

Faculty Assembly –MINUTES



Meeting Location: ZOOM
Meeting Date: November 5, 2021
Meeting Start Time: 2:00 p.m.
Facilitator/President: Said Leghlid

- I. **Call to Order** – Welcome / Robert’s Rules of Order – Applied
- II. **Attendance** – screenshot from zoom attached
- III. **Review Minutes** - Motion to approve October 2021 minutes, - K. Herrington/G. Winland motion carries.

IV. GUESTS:

Guest	Topic
Dr. Sharma	Progress has been made preparing HLC data. Some criteria 4 processes had gaps but is being addressed. Make assessment meaningful. Resources will become available to faculty to make recommendations. Program director meeting will be held in spring. Moving forward with assessing every course every year until a new direction has been instructed.

V. OLD BUSINESS/AGENDA ITEMS:

Speaker	Topic
Chana Baker	C. Baker and J. Kriechbaum have met with Dr. Loveless to streamline the committee purpose and faculty representation into a single document. This document will include who leads that committee. At your next committee meeting please review the description/purpose and email Stephanie Kappel and cc Jennifer Kriechbaum if any changes need to be made. Per Dr. Mosser and Dr. Loveless request be cautious to only sit on about 3 regularly meeting committees to be more effective. Aware there are exceptions that may need to be addressed.

VI. NEW BUSINESS/AGENDA ITEMS:

Speaker	Topic
John Lantz	D2L – Brightspace Some faculty that are comfortable with Brightspace already will lead in house training. Email invitations will be sent. No new information regarding dates of access.
Heidi Ryan	Are there Saturday classes that she needs to find instructors for? John Lantz – no need to do so. Saturday classes that are being offered are already listed and covered.
Joyce Britt	Northern Navigator has some issues. Reach out to Tracy Jenkins if there are inconsistencies with information.
Chana Baker	Concerns with faculty workload. Balance of administration duties vs teaching duties. Also discussion regarding workload of program directors.

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VII. COMMITTEE REPORTS

Committee	Speaker	Topic
ACF	Kathy Herrington	<p>Kathy addressed assembly: HEPC will be determining funding based on student completion. S. Tucker (chancellor) has shared that a formula will be used to determine funding. One amount for each; completion of 15, 30, 45 hours, certificates, degrees, transfer's to 4yr institution, and workforce training. High demand fields and on time completion will be used as well. Jen Lantz – reverse transfer, is this automatic from the clearing house? Kathy will check with Jill about this. Also, Kathy reminded faculty about students getting BOG degrees unknowingly and the students encouraged to pursue PLC for final 6ish hours needed for BOG.</p> <p>Please know that for the next fiscal year, we also have been directed to request a flat budget for our institutions, meaning the same as this current fiscal year. As we continue the work on the funding model, we will update the Commission and Council at their scheduled meetings, and I will seek to provide our constituent groups (ACF, staff and students) the same information via email for distribution to their members</p>
Academic Appeals	Chana Baker	No Report/No Appeals
Academic Judicial Board	Gene Evans	No Report
Anniversary Adhoc	Delilah Ryan	Work continues on the 50 th museum and activities. Video interviews have been posted on social media by David. Rana sent out the “party in a box” to local businesses. We are waiting on museum display pieces to arrive.
Assessment	Darcy Ferrell	<p>Darcy addressed assembly. A list of instructions for WEAVE was created by members of the committee for faculty. It is now being edited per Dr. Sharma request. It will be dispersed to faculty as soon as Dr. Sharma approves it. Two interviews completed for new director. Thank you to those of you that attended the interview process. Gen ed's must be assessed along with CLO's and SLO's 110 assessments need to be peer reviewed. Darcy will spend the weekend trying to get them in WEAVE so faculty can begin the peer reviews. MCG – to get the most current MCG call Becky Yesenczki to check curriulog. Faculty doc center is not accurate for all courses.</p> <p>K. Herrington – Program assessment documents are not consistent between the division chair and Dr. Sharma. Please resolve before program directors are to submit.</p>
BOG	Chris Kefauver	No Report
Budget Development	Bonnie Peterman	No Report
CIC	?	No Report
Curriculum	Kathy Herrington	<p>Proposals for this month's meeting including:</p> <ul style="list-style-type: none"> · Revisions to APT, MEC, RAH, and Industrial Technology courses or program layouts · Revisions to a large number of CIT courses and programs · Revisions to BIO 114 & 115 (Anatomy & Physiology) · Proposal for two new BIO courses: Human Anatomy & Physiology, and AP Health Care II · Revisions to Math 101 · Proposal for a new Math Appreciation course <p>Kathy has asked Becky to put her name in as the first step so she can make comments to submitter as to avoid the rejections.</p>
Danford award	Missy Stephens	No Report
Distance Ed	Jeremy Doolin	<p>Jeremy addressed assembly</p> <p>DE is working to adapt our current Blackboard template for Brightspace. Working on what will be on main page, and drop down information for student work flow.</p>
Diversity, Equity, and Inclusion (DEI)	Brandy Killeen	No Report

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Enrollments	MaryJean McIntosh	<p>Enrollments and Retention met together...</p> <p>Want to keep these two committees in better communication</p> <p>Recently have enrollment and retention developed in Weave and so we spent the meeting going over goals: Idea was to develop accessible inclusive, supportive, and affordable 5 yr. plan that can be quick fixes and deeper dives</p> <p>We continue to get updates on our enrollment and retention</p> <p>Of course, higher enrollment and better retention:</p> <p>There are some good tools already initiated like 12-month engagement tools, expanding faculty involvement in videos mentor/and using AI technology for student engagement.</p> <p>Biggest hurdle is how to track the data both gathering and evaluate the information for students</p>
FERC	Jennifer Lantz	<p>Jennifer addressed assembly.</p> <p>After discussion the same FERC document will be used this January. Changes to be in place for next year.</p> <p>Oct. meeting: A google doc. was created for all committee members to add comments and make suggestions regarding FERC changes. The feedback is trickling in slowly.</p>
Faculty Emeritus	Hollie Buchanan	<p>Committee will activate once nominations submitted. Recent retirees per Robert Brak: Prof Michele Watson, Prof Charlie Rogerson, Frank Decaria, and Debbie Cresap. Anyone with nomination or questions, contact Hollie Buchanan o</p>
Faculty Promotion	Arlene Kuca	No Report
Faculty Salary	John Lantz	<p>John addressed assembly.</p> <p>Committee submitted data to Jeff Sayre comparing WVNCC faculty to WV. 2017 we were dead last, lately up to 6th. A meeting will be requested immediately to continue this discussion.</p> <p>Trying to reach 80-85% of SREB.</p>
Faculty Welfare/Advocacy	Kathy Herrington	No Report
IT:	Dave Hays	No Report
LRC	Crystal Harbert	<p>Per email 10.15.2021</p> <p>The LRC committee met on Friday, October 15.</p> <p>The meeting was the first with Adriana Wolf the new head of LRC (Learning Resource Center) and ASC (Academic Support Center).</p> <p>Adriana explained that she was going through processes and procedures. The LRC is establishing a procedure for purchase requests. She discussed cross training of employees to maximize efficiency and increase support of student needs.</p> <p>There was a question about the reason for the merge of the two areas, but Adriana was not sure of the reason as it was made prior to her being hired.</p> <p>One goal that Adriana has is increasing circulation of materials, and she is open to suggestions.</p> <p>Some other areas of discussion were traveling displays to area schools, an area of the library to showcase student work (possibly linked to student showcase), and library staff going to classroom for research orientation.</p> <p>Committee will meet on the second Friday of the month.</p>
Mental Health	RJ Canter	<p>RJ addressed assembly.</p> <p>New portal buttons will be available soon.</p>
Open House	Crystal Harbert	<p>The committee has met several times in the past few weeks in preparation for the Open House event on Saturday November 6.</p> <p>For Wheeling, the current plan is to have as much outdoors (registration and triage tent, etc) outside in the parking lot of the Student Union. Faculty will be available in labs and classrooms.</p> <p>In Weirton and New Martinsville, the activities will be indoors. Faculty will be available on campus.</p>

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Professional Development	Curt Hippensteel	J. Keyser on behalf of C. Hippensteel At recent meeting Dr. Loveless questioned for results of all college week PD survey. They were told the data was not available. Any questions or concerns forward to the committee to report back to Dr. Loveless.
Representative for External	Delilah Ryan	Did not meet this year for annual conference. It is usually now – the first end of week / weekend of November. May be done permanently due to lack of funding hitting when Covid did. I have not heard anything from the organization since April.

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Retention	Dr. Omelchenko- Comer	<p>Dr. O would like to address the assembly.</p> <p>October 4, 2021 Lisa, Ida, Kristi, and Adriana presented their new initiative on the Academic Outreach Program (AOP) and the updated Academic Recovery Program (ARP) (See attachment I). Some of the highlights include: · Earlier intervention (Currently we don't find out that a student's GPA has fallen below 2.0 until the semester has ended). Looking at a more proactive/preventative approach with mentoring. · If a student has not participated in the ARP, no hold will be placed on their account prohibiting them from registering for the next semester (goal is not to punish). We will continue reaching out to these students. · The processes are still evolving and the grant the school is receiving will allow Outreach/Recovery to become more focused. Discussion about CircleIn—could it be used for students to discuss with one another topics such as financial issues, mental health issues, time management, etc. Students helping one another be more resourceful. Group coaching sessions are one way to get students involved. As the ACTION Center becomes more familiar with CircleIn, they will look at incorporating it. Discussion about providing faculty with information to communicate to students about resources available (such as “click here for student financial issues”). Like a one-stop shop for resources available. Suggestion was made about sending reminder to faculty one time per month information that could be put in announcements on Blackboard. The Student Newsletter (weekly) provides a lot of this already. An average of 50% of students open it over the semester (90% opened first one this semester; most recent around 60%). Can also see how many clicks on links. If anyone would like to include information in the newsletter, they can contact Rita. Dr. O volunteered to Co-Chair the committee on a probationary basis. Adriana will also Co-Chair.</p> <p>October 18, 2021 Talked about retreat with Enrollment Management Committee. Date is November 5; time either 9:00 a.m. – 11:00 a.m. or 10:00 a.m. – 12:00 p.m. May be conflicts with Budget Committee meeting and/or division meetings. Dr. O presented a list of data categories we can look into. Dr. Sharma will provide us with data available, and we can request additional data if needed. Dr. Sharma suggested we start with the Strategic Plan and decide what goals we want to establish. Do we want to: · Increase retention of a certain group, e.g., first generation students. We can look at the data segments Dr. O suggested and ask about first generation students. · What criteria do we want to focus on? · What are the challenges in each area? · Determine what strategies to address them; then prioritize them · We need to identify these areas and how we are looking into them; after retreat, start putting things into place. Start by defining project and outcomes. We could make it a DFW project; reduce the number of withdrawals or failures. The end product will be a “Working Retention Plan” (if not completed) by the end of this semester or next. We need to review previous minutes to see what we've already established (goals). Discussion about students withdrawing from classes and/or school altogether. In the past there was a form with a questionnaire. It was agreed that something similar could be helpful in collecting data. Draft request and send to Jill. Action Items: · Dr. O to review draft of human research legality form · Pat to retrieve 2-3 years of previous minutes. · Rita will send a Pdf. of the old form. · Send request to Jill about bringing back asking why withdrawing.</p>
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Rules	Delilah Ryan	Continue to work on reviewing 15 year + rules. No official meeting. Emails. Meeting of faculty with provost on faculty relate rules Tuesday 11/9.
Safety	Bonnie Peterman	No Report
Scholarship Committee	Delilah Ryan	No Report
Student Appeals	Chana Baker	No Report/No Appeals
Student Showcase Symposium	Heather Kalb	<p>Tasha will address Assembly.</p> <p>Date: December 3rd, 12 -2 Location: all 3 campuses, zoom streaming between campuses, record? Primary manager for each campus Address for their campus:</p> <ol style="list-style-type: none"> 1. IT 2. Poster boards 3. Room Reservation 4. Advertising 5. Judges <p>Jennifer L: New Martinsville Hollie: Weirton Heather: Wheeling</p> <p>Additional projects</p> <ol style="list-style-type: none"> 1. Online submission site established (talk to Chris) <ul style="list-style-type: none"> - Register and submit <ul style="list-style-type: none"> o title o authors o type of presentation (poster, recorded submission, project) – categories?? o campus o contact information o abstract or short description - Permission to record and use photo for PR - Deadline to submit Monday, Nov 22 2. Financial support, scholarships, and awards (Crystal) <ul style="list-style-type: none"> - Foundation Sponsors 3. “Publication” of all submissions kept in our library database (Tasha) 4. Legal approval (Jennifer) <ol style="list-style-type: none"> a. permission for publication, sharing photos of events, sharing of academic property 5. Shared Documents for Symposium (Tasha) - EVERYONE PLEASE REVIEW AND ADD INFORMATION AS WE KNOW IT. <ol style="list-style-type: none"> 1. Instruction 2. Intention 3. Publication 4. Judgement 5. Sponsor
Textbook Affordability/OER	Daniel Gomez	<p>Daniel addressed assembly</p> <p>Reminder that the state offers a \$1,000 grant to build course utilized OER. Deadline to apply for grant is Nov 19, 2021</p> <p>D. Stoffel – students have save over \$39,000</p>

Next meeting: Friday, January 14, 2022

Faculty Executive committee will meet at 1pm

Full Faculty Assembly at 2pm




















Location TBD

Motion for Adjournment: D. Stoffel/D. Gomez

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Attendance: Misty Kahl, Bonnie Peterman absent – email notification J. Kriechbaum attended via C. Baker

DT Double Trouble (Me)		MS Melissa Stephens	DL Dave Lawson
SL Said Leghlid (Host)		MT MELISSA TIMKO	 David Stoffel
DF Darcey Ferrell		M mhausinger	 Delilah Ryan
 Hollie Buchanan		NO Natalia Omelchenko-Comer	D dhays
PS Pam Sharma		PH Paige holt	G gwinland
M mmcintosh		PR Patricia Roper	H Heidi
AF Abel Frohnapfel		 R.J. Canter	JL Jennifer Lantz
AD Anita Dahlem		RC Robert Combs	JK Jill Keyser
AK Arlene Kuca		R Rustem Mulyuk	J jlabriola
BK Brandy Killeen		SC Sara Cunningham	JL John Lantz
 Crystal Harbert		SD Sarah Davis	JR John Reho
CH Curtis Hippensteel		S sarahmuncy	JB Joyce Britt
D Dana		TP Tami Pitcher	KH Kathy Herrington
DG Daniel Gomez		V vikram	LB Laura Bennington
			LS Lyndsie Scott-Guzek