**Minutes**

**Faculty Assembly**

Friday, November 1, 2013

**Faculty Attending:**

T. Aftanas, A. Anderson, R. Berry, J. Britt, S. Buerdsell, D. Cable, C. Cornforth, D. Cresap, M. Davis, F. DeCaria, J. Doolin, D. Ferrell, D. Fitzgerald, B. Fulton, M. Goldstein, D. Hans, C. Harbert, K. Herrington, L. Ingram, M. Kahl, J. Keyser, J. Kriechbaum, A. Kuca, J. Lantz, R. Lucki, V. Magary, M. Marlin, J. Marth, M. Merz, B. Peterman, J. Reho, C. Riter, C. Rogerson, C. Sergakis, P. Sharma, K. Silvestri, M. Stephens, D. Stoffel, J. Tyburski, J. VanFossan, M. Watson, G. Winland, M. Wycherley, D. Yadrick

Meeting was called to order by C. Riter at 2:11 in the Room 312 of the B & O Building. The meeting was also available IP Video in Weirton and New Martinsville.

Motion was made by J. Tyburski and seconded by M. Davis to approve the Minutes of the October 2013 meeting. All were in favor.

**Unfinished Business:**

1. C. Riter spoke with N. Albert and asked that instructors be notified when a student has applied for graduation but not met the requirements. N. Albert stated that she will notify T. Jenkins and this will be done. C. Cornforth commented that the instructors want notified BEFORE the student is contacted. C. Riter will again contact N. Albert about this.
2. Steering Committee report

V. Riley emailed the faculty responses to the questions that were submitted. Faculty also received a report from the Steering Committee via email. The link is up and running and the minutes have been placed on it if faculty members want to read them. C. Riter said that if any faculty member has a question that they wish to be submitted anonymously, they could email them to her and she will submit them.

1. Committee Minutes

C. Riter asked that minutes from committee meetings be sent to all members of the committees, including any absent members.

1. C. Riter informed faculty that V. Riley was asked to come speak to the faculty assembly today but stated that she was unable to meet today.

1. Anonymous Comments from faculty that were addressed with Dr. Olshinsky
2. Dress code being used to intimidate faculty

Dr. Olshinsky informed C. Riter that anytime you are in the building you must have your ID on. When you have your ID on you are representing the school. Therefore, anytime you are in any school buildings, you must follow the dress code.

1. Teaching workloads being evenly distributed.

Full time faculty are considered before part time faculty as far as being assigned courses being taught. Once assignments are filled by full time faculty, the full time faculty have the opportunity to teach the classes. Once they have fulfilled the allowed overtime hours, the remainder of the classes go to the part time faculty.

1. Administration teaching classes

Faculty were wondering if the administrative staff who are teaching classes are being paid for teaching hours while they are fulfilling administrative hours. Dr. Olshinsky was unsure but will check.

1. Lack of faculty representation on committees

Dr. Olshinsky informed C. Riter that most committee representation come from faculty assembly. He said that he believes that Ad Hoc committees do also.

1. Dr. Olshinsky informed Cr. Riter that he would like any faculty that are planning to be here for at least the next five years to consider getting trained for accreditation visits. If interested you should email C. Riter.
2. Confidentiality policy under FERPA

Faculty feels that this policy limits communication between faculty. This is a federal guideline. We need to get the original and compare it to WVNCC’s.

 d. Change in school calendar

 Faculty felt that V. Riley didn’t clarify if the faculty proposal for the changed

calendar was accepted as proposed. Dr. Olshinsky clarified in a meeting today, with the Executive Committee, that faculty would have one “all college day” and one other day that they would be required to be at school. This day could be for department meeting or for office hours if not required to attend department meetings. A suggestion was made by M. Goldstein to have a thank you note sent to Dr. Olshinsky thanking him for agreeing to the suggestion. Faculty unanimously agreed on this stating that they would like the note to be from the Executive Committee and also copied V. Riley and all faculty.

**New Business**

1. HLC Report

Twelve records were reviewed and ½ of those were incomplete.

1. WVNCC Faculty Assembly Remediation Plan for the Credentialing of Faculty and the Keeping of Professional Personnel Records

M. Davis made a motion that we adopt the plan that was sent to all faculty for review. G. Winland seconded the motion and assembly passed it unanimously. C. Riter will send it to Dr. Olshinsky and copy V. Riley.

3. A discussion was held wondering how many grievances have been filed in the past few years. C. Riter will email P. Carmichael asking the number of grievances filed.

 4. Pam Sharma commented that there were two significant issues discussed during the Distance Education Meeting in October.

a. Full time faculty load as a result of Online Program Implementation.

b. Question related to Online Review Course Form -3 and VPAAs response to Online Steering Committee Questions.

Refer to report that was forwarded with all other committee reports for further remarks.

A motion was made by D. Stoffel and seconded by J. Reho to adjourn the meeting.

Respectfully submitted by Tammy Aftanas, Secretary