

Faculty Assembly – Minutes

Meeting Location: Respective IPV rooms on each campus

Meeting Date: Feb 2, 2018

Meeting Start Time: 2:00 p.m.

Facilitator / President: Kathy Herrington

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, G. Evens, B. Fulton, M. Golstein, C. Harbert, K. Herrington, M. Kahl, C, J. Keyser, J. Kriechbaum, N. Krumpinski, A. Kuca, M. Merz, M. McIntosh, R. Mulyuk, S. Owen, B. Peterman, T. Pitcher, C. Rogerson, P. Roper, D. Ryan, M. Stephens, D. Stoffel, M. Watson
- b. Weirton –R. Canter, F. DeCaria, , H. Ryan, G. Winland
- c. New Martinsville – D. Ferrell , J. Lantz, John, Lantz, S. Ledergerber, C. Stokes

III. Review Minutes [10 min.]

Motion to approve minutes: D. Stoffel/J.Doolin

With Corrections of date 2017 to 2018

IV. GUESTS:

Guest	Topic
Sharma	<p>Assessment timeline moving forward HLC evaluators will be here November -----, Be prepared for questions presented by evaluators. Prior to 2016 documents will be housed in the document center. K. Herrington, where will documents be housed, can we move document center to academic page or a tab on faculty portal?</p> <p>** When faculty is off contract/campus make sure you use “out of office replies” on your email which has information that will direct questions to someone that is on campus; recommend Terri Klepack or Becky Yescenczki. Would also like us to put a message on our voice mail which does the same thing during summer and breaks.</p> <p>Assessment reports for Fall 2017 due February 9, 2018 to Pam and your Division Chair.</p> <p>Pam is meeting with cabinet in the next couple of months and will recommend increase in program directors’ stipend due to increased workload with assessment, catalog, and other responsibilities.</p> <p>Pam asked faculty to come February 14, 2018 for pizza/cupcakes as a faculty thank you in faculty lounge EC building (lunchtime), and will make arrangements to be on satellite campuses for the same celebration.</p>

V. ACTION/AGENDA ITEMS FROM PREVIOUS MEETING (OLD BUSINESS)

Speaker	Topic
K. Herrington	<p>Employee Satisfaction Survey was not done again in Spring of 2017 as it was supposed to have been. After prompting the President, a meeting was held to re-instate in Spring of 2018. It should be coming out soon – PLEASE RESPOND Some changes have been made in clarity of questions.</p>
K. Herrington	<p>Discussion regarding Jill’s response to faculty motions from January. After discussion, the following motions were made which override those made last month:</p> <p><u>Proposal for change in office hours regardless of modality:</u></p>

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	<p>MOTION passes: B. Peterman/M. Watson Faculty will hold five traditional office hours on campus and five flex office hours per week (traditional, by appt, or online) to be determined by advising, meetings, student needs, etc.</p> <p><u>Summer and adjunct contracts:</u></p> <p>MOTION passes: D. Ryan/D. Stoffel Faculty will acquiesce to Jill’s suggestion to respond to emails within 2-3 working/business days and post grades within one week of due dates with exceptions stated clearly and specifically in their syllabus regarding large or major assignments needing more time for grading and posting.</p> <p><u>Adjunct faculty pay rate</u> Jill’s response to the motion made in January is under consideration. She supports increasing the pay but amount can’t be determined until the budget process is complete.</p>
	<p>Discussion of academic calendar for 2019-20. Attendance is low week of Thanksgiving and we recommend going back to students and faculty having the entire week off for Thanksgiving break. Faculty often used this time for preparing for finals and grading final projects or papers, and now that finals week is flexible, we don’t need those extra two days of class that week.</p> <p>MOTION passes: F. Decaria/M. Goldstein Adjust 2019/2020 Academic calendar accordingly so as to not require faculty or students to be on campus Thanksgiving week.</p>
Distance Ed D. Ryan	<p><u>Online course load</u> After discussion, it was determined that we table this until we can further examine impact on FT faculty ownership and choice about teaching online courses, and how it would interface w/ Online course procedure & Intellectual property policies. K. Herrington and D. Ryan will research and bring back a recommendation next month.</p> <p>Jill Loveless spoke with D. Ryan regarding bringing current courses up to and creating new online programs to meet national (or QM) standards.</p>

VI. NEW ACTION/AGENDA ITEMS (NEW BUSINESS):

Speaker	Topic
K. Herrington	Lecture/Lab hours. Jill is still gathering data and waiting for specific recommendations from faculty about lecture:lab ratio and whether we can get it to be more standardized (some 2:1, 3:1, 4:1, 6:1, 8:1, etc.)
K. Herrington	<p>Graduation lineup – reported to Jill that faculty didn’t line up as usual (by rank, years of service, and alphabetical) and asked how we would like to do it.</p> <p>MOTION passes: D.Ryan/M. Watson Continue with long-standing process of lining up by Rank and years of service, alphabetically.</p>

VII. COMMITTEE REPORTS (IF IT IS LEFT BLANK, COMMITTEE DIDN’T MEET OR NO REPORT)

Speaker	Topic
ACF	Four and Two year college presidents are in favor of tuition free community colleges. Also proposed is a 1% salary increase for public employees, but increases in PEIA premiums will offset raises. No budget cuts are foreseen.
M. Goldstein	<p>D. Ryan – there is a march tomorrow on WVU campus in protest of this.</p> <p>M. Goldstein – pamphlet for ACF was printed at WVNCC – they did a very nice job.</p>

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	F. Decaria – Qu: Are these increases for K-12 teachers only? M. Goldstein - 1% pay raise for all public employees. F. Decaria – PEIA fees \$830 increase? Mark said he has not heard that.
Assessment	Kathy read P. Sharma’s proposed timeline MOTION passes: B. Peterman/B. Fulton Faculty support Dr. Sharma’s timeline for assessment moving forward.
BOG	D. Stoffel – timeline on presidential evaluation. No other report
Budget Development	Jeff said budget committee approved a \$659,000 capital spending but the notes say \$545, 000, difference of \$114,000, slated for “area improvements”? Budget committee members are curious what was reported to the BOG and feel there are discrepancies between what they are told and what President’s council, BOG, and Cabinet are told. There are examples of lack of trust/transparency. Some are concerned with ethical issues, and the fact that this committee functions more like an advisory board, making recommendations to Jeff that he can follow or not, but not voting to approve, although the BOG is informed that the “Budget Committee” approves things.
Faculty Promotion	Nothing to report. They will review promotion packets next month on candidates.
Financial Aid	Nothing to report
Gen Ed	This committee has been combined with Assessment and so should be taken off the list
Faculty Welfare	Did not meet – only meets if needed
IT	Bids are being reviewed to improve internet service in NM
LRC	No report.
Professional Development	No report. They meet via email as needed to approve PD requests
Rules	K. Herrington – Sarah Tucker’s office replied to our HR concerns that they feel it works just fine the way its proposed and does not pose a conflict of interests. Although she did say that there is nothing in the rule that prevents the institution from having its own “Personnel/Compensation Committee”
Safety	Discussion of Elevator incident from last week. Reportedly, a staff member was stuck in the elevator, which had a phone that doesn’t work and has not worked for some time. Although C. Corbin did his part to re-wire it, the elevator company has not sent anyone to replace the phone and we have not made it happen. P. Marker (Director of Facilities) reportedly didn’t know where the elevator room was, or how to use the key to open the door. A staff member called the fire department to get the person out.
Student Appeals	Currently meeting about an appeal
Retention	J. Britt – Notes were attached to faculty email with agenda and minutes– be sure to read it if you have not yet. Use codes on academic alerts.

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	<p>Asked if we would like Course Evals to be added as a link in Bb? Consensus was no, because student will then need separate log in for access. It needs to stay as a single sign on button on student portal. Need to think of other ways to increase participation.</p> <p>Joyce cannot be at next meeting because of class, can another faculty member please attend. DFW needs to be discussed. Is a "D" passing or not? If yes, it shouldn't be counted against faculty. Second issue, W's in first week (no shows) count in our denominator on evaluations and incompletes are counted as failures because data is taken before the student finishes. However, if we don't withdraw, we may be helping students get financial aid when they aren't really committed to being students. This is a Catch-22 for faculty that needs to be resolved. S. Owen – said we need to define 'basic mastery of skills' on mcg's. Is a C or better sufficient?</p>
Textbook Affordability	No report
Danford award	Only meets once in the spring or fall to vote on award. Will not meet again until next year.
Curriculum	There will be a new form that will allow for minor changes to not have to go through curriculum but major changes that effect catalog will still need to go through curriculum for approval.
Distance Ed	See above
Enrollments Management	Please support the open house!! If you would like to have items with logo for distribution or advertisement of college – please ask! How are we still enrolling students? Late start classes start throughout the semester
Faculty Emeritus	Done meeting for this year
FERC	Did not meet. Need to meet next year to review and revise new procedure and make sure it works with Merit and Promotion

VII. ACTION ITEMS FOR NEXT MEETING:

Person Responsible	Notes / Responsibilities
K Herrington	Meet w/ Jill about faculty motions. Meet w/ Jeff Sayre about budget, safety, & facilities issues. Notify P. Sharma about faculty support of assessment timeline. Discuss increase in PD stipend with Jill.

Next Meeting date: 3/2/2018- Meeting start time: Exec 1:00; Full assembly 2:00 p.m. IPV rooms, 3 campuses

Adjournment: D. Stoffel/A. Beatty