

Meeting Location: Auditorium or ZOOM <https://wvncc.zoom.us/j/89256369723>
Meeting Date: April 7, 2023
Meeting Start Time: 2:00 PM
Facilitator/President: Said Leghlid

Guests: Dr. Angela Hawk, Tessa Weisenborn

- I. **Call to Order** – Robert’s Rule of Order: 2:03 PM Said Leghlid
- II. **Attendance** – Attendance will be included at the end of document

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

Speaker	Topic
Angela Hawk	Assessment Update Angela shared a PowerPoint providing assessment updates.
Tessa Weisenborn	Academic Alerts Update Tessa shared that utilizing the early alerts system will help student success coaches. Tessa shared a PowerPoint provided information regarding the alert system. Tessa stated that if anyone had questions regarding the Title III grant to reach out to her directly. Heather asked that it be looked into for drop for no-show rather than AW resulting in a W for our students impacting our completion rate. Tessa will meet with Janet and Kelly.
Lyndsie Scott-Guzek	Advising Initiative Update Lyndsie reported that she met with Lisa Soly and asked several questions about the advising initiative, however, with the recent change of PINs it no longer applies. Lisa and Tami have reached out to WVNET to either update the Navigator adviser list, and if it cannot be updated, they have asked for this to be removed entirely from Navigator. Lisa reported to Lyndsie that each student has a personalized advisor listing within their portal that includes the advisor email as well as contacts for advising college wide.
Jennifer Lantz	FERC Update Lyndsie Scott Guzek provided recommendations and further discussion from FERC 3/31 minutes. Joyce recommends that we have this transparency in terms of merit and have the business office be able to say the amount of merit. Lyndsie stated that this information was provided by HR last year. That may change if the document gets moved to Academic Affairs.

	Chana suggested that we ask Human Resources for a break down to be provided at all-college day. John Lantz – could you please look into the merit concern of adding it as a separate budget item. Previously this was discussed with Dr. Mosser but was asked to hold off until Align HR came.
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IV. NEW BUSINESS/AGENDA ITEMS:

Speaker	Topic
Said Leghlid	Welcome New Executive Members and Officers New Members include: John Lantz, Tami Pitcher, Chana Baker, Chris Kefauver, Vikram Tugali, Jennifer Kriechbaum. Said also shared the conversation regarding the by-laws for faculty exec. Faculty are asked to vote prior to the next exec meeting on the first Friday of May. Kathy shared what the potential changes are: Changing officer terms to one-year instead of two-years with the possibility of re-election of two years consecutive terms. Daniel shared that we are also changing the name of “President Elect” to “Vice President” which will not be required to take Presidency. Said shared the officers: Chana Baker – President of Faculty Lyndsie Scott-Guzek – Vice President of Faculty Jennifer Kriechbaum – Secretary

Other:

Heidi Ryan	Heidi suggested a revision be made to March minutes to clarify the “we” in faculty awards. Said stated that it was an individual initiative. Minutes will be amended and re-sent by Lyndsie.
Chana Baker	ACF and BOG Nominations & Elections BOG Representative: Bonnie nominated Chris Kefauver as BOG Representative, Kathy Herrington seconded. Hollie Buchanan moved for closed, Heidi Ryan seconded. All in favor. ACF Representative: Floor is open for nominations. All in favor of Kathy Herrington remaining ACF Representative.
Jeremy Doolin	Jeremy provided an update from Distance Ed Committee Course close dates are extended by one week at the end of the semester. This extension will provide the students the ability to see their feedback from finals. If a student submits something past the deadlines, you do not have to acknowledge it. This is being done simply to allow students to We are looking at Honor Lock, which would be a replacement for Respondus. Chris Corbin has looked at it and believes that there will be no issue.

	There are changes being made to Brightspace. If you have an existing course that is copied, you will not have these changes. Changes are made: 1. The course overview will be the “Welcome to this class” page 2. Course Welcome is being called course map 3. The “How to succeed in this course” has been revised and has been changed from a Word document to a Brightspace item. 4. D.E. are working on facilitation notes (optional for faculty to use) to give advice on how to teach the course. This is a good tool for Adjuncts to see when teaching a course, they have never taught before. Another note, turn it in now has an AI checker for Chat GPT.
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VII. COMMITTEE REPORTS

Committee Contact	Topic
ACF Kathy Herrington	NO Report
Academic Appeals Chana Baker	NO Report
Academic Judicial Board	NO Report
Anniversary Adhoc Delilah Ryan	NO Report
Assessment Darcy Ferrell & Jennifer Lantz	Reports attached to email.

BOG Chris Kefauver	BOG Report Mar 2023 - President's report – missed first part because of class - Presidents visits - Brooke county culinary & aquaponics - JDR - Weirton Development - District consortium - Meets w/all high schools in service area - WVU medical - Commencement 5/12 @ 7 pm - Action item - Academic program reviews - All passed, see me for specifics - New Programs - Chem Operator - LPN - MLT - All approved - Tuition 2 % increase – passed - Financial current fund tracking - Project updates – see me for more details - Fund tracker – see me for more details - Saw overview of budget, full comes to BOG in April - Exec session - Presidents review
Budget Development Bonnie Peterman	NO Report
CIC ?	NO Report
Curriculum Kathy Herrington	NO Report
Danford award Missy Stephens	NO Report
Distance Ed Jeremy Doolin	NO Report
Diversity, Equity, and Inclusion (DEI) Brandy Killeen	NO Report
Enrollments MaryJean McIntosh	NO Report
FERC Jennifer Lantz	NO Report
Faculty Emeritus Hollie Buchanan	NO Report

Faculty Promotion Kathy Herrington	NO Report
Faculty Salary John Lantz	NO Report
Faculty Welfare/Advocacy Kathy Herrington	NO Report
IT: Dave Hays	NO Report
LRC Crystal Harbert	NO Report
Mental Health RJ Canter	NO Report
Open House Crystal Harbert	NO Report
Professional Development Curt Hippensteel	NO Report
Representative for External Delilah Ryan	NO Report
Retention Dr. O	NO Report
Rules Delilah Ryan	NO Report
Safety Bonnie Peterman	NO Report
Scholarship Delilah Ryan	Committee does not meet until late Spring
Student Appeals Chana Baker	NO Report
Student Showcase Symposium Heather Kalb	
Textbook Affordability/OER Daniel Gomez	NO Report

Next meeting: May 5th 1:00 PM

Faculty Executive committee

Full Faculty Assembly:

Location: Auditorium & Zoom

Motion for Adjournment: 3:35 Kathy Herrington, Heidi Ryan

Attendance: Hollie Buchanan, Joyce Britt, Jennifer Kriechbaum, Chana Baker, Heather Kalb, Dr. O, Jeremy Doolin, Lyndsie Scott Guzek, Said Leghlid

Virtually: G. Winland, H Ryan, D Ferrell, D Kleeh, T Pitcher, S Parnell, M Stephens, M Kahl, L Aaron, K Herrington, J Reho, V Tugali, D Stofell, S Cunningham, D Lawson, R Canter, J Keyser, B Sole, C Harbert