

Faculty Assembly – Minutes

Meeting Location: IPV rooms

Meeting Date: Feb 8, 2019

Meeting Start Time: Exec, 2:00, **Full assembly, 2:30 p.m.**

Facilitator / President: Kathy Herrington

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

II. Attendance:

- a. Wheeling –
- b. Weirton –
- c. New Martinsville –

III. Review Minutes [10 min.]

Motion to approve minutes: Stoffel/Roper Motion carries

IV. GUESTS:

Guest	Topic
M Koon	<p>Parking lots: spot marking in former ECS property is under way. Lots should be open for temporary use soon. Fencing and gravel is planned.</p> <p>ATC lot: County has accepted responsibility for the sinkhole and repairs. County will begin working on repairs.</p> <p>City of Wheeling streetscape project will change enter and exit for the lot a bit as repairs are made.</p> <p>Professional development: money has been received – about \$25,000 - from other funds in the college, as well as Perkins funds.</p> <p>Travel rates: decided annually by the IRS. Trying to match IRS rates, but those rates change. At beginning of each semester, IRS rates will be examined and changed appropriately.</p> <p>HLC: Thanked faculty for efforts. Reminds to keep working at assessment and stay focused.</p> <p>Legislation: Senate Bill 1 in committee (tuition for select programs); Nothing happening right now with Blue Ribbon Commission, but it has not been enrolled or received sponsors yet. Commission has not made a recommendation as of yet. Draft bill doesn’t include advisory council of staff, faculty and students.</p> <p>Campus Concealed Carry Bill- rumor is it will pass, but politics is getting in the way</p> <p>Common Course Numbering- being investigated from “central office.” Will form committees to work in summer. Looking at common course numbering in community colleges based on course numbers at WVU. Purpose is supposed to facilitate transferability.</p> <p>Employee Satisfaction Survey: will use survey from ModernThink. In order to data gather and provide information to new president. Will allow us to benchmark ourselves with other colleges. Koon encourages all to respond in order to gather information.</p> <p>Scott Owen: new Interim Dean appointed. Permanent position is still being sought. Why the urgency to appoint a temp dean?</p> <p>Koon: want to do a good, thorough search and a good search can’t be rushed, so it likely will be the end of the semester before hiring a permanent person, but there are issues that need</p>

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	<p>attention right now (Early Entrance, individual campus issues) and that is why an interim dean has been appointed.</p> <p>Have purchased Zoom in order to attend meetings remotely. Connected through President’s Board Room. Available for use for committee meetings etc. College has multiple licenses.</p>
J Loveless	<p>Be thinking about March 29-Professional Development Day. Will have plenary speaker and breakout sessions. Please consider presenting/hosting a breakout session. Send her ideas. Need approximately 24 presenters.</p> <p>Dr. Loveless is still waiting for a copy of the AW letter so she can examine the wording. Herrington: the letter still says it and it needs changed.</p> <p>Change in wording for faculty appointment letters: met with Peggy. Discuss: can a letter of intent be sent out in April? Respond to the letter of intent. Then an appointment letter will be mailed after the state budget is approved. Loveless wants a 30-day response time for the appointment letters, especially after the letter of intent has been signed.</p> <p>Written notification of overloads: Dr. Loveless will work with Program Directors and Division Chairs to draft an overload policy to get an official policy.</p>
P Sharma	<p>Today (Feb. 8- second Friday in February) is due date for assessment reports. Only 10 are in. 39 are expected.</p> <p>Assessment Committee is short on members, so please provide clear reports.</p> <p>Program Cycle has been devised. The cycle is being made for all programs. Doc will be available in Faculty Document Center.</p> <p>HLC: identifying programs and courses to be assessed and changed according to HLC suggestions/reports.</p> <p>Yearly program reviews will continue. Due Feb 28. Received 5 proposals so far. The two-page proposal – focusing on enrollment and student success – is due.</p> <p>Preassessment forms will be coming due in April. Deadline info is in Institutional Plan in Doc Center.</p> <p>Student satisfaction survey data has been analyzed and will be put in fac doc center. Positive feedback.</p> <p>For data requests, put in an OZ ticket.</p> <p>Herrington: revisions to FERC and “D” letter grades being held against faculty and AW for students who never showed up. IR should be aware that these changes may affect the student success and retention report.</p>

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

Speaker	Topic
K Herrington	<p>Congratulated Heidi Ryan and Stephanie A. on the healthy births of their children.</p> <p>Not allowing late registration beginning Spring 2020? Read article sent by Jill on late registration data.</p>

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	<p>Dave Stoffel: the addition of late start classes will help the success and retention if we change the late registration policy.</p> <p>Missy Stephens: What will we do about the alternate to the Radiography Program?</p> <p>Division Chairs should poll their faculty to see what they want to do about late registration and class capacities.</p> <p>Ryan: registration numbers/cap numbers are processed differently especially with Big Blue Button classes. She had a NM class with a cap of 1</p> <p>Buchanan: What’s the difference between enrolling and registering? Will we allow switching class and sections?</p> <p>2nd reading to approve changes in the Faculty assembly by-laws and constitution: Motion to approve revised bylaws/constitution: Missy Stephens/ Michele Watson motion carries</p>

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

Speaker	Topic
K Herrington	<ul style="list-style-type: none"> • Need replacements for D. Ryan on the following committees: DE, IT, Assessment, Budget: Jeremy Doolin will be chair of DE; Darcey Ferrell will chair Assessment; • Assessment still needs one member: Heather Kolb will join assessment. Dave Stoffel will join, too; Budget needs an alternate: tabled until Aug elections • FERC revisions: last revision 2016; not count “d” grade as failing as well as students who AW in 2nd week; students who audit or receive a “K” are not considered successful. Incomplete grades count as not passing as well –even if reassigned a grade. Herrington will seek clarification • Herrington will request IR to condense the course evaluations • Accomplishment report should include assessment projects • Under service should discuss committees and how you contribute • Aligning merit with FERC- still a work in progress • Jill says no more preapprovals- please choose activities that are relevant to your discipline • Verification of activities is still a work in progress but most likely will be travel forms/settlement form/professional development request/summary of activities/copy of name badge • Looking to expand 3 point scale to 5 point scale for merit grading- still a work in progress • Removing some of the initialing pages- will only be 2 areas to sign • DC to share info from classroom observation in 2 weeks • Align timeline better between ferc and promotion • BOG funds rule and ferc do not align- recommending to a 90/10 split • Removal of “if funds are available” • Plan to change raise rule and no longer deny raises based on scores on ferc • Elections for new Executive Committee will be coming – please vote and return your ballots to Chana within a week. New officers take over in March for a 2 year term. • New officers preside over April meeting. <p>Promotion doc was approved in November. Jill requests three corrections. Have faculty meet with dc in sep and intent to apply in oct. Portfolio due before fourth Friday in feb.</p>

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	Michele Watson: accreditation is coming in 2 weeks. Thanks for help from those who are working/have worked with her.
Dave Stoffel	<p>Advising Task Force ad hoc committee: Looking at different advising models. One idea is meta-advisors. People who would be paid to be advise and advise for meta majors and specifically in their program. Meta-advisor would be theirs until they get a faculty advisor.</p> <p>Allowing faculty to use other skills rather than advise, too</p> <p>Also discussed an advising day during class rather than content teach</p> <p>Herrington requests that a survey be made to solicit info from faculty- Daniel Gomez has a survey already and he will email it out this week.</p> <p>Britt asks faculty to please respond to the survey.</p>

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

Speaker	Topic
ACF	<p>Mark Goldstein in Charleston: Herrington reports on the potential dissolving of HEPC and CTCS. Goldstein asks for faculty assembly to pass a resolution to voice opposition. Motion: Misty Kahl/Pat Roper motion carries</p> <p>Concealed Carry Bill: Goldstein asks for resolution to oppose the bill Motion: Daniel Gomez/Hollie Buchanan 6 opposed Motion carries</p>
Assessment	
BOG	<p>Bran Altmeyer's term as president is over, but the Governor has not appointed anyone. We already have 2 vacancies that need filled. There are concerns of Bran violating the code of ethics. Where do we go from here?</p> <p>Stoffel suggests asking for a board rule that requires someone whose term is over to resign. Also need to look into replacing the empty seats. Can Mike Koon interim appoint people to the board?</p> <p>Should fac ass send a resolution to Koon asking that effective immediately, those whose terms are up should be relieved of their duties? Buchanan suggests splitting the two into separate resolutions. Motion to send resolution: Scott Owen/Pat Roper</p>
Budget Development	Dave Stoffel: Fac salary committee met and looking at different formulas to know what raises will be next year. Still a work in progress, but getting closer to what it needs to be.
Faculty Promotion	
Financial Aid	
Faculty Welfare	
IT	
LRC	

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Professional Development	
Rules	
Safety	
Student Appeals	
Retention	
Textbook Affordability	
Danford award	
Curriculum	
Distance Ed	
Enrollments	
Faculty Emeritus	
FERC	
Open House	April 6, 9:30-noon on all campuses \$250 gift card donated by foundation Scholarship given Let Melanie Baker know if you can/want to help and t shirt size

VII. ACTION ITEMS FOR NEXT MEETING:

Person Responsible	Notes / Responsibilities
John Lantz	Review faculty handbook, meet with loveless, and propose changes

Adjourn: Kefauver/owen

Meeting date: 3/1/2019- Meeting start time: Exec 1:00; Full assembly 2:00 p.m. IPV rooms, 3 campuses