

Faculty Assembly – Minutes

Meeting Location: ZOOM
 Meeting Date: March 5, 2021
 Meeting Start Time: 2:00 p.m.
 Facilitator/President: John Lantz

- I. **Call to Order** – Welcome / Robert’s Rules of Order – Applied
- II. **Attendance** – screenshot from zoom attached
- III. **Review Minutes** - Motion to approve February 2021 minutes, B. Peterman, C. Baker motion carries.
- IV. **GUESTS:**

Guest	Topic
Regan Blaha & D. Barnhardt	<p>If application is received, faculty may be forward potential student information. Reach out to these students. Contact with a human from WVNCC will go a long, long way. Huge help with recruiting.</p> <p>If faculty get contact info from a potential student, please forward to Regan so she can add them to the data base and continue to reach out to them.</p> <p>K. Herrington – 1 minute video of program was a welcomed addition – others should consider.</p>
Pam Sharma Shelly Deluca Melanie Baker	<p>M. Baker did a screenshare of the new BI – Enrollment Dashboard Workspace. Census Snapshot, Trend, Major Detail, Graduates. Many filters available. This information will be updated periodically as the department updates the data for state. Access may be a report link within the faculty and staff portal.</p> <p>M. Baker is leaving 3.12.2021 so there may be a little lag in all the work/projects that Melanie has been doing directly with faculty.</p> <p>M. Baker – please encourage your students to complete Cessi survey. It will be coming to them via email notification and completed on a computer or phone</p> <p>M. Baker – party 3.12.2021 10am – 12pm</p>

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

Speaker	Topic
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VI. **NEW BUSINESS/AGENDA ITEMS:**

Speaker	Topic
K. Herrington	<ul style="list-style-type: none"> • BOG evaluations- many Boards (mostly down state), are taking it upon themselves to discontinue programs, creating new courses, drop existing courses, Vice Chancellor C. Dennison is retiring in about a month. He was very faculty friendly. ACF did reach out to him and he said that this issue is a problem. There is no real process – prospective candidates are submitted by the college and then Gov. Jim Justice appoints the Board of Governors. After appointment, no accountability process.

Faculty Assembly – Minutes



	<ul style="list-style-type: none"> 360 evaluations of administrators – These evaluations have not been done in a while. Kathy asks for any objections to asking these been reinstated. No objections from faculty. She will also ask for a job description for any position being evaluated. <p>John, Kathy and Said will meet with Dr. Mosser to discuss in detail the previous two topics.</p>
J. Lantz	<ul style="list-style-type: none"> Blackbelt 24 – hour call center will be discussed with Dr. Mosser as well. Once findings are discussed at Exec, it will be brought to full assembly. P. Roper – What exactly will the call center employees do? C. Baker – Does this go against the customer service we been told to focus on? S. Leghld – Send your questions to K. Herrington, S. Leghld, or John Lantz. They will compile questions and meet with Dr. Mosser. <p>Committee Updates: Open House committee has a temporary opening – John Labriola will take the spot. Jennifer Kriechbaum will be added to the Curriculum Committee.</p>
B. Peterman	<ul style="list-style-type: none"> S. Kappel sent out email about more vaccines available.
D. Gomez	<ul style="list-style-type: none"> WVNCC Master Courses – Math faculty have been discussing this. With the college pushing for more master courses, where can we access college contract to review? H. Ryan – CIT was paid through a grant. D. Ferrell - \$1500 for builder of course, you maintain the course for five years. K. Herrington – If you get paid to develop, you and the college own it. Should you leave the school, they can still use it. Sometimes J. Lantz – screen share of the Master online course Development Stipend Application. He received this from Kim Patterson. D. Gomez – If a master course exists, does it have to be used or is it optional D. Ferrell – look for the policy (brought to faculty by Mike Koon). M. Watson – There are master courses that exist, built by faculty no longer here, and current faculty not using the M. Lawson – how do you find out whether or not a course is a master course D. Ferrell/J. Lantz – it will be named differently when you receive your Bb shell.
John Lantz	<ul style="list-style-type: none"> Outdoor commencement is being planned for May at Wheeling Island Stadium. Weather site: Wesbanco Arena with social distancing.

VII. COMMITTEE REPORTS

Speaker	Topic
ACF	<p>Per K. Herrington email 3.2.2021 See attached PDF of Legislation Status Chart</p> <p>In Meeting: Bill may be eliminating state income tax and raising sales tax from 6-9% By law k-12 funding cannot be cut, so if education is whether the cut happens, it will be higher ed. Please refer to PDF with all bills sent out. Email your legislators.</p>
Anniversary Adhoc	Per D. Ryan email 2.22.2021

Faculty Assembly – Minutes



	<p>Time Capsule Survey Results reviewed, Crystal and Debbie Bennett will narrow items to fit into a shoebox size time capsule for Brandi's students to make three for each campus, Delilah will distribute received archival materials to all campuses and Mike Koon will write the newspaper insert to the 50th report.</p>
<p>Assessment</p>	<p>D. Ferrell Clarification – Jill and Debbie goal to be on a 3-year course learning rotation. Maximum of 5 years if there are a too many CLO to complete in three years Also – make sure you are assessing gen ed. Many more assessments this semester – a request will be sent to faculty for peer review (fercable). M. Watson – Too many SLO's to complete in that time as the accreditation body mandates the SLO's for the programs. D. Gomez – No need to do all SLO's for WVNCC, focus on the CLO's for WVNCC. T. Pitcher – Thank you Darcey for the clarification – the prior communication is not consistent. C. Baker – Agrees – she is being told - wait for someone to contact you. D. Ferrell – a lead faculty will be assigned to each course. Division chair will contact faculty with details.</p>

<p>BOG</p>	<p>BOG Report Feb 2021</p> <ul style="list-style-type: none"> • Presidents report – <ul style="list-style-type: none"> ○ COVID-19 update <ul style="list-style-type: none"> ▪ College fully open ▪ 3 mitigation strategies <ul style="list-style-type: none"> • Surveillance testing • Vaccines • Contact tracing ▪ Surveillance testing will continue all semester ▪ Vaccine <ul style="list-style-type: none"> • 150 staff/fac, 1st shot • 40 both shots • OCHD is doing the vaccination. ○ Bluefield Tate at OVMC <ul style="list-style-type: none"> ▪ 3 Pres letter sent to Wheeling ○ 550 K grant to expand EMT & medic program ○ Commencement 14 May Wheeling Island Stadium ○ New org Chart <ul style="list-style-type: none"> ▪ Reorganizing ▪ Budget neutral ▪ Merge Dir of Lib and Dir of Tutoring as example • BOG voted to increase tuition 2%, unless budget requires more • Rules passage all passed – <ul style="list-style-type: none"> ○ Academic freedom ○ Crime awareness and campus security ○ Adjunct & PT faculty appointment ○ Higher Ed part-time student grant program (HEAPS) ○ Flexible learning methodology • Financial current fund tracking <ul style="list-style-type: none"> ○ Project updates – see me for more details ○ Fund tracker – see me for more details ○ Budget coming in Mar • Enrollment report <ul style="list-style-type: none"> ○ See me for more info • Workforce annual presentation • Staff annual presentation <p>P. Roper – What does budget neutral mean C. Kefauver – Dr. Mosser’s goal is to not increase salary dollars but to restructure existing funds. Potentially individual salary may change but will be through attrition and cost the college no new money. P. Roper – why do we have a controller, C. Kefauver – Do not know P. Roper – Other colleges are advertising no tuition increase C. Kefauver 0- this was not presented at the Board meeting – therefore I do not know.</p>
<p>Budget Development</p>	<p>C. Kefauver – J. Sayre claims he is talking with his budget managers however none in attendance have heard from him.</p>

Faculty Assembly – Minutes



Curriculum	<p>Per K. Herrington email 3.2.2021 Curriculum Committee report for 2020-21 Approved:</p> <ul style="list-style-type: none"> · Changes to hours of General education requirements required for AA, AS, and AAS programs based on new state requirements · Revisions to the Elementary Education Early Education 2+2 program to West Liberty · Revisions to the Early Childhood Education 2+2 program to Franciscan University Steubenville, OH · Revisions to the Social Work 2+2 with WVU · Revisions to the Social Work 2+2 with Franciscan University · Changes to Surgical Technology program and courses to better align w/ accreditation requirements · Changes to WELD program and courses to better align with certification standards · Changes to Human Services or PSYC courses prerequisites to meet requirements of or align with the new Substance Abuse programs · Two new programs, an Advanced Skill Set and an AAS degree in Substance Abuse Intervention, including 2 new practicum/clinical experience courses and a new Internship course · Revisions to the RAH program and certain courses <p>Reviewing proposed changes to:</p> <ul style="list-style-type: none"> · Changes to Medical Assisting courses/program · Changes to CART courses/program and adding a Hospitality certificate, including new courses in Meeting & convention planning and a Hotel & Lodging practicum · Changes to PTRM course · Changes to CIT courses/programs · Changes to ENG 101 content · Changes to Math courses and prerequisites
Danford award	M. Stephens – nothing to report
Distance Ed	J. Doolin – nothing new to report
Enrollments	<p>Per M. Watson email 3.3.2021</p> <ol style="list-style-type: none"> 1. working on a New Landing Page for Alumni 2. working on updating the "Transfer Page" <ol style="list-style-type: none"> a. adding 2 Universities b. changing to bullet point so easier to read c. adding Links to the catalog and our agreement page 3. "Let's get Started" page getting updated 4. College Scheduler goes live this week 5. Parking permit now on line 6. working on the 5 different acceptance letter we normally send out; to reduce it to 3 (degree seeking, early entrance, & non-degree) as well as making these letters sound positive. <p>In meeting: M. Watson asking for replacement members on the committee as she is retiring 😊</p>

Faculty Assembly – Minutes



Faculty Emeritus	Per H. Buchanan email 3.1.2021 No eligible candidates - Hollie will talk with Jill about new retirees.
Faculty Promotion	John Lantz - Underway
FERC	No Report
IT	No Report
LRC	Per D. Ryan email 2.22.2021 No meeting as there is still no librarian In meeting C. Harbert – according to the new
Mental Health	R.J. Canter: Survey was to go out but with M. Baker leaving survey will not happen. Staff mental health link needs updated on portal. Staff have different needs than students. Request has been denied to put the link on the portal however RJ will make another attempt.
Open House	Per C. Harbert & J. Britt email 3.2.2021 The college is planning an Open House week beginning Monday April 5 and running through Saturday April 10. The following is the schedule for each day: Monday = STEM, Tuesday = AHS, Wednesday = Transfer / CLASS, Thursday = APT, Friday = Ed / CRJ / HS. Sessions will be held via zoom each day from 4 to 6 pm. Saturday a virtual event will be held 9 - noon. Also, traditional tours may be available on campus with people signing up ahead of time. If you are able to show off equipment in your lab virtually, please let Crystal Harbert, your Division Chair, or any member of the Open House committee know. Further details will be provided. Update 3.3.2021 The Foundation is sponsoring a single \$1,000 scholarship. Students must register for classes to be eligible for the drawing. When faculty register for access to the virtual open house, they do not need to fill out the High School and Major portions.
Professional Development	No Report
Retention	P. Roper - Cumulative report over the last several weekly meetings. Looking at an app that will allow students to communicate with one another. Students can upload notes, ask questions, etc. It is set up like gaming. Each use gets points, points accumulate and students can redeem the points for gift cards, etc. Aid learning and aid retention. CAREs act monies can be used. Academic alerts – please us Kudos/Alerts. The NOW link is not working properly. Put Midterm grades in next week. – Per J. Loveless: Do we want to make this a policy or process moving forward? H. Ryan – concerns with 8-week courses/ C. Kefauver suggested solution.

Faculty Assembly – Minutes



Rules	Per D. Ryan email 2.22.2021 Reviewed and approved rules for distribution to college community that were emailed 2/22/2021 by Stephanie Kappel for 30 Day Comment Period, will be working on 5–10-year-old rules in the near future.
Safety	No Report
Scholarship Committee	D. Ryan email 2.22.2021 No meeting until April
Student Appeals	Per C. Baker email 3.3.2021 No Report

Next meeting: April 16, 2021 2pm

Motion for Adjournment: M. Kahl/D. Ryan

ATTENDANCE: Phone number is Deborah Kleeh – she was logged in on devices so she can hear.
F. Decaria emailed in advance – rotary meeting, unable to attend.

Faculty Assembly – Minutes

-  Kriechbaum (Me)
-  John Lantz (Host)
-  Regan Blaha
-  Daniel Gomez
-  Heidi
-  Hollie's iPhone
-  Michael Lawson
-  nomelchenko
-  Paige holt
-  Steph Cunningham
-  17406331100
-  Abel Frohnapfel
-  dhays
-  Arlene Kuca
-  Barbara Nopwasky
-  Bonnie
-  charbert
-  chippensteel
-  Christian Kefauver
-  Darcey Ferrell
-  David
-  David
-  Heidi
-  Regan Blaha
-  Daniel Gomez
-  Hollie's iPhone
-  Jeremy Doolin
-  Michael Lawson
-  nomelchenko
-  Paige holt
-  Steph Cunningham
-  17406331100
-  Abel Frohnapfel
-  dhays
-  Kathy Herrington
-  Arlene Kuca
-  Barbara Nopwasky
-  Bonnie
-  charbert
-  chippensteel
-  Christian Kefauver
-  Christian Kefauver
-  Darcey Ferrell
-  David Stoffel
-  Deborah Kleeh
-  Delilah Ryan
-  Gene
-  gwinland
-  Hollie Buchanan
-  Jennifer Lantz
-  Jill Keyser
-  jlabriola
-  Joyce Britt
-  Melanie Baker
-  Melissa Stephens
-  mhausinger
-  Michele Watson
-  Misty Kahl
-  mjmac
-  Mrs. Baker
-  Mrs. Baker
-  proper
-  psharma
-  R.J. Canter
-  Robert Combs
-  Rustem Mulyuk
-  Said Leghlid
-  Sara Cunningham
-  Sarah Davis
-  Sequin Suggs Martin
-  Shelley DeLuca
-  Tami