**Minutes**

**Faculty Assembly**

Friday, October 4, 2013

**Faculty Attending:**

T. Aftanas, A. Anderson, R. Berry, J. Britt, S. Buerdsell, D. Cable, C. Cornforth, M. Davis, F. DeCaria, J. Doolin, D. Ferrell, D. Fitzgerald, B. Fulton, R. Guy, 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. Reho, C. Riter, C. Rogerson, C. Sergakis, P. Sharma, L. Shelek, K. Silvestri, M. Stephens, D. Stoffel, J. Tyburski, J. VanFossan, G. Winland, M. Wycherley, D. Yadrick

**Guest:** Dr. Martin Olshinsky

Meeting was called to order by C. Riter at 100 in the Room 312 of the B & O Building.

Dr. Olshinsky explained that by starting the fall semester one week earlier than West Liberty, Belmont, and Eastern Gateway. WVNCC are missing people that would come to WVNCC. He stated that it would total 20-40 full time students. He also stated that we are currently starting ahead of the public schools which interfere with babysitting and that we also have the issue of having class on Monday of finals week which conflicts with student work schedules.

He proposed that we start the fall semester one week later. The days that will affect faculty would be two days in Thanksgiving week. An example of the days if it would have been changed this school year would be:

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| **How the present school year is – Fall 2013** | **How it would have been if the proposal would have been for the Fall 2013 semester** |
| **Start**  August 19 | August 26 |
| **Thanksgiving Break**  November 25 – December 1 | November 27th or 28th – December 1 |
| **End semester**  December 9 | December 6 |
| **Finals**  December 10-14 | December 9-13 |
| **Grades due**  December 16 | December 16 |

Dr. Olshinsky ended his time by saying that we need to get in sync with our competitors. This will help with students with children and get them into our classrooms. All schools around us are doing this.

K. Herrington pointed out that students go hunting the week of Thanksgiving and that this change to being off the entire week of Thanksgiving is the reason that this change was made initially. R. Berry asked how this change will affect the classes that are labs. Dr. Olshinsky replied that we will have to figure this out.

J. VanFossan commented that WVNCC is the only school with a whole week of meetings the week before classes begin. She stated that the meetings are one day all faculty and one day all staff. C. Cornforth proposed that we combine these days and make it just one day. Dr. Olshinsky agreed to take a look at making the meetings only one day.

Minutes of the August 2013 meeting were reviewed. Motion was made to approve the minutes by L. Shelek and seconded by K. Herrington. All were in favor.

**Unfinished Business:**

1. **Proposed calendar**
2. Davis made the motion that:Faculty will return one week later in the summer and

will teach the Monday and Tuesday of Thanksgiving week; in addition, faculty will return to campus two work days prior to the start of classes. One of these being one All College Day and the other will be to prepare for the semester. C. Rogerson seconded the motion. A ballot vote was done with the results being 29 faculty in favor of the motion and 10 against the motion. Therefore the motion passed and C. Riter will give the results of the motion to Dr. Olshinsky.

1. **Committee formation for overtime pay**

C. Riter reported that she and C. Kefauver worked to form a committee to investigate overtime pay in the college as directed by faculty assembly. They feel that one faculty from each of the following disciplines should be the committee members: Nursing, Culinary Arts, Respiratory, Radiology, and Surg Tech. Volunteers were L. Shelek from Nursing, C. Kefauver from Culinary Arts, D. Yadrick from Respiratory, M. Kahl from radiology, and D. Fitzgerald from Surg Tech.

1. **Faculty Evaluation Form**

D. Hans commented that item #9 states “overall rating compare to other instructors.” She said that this is subjective and needs to be eliminated. C. Cornforth asked if the students already do this in their evaluations. K. Herrington said that the student evaluations are not currently used in the faculty evaluations due to low number of students completing evaluations. C. Riter stated that there has been a low number since the evaluations have been done online. Faculty asked what recourse they have if they receive an unfair evaluation. C. Riter stated that there is no document that could protect from everything and if a faculty has a problem with being treated unfairly they could file a grievance. K. Herrington said that she will take this to FERC. She stated that she sent this Evaluation Form out to all faculty with no responses at that time. C. Riter stated that faculty members need to read these things and provide more feedback, even if it is a looks fine comment.

**New Business**

1. **Tuition waivers for employees**

It was stated that WVNCC does not give these waivers. The individual schools give them and at some schools there are only so many spots that they will give.

1. **Election to the Executive Committee**

Position was vacated by L. Ingram due to potential conflict in interest. She was elected as faculty member and then became a division chair. Assembly was told that the executive committee position was vacant because L. Ingram was advised by the President that chairs cannot serve on Executive Committee due to a conflict of interest.  Her position expires in 2015. Motion was made by D. Stoffel and seconded by C. Rogerson to elect P. Sharma to the committee. She agreed and all were in favor with no one opposing.

1. **First week attendance recording**

M. Davis stated that he was concerned with this issue in terms of retention. He said that if faculty does not entered an AW or YES on the NOW site the entire class is ineligible to get financial aid. He also said that students were notified on Thursday, August 29th when instructors were not due to have entered it until Friday. Some classes didn’t even start until the following week and the students were notified. He asked if the registrar’s office would contact the faculty before contacting the student to avoid unnecessary stress for students. C. Cornforth added that faculty should also be informed when students are not eligible to graduate before the students are notified. K. Herrington stated that the Registrar’s Office is aware of the problem. C. Riter said that she would contact Nancy Albert about this.

1. **Steering Committee Questions**

Faculty submitted about 50 questions to V. Riley. J. Roho and J. Kriechbaum were asked to serve on the committee a L. Ingram was appointed chairman. L. Ingram stated that she is representative for Division Chair on this committee. She addressed some of the questions submitted. She started by saying the purpose of the committee was to provide recommendations. The timeline to start is Fall 2014. They have received 100% approval. They have been approved to do any number of programs on line. She clarified that not 100% of the courses or programs will be on line. Up to five will start this fall. No student will be forced to take classes online. More questions will be addressed through the upcoming weeks and months.

C. Riter will ask V. Riley to come speak on this topic at the November meeting along with credentialing.

Faculty asked if minutes could be taken and sent out to all faculty. J. Kriechbaum said that she would take this request back to the committee.

P. Sharma wants to know why distance ed leadership is blatantly ignored.

1. **ACF points from M. Goldstein**

C. Riter stated that the Executive Committee voted to accept all of the points that were in the email sent out to all faculty by M. Goldstein. Faculty unanimously voted to accept these issues.

1. **Committee Reports**

Reports were sent out to all faculty via email. J. Britt gave a brief report on the Default Task Force Committee.

K. Herrington suggested that the meeting minutes for each committee should be sent to the committee members or posted on a website so that if you miss a meeting that you can read the minutes and catch up on what you missed.

1. **Grievance**

M. Davis stated that there is a level 3 grievance that is looking at overload hours and how they are paid.  A survey was distributed to each faculty member asking how their overload hours are paid.  He asked to please return the survey to C. Riter.

Motion was made to adjourn the meeting by K. Herrington, seconded by T. Aftanas, the motion was unopposed and the meeting was adjourned at 3:37 pm.

Respectfully submitted by Tammy Aftanas