculty for their hard work and cooperation in this process.</li> </ul>

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### V. NEW BUSINESS/AGENDA ITEMS:

Speaker	Topic
P. Roper	<ul style="list-style-type: none"> <li>Requested we ask Jill about schedule for next year; will we have the entire week of Thanksgiving off again, or will be required to come for meetings or professional development since HLC is coming in November? We can't imagine they will be here Thanksgiving week, but K. Herrington will check with Jill and let faculty know.</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>
B. Fulton A. Beatty	<ul style="list-style-type: none"> <li><b>MARKERSPACE</b> – Ben and Adam presented an idea for creating a space (lab?) which could be used to provide technology to students to which they normally would not have access (idea originated from Jenny Stoltey, LRC, NM. We would likely need a grant to develop this, but if it happened, it would have a 3-D printer, videography, robotics software, etc. More to come on this.</li> </ul>

### VII. COMMITTEE REPORTS

Speaker	Topic
ACF M. Goldstein	<ul style="list-style-type: none"> <li>Reported there is a statewide push for OER's instead of textbooks</li> <li>Patricia Clay (HR rep for the state) reminded them to make sure you have a designee for your life insurance – of you don't, the default is your "estate", which may be your children instead of your spouse</li> <li>HIGHER EDUCATION DAY AT THE LEGISLATURE IS JANUARY 23. FACULTY ARE ENCOURAGED TO GO IF THEY CAN</li> </ul>
Assessment	<p>B. Fulton</p> <ul style="list-style-type: none"> <li>They are working on realigning all courses with general education outcomes</li> <li>Program directors are asked to review mcg's and syllabi from their faculty to make sure they fulfill requirements of the new template, or make revisions</li> <li>Assessment reports from Fall 2017 are due FEBRUARY 15, 2018</li> <li>Lead faculty for spring courses were to be identified by the end of November so they can prepare pre-assessment proposals (this hasn't happened yet – K. Herrington will check with P. Sharma)</li> </ul> <p>(SEE report above by P. Sharma for additional information)</p>
BOG	<p>D. Stoffel</p> <ul style="list-style-type: none"> <li>Board is making sure it follows the state mandated 3 year evaluation of College Presidents, and a process for a formal and comprehensive evaluation of Dr. Riley is being developed; faculty &amp; staff should be notified before Christmas. Dave encourages us to make it a priority to participate and offer honest and accurate specific feedback</li> <li>Moving forward with Wesco project</li> </ul>
Budget Development	<ul style="list-style-type: none"> <li>Met and are looking at capital requests. Discussion of Fiscal 2019 budget and timeline. Discussion of tuition &amp; fees, how we assess fees for students and are they equitable, and use of reserve monies.</li> </ul>
Curriculum	<p>K. Herrington</p> <ul style="list-style-type: none"> <li>Changes brought forward last month to CIT, ATC programs, ENG 101s, BUS, and CRJ. This month's meeting will be long – expecting 2<sup>nd</sup> readings of proposals for CRJ, ENG, ATC, CIT (d/c Software Engineering), and 1<sup>st</sup> readings for HS, ECCE, MAS, and BUS. Proposals need to be sent in ASAP for any changes requested for implementation next year</li> </ul>

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Danford award	No report; this committee’s work is done for this year
Distance Ed	As mentioned above under Faculty Exec, Jill wants a written recommendation from DE and approved by Fac Assembly on DE procedures and student Bb orientation
Enrollments management	<ul style="list-style-type: none"> <li>• Reminder of the Open house in April.</li> <li>• M. Watson and Nancy K. piloted green cards, which means students have paperwork still needs to be done. J. Fike came to their classes and met w/ students individually to solve problems.</li> <li>• J. Fike suggests that those of us who have interns or a cohort group of students provide those students w/ graduation applications and have them fill out during a class session, collect, and turn in for them as a group (there is no cost to apply for grad free)</li> <li>• Purge dates for spring are Dec 5 and Jan 4 (J. Fike is hopeful the green tickets will greatly reduce the # of students purged)</li> <li>• If you have students who are about to graduate who have not had ORNT 090, send them to Tami Becker, J. Fike, or T. Jenkins</li> <li>• STAR (Student Testing and Registration) dates are set for 12/13 in Wheeling: Weirton &amp; NM faculty should check with their counselors for dates on those campuses</li> </ul>
Faculty Emeritus	NO REPORT – Fac Emeritus requests from last year are already done
Faculty Promotion	Met in November and selected final representatives for the committee. There are approximately 15 applications for promotion due to the new policy. Serving are A. Kuca, J. Reho, H. Buchanan, T. Pitcher, and M. Goldstein). Concerns about having to review portfolios in HR office; J. Loveless supports being able to review them electronically and will discuss with P. Carmichael. If you are applying for promotion, don’t forget to get your PEER review documents. We need to look at how promotion policy works for those who have been here less than 3 years.
FERC	K Herrington Will meet in January with former members of Merit to look at revising policy around merit issue (documentation and pre-approvals)
Financial Aid	Doesn’t meet till spring
IT	Meeting times changes so faculty could attend; IT projects, OMNI, Cybersecurity partnerships w/ FBI and high schools, and no printer for students in EC were discussed. Workshops will be scheduled for spring re: Outlook calendar sharing; Outlook setup on mobile / remote devices; Secure printing tips and tricks; Internet and e-mail safety; Lockdown browser tutorial (in conjunction with Shelley and Kim; IP Video / Skype for business
LRC	Discussed MARKERSPACE, encouraged faculty to use databases; looking at hours of operation, send suggestions to Pat or put in suggestion box
Professional Development	M Goldstein <ul style="list-style-type: none"> <li>• Reported we need to tighten up the guidelines</li> <li>• Also need to evaluate the process because paperwork isn’t getting where it needs to be in a timely fashion</li> </ul>
Retention	J. Britt <ul style="list-style-type: none"> <li>• Meet Dec. 14</li> </ul>
Rules	Has not met; no report

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Safety	<p>Update on carbon monoxide incident last month; policy that stated that emergency personnel could not be called unless individual who discovered it called their supervisor first has been changed. Anyone discovering an emergency can call 911 first and building can be evacuated <b>before</b> Fire Department (FD) arrives. We also purchased carbon monoxide detectors and will test them regularly. Safety Committee also developed a safety plan, which names contact persons for all floors in all buildings, but those people have not been identified yet (they need to know who they are). Also says that the “all clear” must come from an administrator, not the FD? Faculty are to have a class roster with them and verify that everyone is accounted for in an evacuation, but CART faculty were listed as being responsible for the 1<sup>st</sup> and 2<sup>nd</sup> floors of the EC building (East) and the Lobby. Question: How can they evacuate their students, check their rosters, and be responsible for the first 2 floors in the EC building? Jill is also listed for EC building, but is moving to B&amp;O next month?</p> <p><b>Follow up: Has this been finalized yet (its dated November), and when will faculty receive a copy of the plan? Some faculty listed as lead contact people or responsible for certain things were not aware of this plan. We request clarification on the procedure and the duties of the lead person listed. We also would ask whether a safety expert or representative of the FD helped develop this plan? A faculty member discussed this plan with a member of the FD after our meeting, and reported that the firefighter thought it needed some improvements. We were also told that The Wheeling Fire Department has a Bureau of Fire Prevention which specializes in assisting in the development of safety plans. If the FD was not part of the development of this plan, we recommend that we contact them and use this free resource to come up with an approved safety plan. The phone number for the department is 304-234-3776 and the contacts are Assistant Chief Ed Geisel or Captain Derek Jamison.</b></p>
Student Appeals	Has not met
Textbook Affordability	No report.

## VI. ACTION ITEMS FOR NEXTG MEETING:

Person Responsible	Notes / Responsibilities
DE	Bring a proposal to Assembly re: DE policies
Fac Rep to BOG	Report to BOG on faculty concerns every month
Chair, Fac Emeritus	Verify whether policy has been changed to clarify issues and revise deadline dates
Fac Senate President	Check with Jill on calendar/schedule for next fall and Thanksgiving week; prepare proposal for adjunct contracts & salaries

MOTION TO ADJOURN: D. Stoffel, G. Evans, motion carried

Submitted by,

## Faculty Assembly – Minutes



President, Faculty Senate

Next Meeting date: February 2, 2018

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

IPV rooms, all 3 campuses