

Faculty Assembly Minutes

Friday, April 10, 2015

Attendance:

A. Anderson (IPV), A. Beatty, R. Berry, J. Britt, D. Cable (IPV), J. Doolin, D. Ferrell (IPV), D. Fitzgerald, B. Fulton, M. Goldstein (IPV), M. Grubor, D. Hans, C. Harbert, K. Herrington, M. Kahl, C. Kefauver, J. Keyser, A. Kuca, M. Marlin, M. Merz, S. Owen, B. Peterman, J. Reho (IPV), C. Rogerson, P. Roper, D. Ryan, P. Sharma, M. Stephens, D. Stoffel, M. Taylor, J. Tyburski, J.A. VanFossan (IPV), M. Watson, J. Wilhelm-Marth (IPV), G. Winland (IPV), M. Wycherley

Guests:

Carry DeAtley

Meeting was called to order by Jeremy Doolin at 1341 in room 408 EC and via IPV to New Martinsville & Weirton Campuses.

Kathy Herrington announced those newly elected to Executive Committee, those whose terms have ended as of March 31, 2015, as well as the new President (Jeremy Doolin), VP/President Elect (Scott Owen), and Secretary (Jody Tyburski)...

- **Continuing members whose terms expire March of 2016:** Crystal Harbert, Kathy Herrington, Mary Marlin, Dave Stoffel, Charleen Stokes, Meredith Wycherley
- **Newly elected members whose will serve from March of 2015 through March of 2017:** Joyce Britt, Jeremy Doolin, Darcey Ferrell, Pam Sharma, Jody Tyburski, Scott Owen, Adam Anderson
- **Faculty whose terms expired on March 31, 2015 who are released from service on Exec for next year:** Jeanne Ann VanFossan; Frank DeCaria, Misty Kahl, Bonnie Peterman, Charles Rogerson, Greg Winland

Carry DeAtley, VPAA (via IPV from Weirton Campus):

- Discussed about Kim Locy going out into the high schools teaching the Orientation "College 101" as well as coordinating all EDGE activities. A handout was given to all faculties in attendance at today's meeting to give feedback on the handout in designated area regarding ideas on retention and recruitment for programs. Please submit ideas at any time to Kim Locy or anyone on the retention committee.
- Enrollment Management: how to increase and increase processes in what we are doing. Working with Christy (CJ) Farnsworth, Pamela Woods, and Shelly DeLuca in getting rid of Grades First and using only Banner System for early alerts... will generate emails out to students in hopes to increase retention. Speaking with registrar's office at current time... still in the works. Shelly is doing some testing, possibly this Summer 2015 session, to assess its functionality. Planning on fully implementing in the Fall 2015.
- Military Student Withdrawal Procedures: bringing up discussion due to going in the College Catalogue. Currently states:
 - If student is called to duty, if 75% or more completed, they can get full credit or withdraw from the course without academic penalty and receive no credit for the course pursued.
 - If less than 75% of the course is completed, the student will have two options.
 - The student may choose to receive an "incomplete" grade for the course and with written verification of concurrence of the instructor or department chair, complete the course within one year of release from military duty. Institutional timelines for completing the coursework and removing the "incomplete" grade shall be published. If instructor is no longer there, another faculty will be put in place to support completion.
 - The student may also choose to withdraw from the course without academic penalty and

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receive no credit for the course pursued but receive a proportional refund of tuition and fees and room and board for term, as permitted within adherence to financial aid regulations.

*The student will have to present official military work to show completion of duties in service. Crystal asked "does year start from time called to duty or time completed duty?" The MILITARY STUDENT WITHDRAWAL PROCEDURE states that the year starts from the release of duty date.

Carry DeAtley states "it has a good intent, but need to look at the reality..." She is willing to address our concerns. Scott asks "how many people have been impacted by this???"

Carry DeAtley thanked Kathy Harrington for her time as Faculty Senate & Assembly President and welcomed her being able to work with Jeremy Doolin as oncoming President.

- Follow-up on discussion from advising/division meetings: Stated it was a very positive and good exercise... a lot more faculty have sign-up sheets on their doors for advising (great positive impact)!

Approval of minutes from February 6th, 2015

Motion made to approve...

1. David Stoffel
2. Pat Roper

Kathy Harrington:

Discussed travel policy update... you may reduce your office hours at a ratio of 2:1, meaning for every 2 hours of travel time you spend going from campus to campus, you may have 1 hour deduction in office hours (must coordinate with your division chair).

Marion Grubor:

Make certain office hours are detailed on your Outlook Calendars... She wants to tell all faculties how "blown out of the water" she is for the amount of faculty that have signed-up to be on campuses for Open House tomorrow on April 11, 2015 from 1000-1400.

Committee Reports:

Advisory Council of Faculty (ACF) - need to elect a representative for another term... next meeting is Thursday (4/16/2015)... will be discussion how Northern is dealing with budget and decrease in student retention. Motion made from Darcey Ferrell for Mark Goldstein to continue next term as Northern's Representative for the ACF... Mark agreed... Scott Owen 1st and Jody Tyburski 2nd on the motion.

Assessment Committee - did not meet in March 2015... next meeting to be last Friday in April or May 1st. All course and program reviews have been peer reviewed and submitted to VPAA (Carry DeAtley). 4-HIT proposals returned for tweaking, will be approved and submitted to VPAA upon return to Assessment Chair.

BOG - send anything you would like to Jeremy Doolin in regards to what you are doing for students, anything special that he can present to the BOG's meeting. Frank DeCaria's term with BOG is ending, so we need a new representative for Northern... (Dave Stoffel volunteered and Chris Kefauver volunteered to be the alternate). Seconded by Chris Kefauver... All in favor!

Budget - pull over from Executive minutes (the details)... if you got Merit in 2012, you will get money... for 2013, you will get in 2016... For 2014, you will get in 2017. Main topic of discussion regarding budget was the meeting which was held between Budget Committee, Linda Shelek, and President Riley. Motioned to increase the base salaries by \$2,000, President Riley denied stating that could not be done.

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President Riley would consider raising the base salaries for those who would be newly hired in near future (but not for anyone who is currently employed); Linda Shelek stated if that was done she would lose most, if not the rest of her faculty. A new motion was made that nursing faculties would receive a \$2,000 base increase starting the Fall 2015 session, while all other institutional faculties receive a \$500 base increase for the next four years until they reach their \$2,000 base increase. This motion is what was brought to the assembly today. Discussion was held regarding the biggest problem nursing is currently facing, is the potential of not having a Fall 2015 nursing program start due to the decrease in our faculty. After the Spring 2015 session ends, we will have only one full-time faculty with a possibility of two adjunct faculties. If we do not have a Fall 2015 start in nursing, our numbers will go from about 106 Nursing Students to 74 or less. Marion Grubor is asking what other associate program faculties are making in the area. Mark Goldstein broke down the numbers of exactly how much faculty receiving the \$2,000 increase now would be in comparison to those receiving the \$500 increments over the next four years... some did state that we as a faculty need to accept the change, based on the fact that the college as a whole is going to hurt by losing students. Mark Goldstein thinks the nursing program is the star on Weirton's Campus... Kathy Herrington states that it may not be fair, but other programs are not potentially going to put the college in a crisis by have to close the doors as the potential of losing nursing students would. Kathy restated the increases... decided that voting by secret ballot would be best choice. Pam Sharma made a motion to increase base salary of all nursing faculty and new oncoming faculty by \$2,000 now, and all faculties to receive a \$500 increase each year for the next four years to get to the \$2,000 increase (seconded by Scott Owen). Mark Goldstein stated he did not realize that ALL Nursing Faculty would be getting the \$2,000 increase and is only okay with new oncoming faculty to receive the increase. Scott Owen retracted his second on Pam Sharma's initial motion. Kathy motioned that the base salary be increased by \$2,000 for new nursing faculty and for all full-time nursing faculty who have been here 5 years or less... and the \$2,000 increase divided over four years of \$500/year to make up the difference for all other faculty (seconded by Mark Goldstein). "Faculty Assembly moves that the base salary be increased by \$2,000 for new nursing faculty and for all full-time nursing faculty who have been here 5 years or less effective for the 2015-16 contract period ... and a \$2,000 increase for all other full-time faculty be divided over the next four years at \$500 each year to make up the difference for all other faculty. Voting by secret ballot took place, resulting in the following numbers: 24 yes, 12 no, 1 abstained". Overall, faculties sponsored the motion and it will be turned over to President Riley with final decision to be made before contracts come out for the Fall 2015 session start.

Curriculum - no report to give... late proposals were forwarded from Kathy Herrington to Curriculum Committee members.

Distance Education - approved guidelines for those who can teach online courses, as well as to create/merge online courses. Created guidelines to creating online program... will send out forms for faculty to review.

Enrollment Management - last meeting cancelled, meeting next week.

Gen Ed - did not meet... general education goals to be turned in Ben Fulton or Carry DeAtley.

IT - "Nada"

LRC - no funds to staff full-time people in the LRC... full-time position has not been filled... work-study has not been showing up... worries about hours and ability to keep it opened. LRC is important to students. Library week is next week (cookie day next Tuesday)... send in "Why go to the Library"

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Professional Development - everyone is still entitled up to \$2,000/year. \$60,000 from general funds and \$60,000 from Perkins Funds. \$1,000 able to be used for college credit if employed at least 6 months. All requests are handled real time... as soon as it hits Peggy's desk, it is forwarded on and it must be submitted within 3 days. Bonnie Peterman has been waiting a month for approval... she is resending her information.

Promotion - we completed our duties and made recommendations to the VP. Peggy Carmichael was told to inform them when they dropped below 20% of tenured faculty. Kathy stated that Faculty promotion policies need to be revisited and worked on.

Rules - no report

Safety - cameras now installed in all elevators... 4/29/2015 at about 1000, there will be a required shelter-in-place drill. Further information will be sent out closer to that time. Rita Berry asked, "If an incident occurs, who reviews the tapes?" Chris Kefauver stated "contact officer on duty... at that time... they have the ability to review the footage... dealt with as aggressively as possible... if police need called in, they will be brought in."

Retention – no report

Financial Aid/Scholarship - Marion "we gave a lot of scholarships out".

Executive Committee – Discussed the drop date for "part-of-term courses" ... currently any class "part-of-term" is allowed to be dropped up to the 60% completion. Discussed that it should not drop earlier, should drop with everyone else (full-term class). Discussed our current and possibly changing division structure (we discussed if it would be best to have Division Chairs or an Academic Dean. With Ralph Lucki leaving at the end of the Spring 2015 session and Marion Grubor Chairing the Business & Technology as well as the Liberal Arts Division which Developmental Education is being merged into [only for division chairing, Developmental Education will still have its own Program Director], we need to make a decision about what we feel is best). Surveying the pros and cons of both, Division Chairs and Academic Dean, the Executive Committee likes the Division Chair Structure. The Division Chair structure would work best as they tend to know their divisions and faculty, as well as understand their curriculums to best represent the needs of each individual program. Currently Division Chairs receive an \$8,000 stipend and a 6 credit hour release time. Discussed if the \$8,000 stipend was decreased, we are seeking a rationale as to why the stipend is being decreased. In answering the question of what other colleges are doing, they do not seem to receive a stipend, so are changes being made based upon those findings? Not an incentive to keep up with current Division Chair structure in "giving less". Rita states that if they do away with Division Chairs, the VP hired in will probably be making more money than what they will be paying the Division Chairs. Marian responded that it seems like it is only going to affect her mainly as she is Chairing over 30 faculty (technically covering three divisions)... they are wanting to take away \$2,000 of what she is making. If Marion shared that if she says no to losing the \$2,000 decrease, she may lose the entire \$8,000. Joyce says her concern is when you start to draw back on the dollar amount... looking at non-faculty (administration), are they being asked to give up any funds? Crystal Harbert asks if we can make a motion, "Do we want division chairs or a dean?" Crystal made a motion: "we in our college structure maintain three college chairs (BUS/CIT/TECH, DEV ED/LIB ARTS, and Health Sciences), being compensated the \$8,000 per division being chaired"... Scott Owen seconded. Clarified

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that Developmental Education will go under Liberal Arts, but Developmental Education will still have their own Program Director. Kathy clarified motion and all approved.

New Committee Assignments starting Fall 2015:

Academic Appeals Committee	Misty Kahl John Reho Mary Merz Arlene Kuca Maresa Taylor	Jessica Marth Mary Marlin Scott Owen Missy Stephens Jill Keyser
Academic Judicial Board	Members: Claire Blatt Frank DeCaria Mark Glass	Alternates: John Reho Mark Goldstein Sara Hupp
Assessment Committee	Charleen Stokes Ben Fulton Jody Tyburski (chair)	Darcy Ferrell Delilah Ryan Meredith Wycherley
Board of Governors	Dave Stoffel (Chris Kefauver as Alternate)	
Budget Development Committee	Adam Anderson Chris Kefauver Pam Sharma	Mark Goldstein Pat Roper Linda Shelek
Curriculum Committee	Kathy Herrington (chair) Misty Kahl Mary Ann Merz Jody Tyburski Scott Owen	Mary Marlin Lori Nelson Michelle Watson Korene Silvestri Greg Winland Adam Beatty
Distance Education Committee	Pam Sharma (chair) Jennifer Kriechbaum Dave Stoffel Delilah Ryan	Don Poffenberger Korene Silvestri Maresa Taylor
Enrollments Management Council	Marian Grubor Michelle Watson	Dawn Cable
Faculty Assembly	Jeremy Doolin (President) Scott Owen (Vice-President / President-Elect) Jody Tyburski (Secretary) Mark Goldstein (Faculty Representative to the State Advisory Council of Faculty)	
Faculty Assembly Executive Committee	Terms to expire March 31, 2017 Adam Anderson Joyce Britt Darcey Ferrell Jeremy Doolin (President, 2015-16) Scott Owen (VP, President-elect, 2015-16) Jody Tyburski (Secretary, 2015-16) Pam Sharma	

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Faculty Assembly Executive Committee (cont.)	Terms to expire March 31, 2016 Crystal Harbert Kathy Herrington Mary Marlin David Stoffel Charleen Stokes Meredith Wycherley
Faculty Emeritus Status Ad Hoc Committee	Rita Berry Jeanne Ann VanFossan Crystal Harbert Scott Owen Greg Winland
Faculty Evaluation Committee	Kathy Herrington (chair) Debra Fitzgerald Pam Sharma Melissa Stephens Dave Stoffel
Faculty Merit Policy Review Committee	Chris Kefauver (chair) Jeremy Doolin Jessica Marth Lori Nelson Pam Sharma Melissa Stephens Meredith Wycherley
Faculty Promotion Committee	Darcy Ferrell (Assistant) Mark Goldstein (Professor) Marian Grubor (Professor) Donna Hans (Professor) Kathy Herrington (Professor) Chris Kefauver (Associate) Arlene Kuca (Professor) John Reho (Assistant) Charles Rogerson (Professor) Charleen Stokes (Associate)
Financial Aid Committee	Joyce Britt Delilah Ryan Korene Silvestri Jeanne Ann VanFossan
General Education Committee	Adam Beatty Ben Fulton Crystal Harbert Jennifer Lantz Jody Tyburski Greg Winland
Faculty Welfare/Advocacy	Darcey Ferrell

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	Jessica Marth Bonnie Peterman Maresa Taylor (chair)	
Institutional Technologies Committee	Adam Anderson Adam Beatty Jennifer Kriechbaum Jody Tyburski	
Library / LRC	Debra Fitzgerald Donna Hans Kathy Herrington Mary Ann Merz John Reho	
Professional Development Committee	Mark Goldstein Jill Keyser Alternate: Crystal Harbert	
Rules Committee	Frank DeCaria Charleen Stokes Alternate: Delilah Ryan	
Safety Committee	Darcy Ferrell Debbie Fitzgerald Chris Kefauver Bonnie Peterman	
Student Appeals Committee for Non-Academic Matters	<u>Members</u> Claire Blatt Frank DeCaria Donna Hans	<u>Alternates</u> Darcy Ferrell Jessica Marth Michelle Watson
Representatives for External Committees	FACDIS: Frank DeCaria and Delilah Ryan	
Retention Committee	Joyce Britt Dawn Cable Pat Roper	
Textbook Affordability	Mark Goldstein Michelle Watson Charlie Rogerson Charleen Stokes Jody Tyburski	

Motion to Adjourn at 1556:

1. Dave Stoffel
 2. Bonnie Peterman
- ALL APPROVED!

Much Sincerity,
Jody E. Tyburski, MSN, RN
Executive/Faculty Assembly Secretary