

Faculty Assembly – MINUTES

Meeting Location: IP Video Rooms (Wheeling - 411EC, Weirton - 215R and New Martinsville - 111N)
 Meeting Date: Dec. 7, 2018
 Meeting Start Time: 2 p.m.
 Facilitator / President: Kathy Herrington

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

II. Attendance:

- a. Wheeling – C. Baker, J. Britt, L. Brown, H. Buchanan, D. Cresap, S. Davis, J. Doolin, D. Fitzgerald, B. Fulton, M. Goldstein, C. Harbert, K. Herrington, C. Hippensteel, M. Kahl, C. Kefauver, R. Mulyuk, M. Mangicio, S. Owen, B. Peterman, T. Pitcher, P. Roper, M. Stephens, L. Warren, C. Wolfe
- b. Weirton – R. Canter, M. Merz, A. Dahlem, P. Holt, M. McIntosh, H. Ryan, F. DeCaria, G. Winland, D. Hays, K. Bush, D. Gomez, John Reho
- c. New Martinsville – John Lantz, C. Stokes, D. Ferrell, Jennifer Lantz

III. Review Minutes [10 min.]

Motion to approve previous minutes: Stokes/Goldstein

IV. GUESTS:

Guest	Topic
Officer R.J. Faldowski	Fire drill procedure and safety: Updated faculty on where their evacuation sites are and distributed copies of the new building evacuation procedure
Mike Koon Interim President	<p>HLC: Thanked faculty for their work over the last few years. Successful visit. Hoping for report shortly after Christmas. First step: college will receive a draft report to check for errors of fact. Once corrections are made (if necessary), final team report will be shared. The college can respond to that report. Koon and others from the HLC Committee will then go to IAC in March. The final decision probably will not be made until June. Koon reports that feedback from the visiting team was positive and encouraging.</p> <p>Presidential search: Rep from external Presidential Search Team was on campus last week meeting with faculty & staff to receive input. Process now is to work to develop a profile. The profile will include information about the position, information about what the college community is looking for in a candidate/president, information about the college, and information about the Ohio Valley/surrounding community. This profile will be used as recruiting tool.</p> <p>The search team will be comprised of 4 board members: Larry Lemon, Bob Contraguerro, Shelly Thomas, David Artman; 3 faculty – one from each campus; 3 staff; 2 students; 2 foundation members; Koon and the search firm are adding 1 position to be filled by a president cabinet member (administrator).</p> <p>ECS Building and property has been returned to the foundation this morning. The other party has waived their right to an appeal. This is final; the foundation now owns the ECS property again.</p> <p>Larry Brown asked about the status of the ATC parking lot. Koon reported that the college is still working on having the lot/sinkhole repaired, but it will take some time; no word on when this project can be completed and parking lot re-opened.</p>
Jill Loveless VPAA	<p>Follow up on AW letters, late registration, appointment letters, and other miscellaneous items:</p> <p>Thanked faculty for hard work leading up to HLC visit.</p>

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	<p>Changing phrase in AW letter students receive that says “to contact your faculty advisor about reinstatement” request has been submitted. Waiting on Janet Fike for confirmation</p> <p>Loveless met with Peggy Carmichael, CHRO, about appointment letters. HR will be changing the response time to 14 working days to respond to appointment letters.</p> <p>Herrington mentioned that appointment letters never used to say faculty are “at will employees,” and “failure to respond will be interpreted as a voluntary resignation.” This language is harsh and faculty would appreciate if it could be revised.</p> <p>Loveless will look into this.</p> <p>Herrington asked whether something should be in writing regarding release time in appointment letters for special committee assignments, President of faculty senate, etc. Right now it is an informal understanding, but could become an issue if key personnel change. We recommend it be put in writing somewhere so there is no question about it.</p> <p>Late registration: Students will not be allowed into classes after the first day of the semester beginning Spring 2020.</p> <p>Discussion ensued about handing waitlist and late registration situations. Faculty could recommend that if you are on the waitlist, you may attend in the event a seat comes open.</p> <p>Loveless would like a cap consistency discussion from the assembly. Looking for a recommendation from faculty on cap numbers.</p> <p>Scott Owen voiced concern about room scheduling, especially IPV and late start classes so classes don’t overlap and give instructors more time to set up rooms for the days instruction (sometimes only 5 minutes between when one ends and the next one begins). Would like to see room assignments consider how many people are utilizing the technology in the room and make decisions based upon enrollment and need.</p> <p>Goldstein suggests an Outlook calendar could be created for room scheduling. Other suggestions included posting the room schedule on the door or window of the classroom, and putting a note on the podium which reminds faculty to be courteous of the next person coming in and not to let their class run over the allotted time.</p> <p>Herrington asked Owen to type up his thoughts and suggestions and send them to her</p> <p>Loveless encourages faculty to bring these issues to here immediately when this happens so they can be resolved rather than “deal with it” and become frustrated.</p> <p>H. Buchanan suggests reminding students and sending notification to FT and PT faculty that there is no final exam schedule. That finals are held during week 16 during class times</p>
<p>Pam Sharma</p>	<p>HLC and Assessment: Good job with assessment. Continue what we have started. Program director’s reports are due to her by 2nd Friday in December.</p> <p>After working with each program director, a final report will be made and sent to IE dept. and VPAA</p>

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	<p>Reminder that assessment reports for fall are due no later than Feb. 15. Lead faculty should be collecting data for assessment and working with all faculty who teach the course (FT and PT) on report and recommendations for improvement</p> <p>IR office is working on load reports for FERC. Pat Roper thanked Sharma for her work on assessment.</p>
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V. OLD BUSINESS/AGENDA ITEMS:

Speaker	Topic

VI. NEW BUSINESS/AGENDA ITEMS:

Speaker	Topic
Kathy Herrington	<p>Minor changes to Promotion Policy: Revised policy was emailed to faculty. Stokes suggested renaming the Peer Evaluation form and reminding faculty that the form can be used by committee members for evaluation. Herrington will add examples to the directions in the policy portion of the form. Motion to add word “division” after “department” on the peer evaluation form: Motion to accept changes: Goldstein/Buchanan –Motion carried</p>
Kathy Herrington	<p>Herrington reported that Jennifer Kriechbaum will replace Ben Fulton on Exec. Committee and strongly encouraged those who are elected to serve and represent their peers.</p> <p>Goldstein would like to recognize Ben Fulton through a resolution. He will submit the resolution to the Exec committee.</p> <p>Motion to have Mark Goldstein write a resolution recognizing Ben Fulton: Magnifico/Heidi Ryan – motion carries</p>
Kathy Herrington	<p>Revisions to Faculty Assembly bylaws and constitution: 2014 was last update. Herrington worked to update the document, specifically, the duties of the President, Vice President, and Secretary. The VP will be charged with reviewing the faculty handbook and meet with VPAA every spring. Constitution and by-laws should be included in the faculty handbook.</p> <p>Herrington explained that to change bylaws, the assembly needs two readings. This is the first reading. Assembly had no comment.</p> <p>Herrington encouraged the assembly to read the bylaws before next meeting and second reading</p> <p>Motion to approve first reading: Doolin/Kahl – motion carries</p>
Kathy Herrington	<p>Replace Ben Fulton on Assessment Committee: Jan-May to finish term. Need rep from Weirton. Daniel Gomez volunteers</p>
Kathy Herrington	<p>C. Corbin prepared a document summarizing opinions shared at the summit and his expert opinion. Members received the document and responded to Chris and Jeff with comments and individual rec’s. John Lantz adds that the committee met yesterday and heard the bids from the firms being considered.</p> <p>A decision has been made. For phase one we are going with polycom equipment using the existing equipment in the polycom room. Adding additional equipment to that room. Changing</p>

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	<p>the lifesize room to match the polycom room. Also adding additional screens to both rooms and the touchscreen visual whiteboard option.</p> <p>Faculty would like to see an IPV room added to the B&O building</p>
Kathy Herrington	<p>Travel Reimbursement:</p> <p>Cabinet has recommended the college adjust its travel reimbursement rate in January to adhere to the IRS rate. Discussion ensued – IRS rates change every December and we should make an effort to update ours accordingly and automatically every December. Change in January should go to the IRS rates that will be in place as of Jan 2019. K. Herrington will bring this up with Mike Koon.</p> <p>Bonnie Peterman discussed an issue with having Purchase Orders approved by Jeff Sayre, CFO. Students pay program fees in order to purchase a study guide for final test. The program director submits a PO for the study guide. Jeff is refusing to sign the PO because the program director is not receiving 3 bids for the study guides and exams. This is making it very difficult for the program directors to receive the study guides & exams necessary for students.</p> <p>Mark Goldstein suggests taking this issue to Interim President Mike Koon and Peterman acknowledged she will speak with Koon.</p>

VII. COMMITTEE REPORTS

Speaker	Topic
ACF Mark Goldstein	<p>Blue Ribbon Commission report is due Dec. 10. Goldstein reports that it is possible the report will dissolve the HEPC thereby making all colleges in the state branches of WVU. The commission president is WVU President and the Commission VP is president at WVU Tech which is already a branch of WVU. Goldstein does not believe this will happen.</p> <p>The Blue Ribbon Commission has not addresses community colleges, only the HEPC, but that decision will affect the community college system.</p> <p>Encourages faculty to attend Great Teachers Seminar in June at North Bend State Park.</p>
Assessment Charlene Stokes	<p>Charlene Stokes reports: “We’re exhausted.”</p>
BOG	<p>Board development is ongoing, financial fund tracking is happening every month, NM & WE roof bids are in and should start in the spring. Presidential Search Committee needs three reps:</p> <p>Wheeling: Lindsay Warren (after further discussion, this was changed to Kathy Herrington via approval vote from Exec after the meeting) Weirton: Greg Winland New Martinsville: Jennifer Lantz</p> <p>Herrington reminds these reps to solicit info and recommendations and questions from the assembly body.</p>
Budget Development	<p>Herrington sent new members list to committee chairperson, Jeff Sayre. Please be mindful of looking for meeting notices and attending.</p> <p>Committee did not meet in Dec.</p>
Curriculum	<p>Meets next Friday for curriculum changes for next year.</p>

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	Curriculog software training is ongoing.
Danford award	No report.
Distance Ed Rustem Mulyuk	Will meet in January. At last meeting, discussion of proctoring systems. K. Patterson will find out more at online conference mid-November. R. Mulyuck will meet with reps online Jan. 7. Discussion of a “landing page” for online courses. Does J. Loveless want a whole course template created? Decided collectively that a welcome page should be done and include: Start here, instructor information, syllabus, course introduction. Opening Bb classes one week prior to start of 1 st class meeting. Committee wants full faculty response on the proposed date (this was not discussed at the Fac Assembly meeting, but it what the DE committee recommends. If anyone is not in agreement with this, please contact a member of the DE committee and let them know (H. Ryan, J. Kriechbaum, J. Lantz, K. Patterson, P. Stroud, R. Mulyuch, D. Ryan)
Enrollments	No report. Remove P. Roper from committee members list
Faculty Emeritus	No report.
Faculty Promotion	Suggested revisions to the policy have been approved (See minutes under New Business).
Faculty Salary	Kathy Herrington sent new committee list to Sayre. Please be mindful of looking for meeting notices and attending. Meets next Friday at 4 pm. Motion to have committee recommend reinstating the faculty salary schedule where raises are given each year: Charlene Stokes/Jennifer Lantz – Motion carries
FERC	No report.
Financial Aid Joyce Britt	Won't meet until Spring 2019
IT	D. Ryan and D. Hays were the only faculty in attendance at the last meeting. New IP's will be installed on WH 12/18 & 19 after grades are done. This is the same switchover done in NM over the summer for better internet service. May cause problems for up to 48 hours. Computer refresh is planned for 2019 (406E & 418E will receive new computers in the labs. All LRC computers will be replaced. Various employee and student computers will be replaced as well. C. Corbin is leaning more toward HPs as the state is no longer under contract w/ Dell. NM, IT person has been hired and will start soon. We have a new CIO person under contract from OMNI – he is working with C. Corbin and J. Sayre on issues. J. Sayre said we are not outsourcing IT, this is just an advisory relationship until June when we will decide on continuing the contract or not. Network Map is done and is working in NM.
LRC	No report.
Professional Development Mark Goldstein	Peggy Carmichael, CHRO, reported there is no remaining professional development money. Committee hasn't met, but there's a chance that additional funds from the college's reserves can be allocated for professional development
Retention Debbie Fitzgerald	Retention Committee needs a representative from ATC faculty Curt Hippensteel has volunteered to serve until the time of new committee selection in August
Rules	No report.
Safety	First aid kits and trauma bags have been purchased. EC will have a kit by the fitness center and in the faculty lounge (which is now to be kept locked because the kits have medications in

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Bonnie Peterman	<p>them). Code for lock was sent via email to faculty. Chef Chris will have a trauma bag. ATC and ITC will have a kit. Cintas will inventory and restock the kits monthly.</p> <p>B&O kit will be in 1st floor copy room</p> <p>Weirton will have a kit behind a desk in the Student Service Center as will New Martinsville.</p>
Student Appeals Chana Baker	<p>Baker reported on a recent student appeal.</p> <p>Discussion ensued about notifying faculty when a student is suspended or expelled for violent or concerning behavior.</p> <p>Need clarification on what constitutes someone being on the no trespassing list, and whether that is for all students who are expelled or not. B. Peterman will check with Safety committee and C. Baker will check with J. Fike about how this is done and how we decide who to inform.</p>
Textbook Affordability	<p>No report. J. Loveless encourages faculty to investigate Open Educational Resources (OEP) for their courses moving forward.</p>

VII. ACTION ITEMS FOR NEXT MEETING:

Person Responsible	Notes / Responsibilities
Herrington	Will send approved promotion policy changes to J. Loveless and M. Koon for final approval.
Division chairs	J. Loveless wants a faculty recommendation & justification on caps for classes, how to use wait lists (let students on wait list attend the first week and if someone registered doesn't show up, give their spot to a waitlisted person who did show up? Don't do away with wait lists until the 1 st or 2 nd class? Other ideas?)

Adjourn: 3:45 p.m. Motion: Owen/John Lantz

Next Meeting: week of January 7, 2019 when faculty return for Spring semester