

Faculty Assembly Minutes

Friday April 4, 2014

Present: A. Anderson, T. Aftanas, R. Berry, J. Britt, S. Buerdsell, D. Cable, C. Cornforth, M. Davis, F. DeCaria, J. Doolin, D. Ferrell, D. Fitzgerald, B. Fulton, M. Goldstein, M. Gruber, R. Guy, D. Hans, C. Harbert, K. Herrington, S. Hupp, L. Ingram, C. Kefauver, J. Kriechbaum, M. Kahl, J. Keyser, A. Kuca, J. Lantz, V. Magary, M. Marlin, J. Marth, M. Merz, B. Peterman, J. Reho, C. Riter, C. Rogerson, P. Roper, C. Sergakis, L. Shelek, M. Stephens, D. Stoffel, C. Stokes, M. Watson, G. Winland, J. Van Fossen

Guest: Dr. Olshinsky

Meeting called to order in the IP Video rooms on three campuses at 2:00 pm by Kathy Herrington, Faculty Assembly President.

- Approval of Minutes for February 7, 2014 meeting
 - Attendance needs to be added
 - Correction: note about clarification of first week attendance
 - **MOTION** to approve February 7, 2014 Minutes with changes
 - J. Britt / M. Watson
 - Motion Passed
- Executive Committee Election Results:
 - Vice President / President-Elect: Jeremy Doolin
 - Secretary: Crystal Harbert
- Discussion of Clarification concerning faculty attendance in week before classes begin
 - Faculty are under contract for entire week
 - 1 All College Day
 - 1 day of meetings
 - Concerns that agreement is unclear
 - Can faculty complete 10 office hours in either 1, 2, or 3 days?
 - Discussion of follow up meeting with Dr. Olshinsky, Dr. Riley, K. Herrington, and C. Harbert
- Danford Award
 - 2 faculty members needed to sit on committee
 - R. Berry and S. Buerdsell volunteer
- Committee Structure
 - Committee to be elected in August to begin work on revision of committee structure particularly concerning rotation schedule and qualifications for members

- Faculty Assembly By-laws
 - Last revised in 2006
 - Changes to be made:
 - Add instructional specialists – will qualify as members with Faculty Assembly with eligibility to be elected to Executive Committee
 - Remove Division Chair eligibility to serve on Executive Committee
 - Under Article VIII, Section 1 – add online courses and programs
 - J. Kriechbaum asked where full copy of By-laws could be found.
 - K. Herrington will send to all faculty as email message attachment
 - **MOTION** to accept first reading and have second reading in May or August
 - M. Davis / C. Stokes
 - Motion Passed

- Promotion Policy
 - Concern about educational requirements because some have been made necessary for continued employment
 - Revision of policy to eliminate this clause which had been added because of a concern about those with Associate and Bachelor's Degrees
 - Revision would make the following changes:
 - Assistant Professor would require a minimum of Bachelor's Degree in career/technical field and Master's Degree in academic parallel
 - Full Professor would require a Master's Degree plus 30 hours

- Guest: Dr. Olshinsky arrived to discuss faculty attendance in the week before classes begin
 - Question from faculty: Must faculty be on campus all five days during the week before classes begin? Would it be possible to have 2 meeting days and ten office hours distributed through either 1, 2, or 3 days?
 - Answer from Dr. Olshinsky: Faculty is under contract beginning the week before classes and must be present on campus all five days. Meeting times have been reduced to two and the other three are for class preparation. The change to the calendar has reduced the semester by one week. With the addition of two days during Thanksgiving week, faculty still has to be on campus three less days over the course of the semester. This calendar change is designed to make WVNCC competitive with area colleges which begin a week later for Fall semester.
 - M. Goldstein asked if there was any announcement about salaries.
 - Dr. Olshinsky said they are still in planning stages, waiting for more information.

- Return to discussion of Promotion Policy
 - R. Berry raised concern about the contingency contracts
 - K. Herrington replied that removing approved hours and replacing it with graduate hours would prevent problems arising from contingency contracts
 - No one was eligible for promotion this year.

- C. Cornforth raised concern about additional hours required in the career/technical field. She suggested that work experience should be counted in place of 15 or 30 hours of additional graduate hours. She also noted that those in the career/technical field must acquire and maintain certifications.
- General discussion of how the Promotion Policy might be revised to account for this.
 - Need to include experience for all faculty (not just career/technical)
 - Assistant Professor requirements for career/technical faculty – perhaps require Bachelor’s plus 15 hours and keep “approved” hours instead of changing to graduate hours
 - Assistant Professor requirements – could remove plus 15 hours and require Master’s degree only
- M. Davis reminded assembly that HLC requirements must be taken into account
- K. Herrington will call committee again to make further revisions with possible first reading in May
- Developmental Education Math / Curriculum Changes
 - J. Kriechbaum provided handout to assist faculty with advising
 - Math 93 will only be offered Summer 2014 and Fall 2014
 - Still undecided whether Math 98 will be accepted for Fall 2014 in place of Math 93. Waiting for word from N. Albert
 - K. Herrington noted that Math 98 will not be available as just lecture
 - J. Kriechbaum explained it will be taught with emporium method – both lecture and lab
- Committee Reports:

Assessment	C. Stokes reported they are undertaking program reviews over 7 disciplines
Board of Governors	K. Herrington reported that she made presentation on behalf of faculty providing overview of faculty accomplishment. She also addressed concerns about faculty and staff morale.
Budget	No Meeting
Curriculum	Changes discussed on during March 21 meeting
Distance Education	No Meeting
Enrollments Management	No Report
FERC	Committee finished for the year. New document effective for this year.
General Education	No Report
Institutional Technologies	No meetings this year. 5 year plan draft was sent via email message.

LRC	Concern about New Martinsville Library. See motion below.
Professional Development	No Meeting
Promotion	No faculty eligible. M. Davis raised question about tenure. See below.
Rules	C. Stokes reported there have been no meetings but there has been communication electronically. New rule regarding student ids will be out for 30 day comment period

- Promotion and Tenure
 - M. Davis noted that many faculty are retiring and the state requires 25% of faculty be tenured. There is no process currently.
 - Faculty Assembly will request from P. Carmichael a report of the current % of tenured faculty as well as the projected % of tenured faculty based on retirement of faculty.

- New Martinsville Library
 - Due to retirement of J. Corbitt, changes to the New Martinsville campus Library may occur. There is a question about staffing, hours, and whether or not the library will remain open.
 - **MOTION:** Faculty recognizes the value of and supports the New Martinsville campus library. Faculty requests that the library remain open with a full time staff librarian. The New Martinsville library provides student and faculty support for Distance Education, Nefsis and IP Video classes as well as many others. It aids in the retention of students and student success as well as information literacy, coordinates make up exams, and assists students with research, orientation to the library and how to use it, and miscellaneous faculty support issues.

Faculty requests that if changes are to be made to hours and staffing that notification and explanation be sent prior to a final decision.
 - C. Harbert / J. Britt
 - Motion Passed

- Committee Memberships
 - See page 6 for full list

- Advising
 - **MOTION:** When a counselor advises a student especially when faculty advisors are off contract, we request that a note should be made in Northern Navigator and an email should be sent to student's faculty advisor informing them of what transpired and what the student registered for. This will help eliminate problems with students signed up for classes that may not include classes in their major that

are only offered once a year or less, putting them out of sequence and perhaps delaying graduation.

- J. Britt / D. Stoffel
- Motion Passed
- New Student Club
 - J. Britt announced a new student club focusing on social awareness. A bulletin board is dedicated to it on the third floor of the B&O building.
 - There will be a poster in the Student Union for students, faculty and staff to sign as an endorsement of continued efforts to stop sexual violence
 - Faculty are encouraged to sign to show their support.
 - April 28 J. Britt will present “Is it Flirting or Is it Sexual Harrassment?”
 - Pre-registration begins at 11:30 am
 - Presentation begins 12:00 noon
- Fire Drills
 - C. Kefauver reminded faculty of upcoming fire drills
 - Faculty are needed to help with direction of people during an emergency. If you would like to volunteer, see C. Kefauver.
- Notification to Faculty if Contract is not to be Renewed
 - M. Davis raised concern about faculty being notified if contracts would not be renewed due to discontinuation of Respiratory Therapy program.
 - College procedure requires notification by March 1
- Thank you C. Riter for service as Faculty Assembly president
- **MOTION** to adjourn
 - C. Rogerson / D. Stoffel
 - Motion Passed

Respectfully Submitted,
Crystal Harbert

Faculty Committee Membership:

Academic Appeals Committee	Rita Berry Michael Davis Marion Grubor Charleen Stokes
Academic Judicial Board	Members: Claire Blatt Frank DeCaria Mark Glass Alternates: Tammy Aftanas Mark Goldstein Sara Hupp
Assessment Committee	Charleen Stokes (chair) Sherri Buerdsell Darcy Ferrell Ben Fulton Mary Ann Merz Bonnie Peterman 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 Greg Windland Meredith Wycherley
Distance Education Committee	Pam Sharma (chair) Lisa Ingram Jennifer Kriechbaum Vic Magary Don Poffenberger John Reho Dave Stoffel
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	<p>Terms to expire March 31, 2015</p> <p>Jeanne Ann VanFossan Frank DeCaria Jeremy Doolin Misty Kahl Bonnie Peterman Charles Rogerson Pam Sharma Greg Winland</p> <p>Terms to expire March 31, 2016</p> <p>Michael Davis Crystal Harbert Kathy Herrington Mary Marlin David Stoffel Charleen Stokes Meredith Wycherly</p>
Faculty Emeritus Status Ad Hoc Committee	<p>Rita Berry Shea Bonacci Robert Guy Crystal Harbert Greg Winland</p>
Faculty Evaluation Committee	<p>Kathy Herrington (chair) Michael Davis Debra Fitzgerald Lisa Ingram Melissa Stephens</p>
Faculty Merit Policy Review Committee	<p>Chris Kefauver (chair) Jeremy Doolin Jessica Marth Melissa Stephens Meredity Wycherly</p>
Faculty Promotion Committee	<p>Darcy Ferrell Mark Goldstein Donna Hans Kathy Herrington Chris Kefauver Jill Keyser John Reho Charles Rogerson Charleen Stokes</p>
Financial Aid Committee	<p>Tammy Aftanas Frank DeCaria Jeanne Ann VanFossen</p>
General Education Committee	<p>Sherri Buerdsell (chair) Ben Fulton</p>

	Mark Goldstein Jennifer Lantz Jody Tyburski Greg Winland								
Institutional Technologies Committee	Adam Anderson Carol Cornforth 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 (Revised 8/14/14) *Alternate should be notified if representative cannot attend the meeting.								
Rules Committee	Frank DeCaria Charleen Stokes Alternate*: Delilah Ryan *Alternate should be notified if representative cannot attend the meeting.								
Safety Committee	Michael Davis Darcy Ferrell Chris Kefauver								
Student Appeals Committee for Non-Academic Matters	<table border="0"> <tr> <td>Members</td> <td>Alternates</td> </tr> <tr> <td>Claire Blatt</td> <td>Sherri Buerdsell</td> </tr> <tr> <td>Frank DeCaria</td> <td>Shea Bonacci</td> </tr> <tr> <td>Donna Hans</td> <td>Michelle Watson</td> </tr> </table>	Members	Alternates	Claire Blatt	Sherri Buerdsell	Frank DeCaria	Shea Bonacci	Donna Hans	Michelle Watson
Members	Alternates								
Claire Blatt	Sherri Buerdsell								
Frank DeCaria	Shea Bonacci								
Donna Hans	Michelle Watson								
Representatives for External Committees	FACDIS: Frank DeCaria and Delilah Ryan								