



Meeting Location: ZOOM
 Meeting Date: December 1, 2023
 Meeting Start Time: 2:00pm
 Facilitator/President: Lyndsie Scott-Guzek

- I. **Call to Order – 2:06pm** Robert's Rule of Order: Lyndsie Scott-Guzek
Review of Minutes: October 2023 minutes accepted with no objections
 II. **Attendance** – lost file

Guests	Topic
Justin Miller Becky Yesenczki Dr. Tervala	Dr. Tervala – conversation has begun regarding how WVNCC wants to proceed with the administrative withdrawal process (AW). K. Herrington – concerns with financial aid fraud, a few students have figured out that if they wait until the last day, GPA vs W, financial aid does not have to be paid back. H. Napier – prefers monitoring and communicating with students regarding progress and advising to withdraw. J. Britt – prefers to keep AW option for faculty L. Aaron – agrees with H. Napier K. Herrington – Without AW how would a student with conduct issues be removed from course, and what about students that show up in week 12 wanting to stay enrolled? D. Tervala – conduct issues can result in student being withdrawn. AW is not going away it may just be taken off of faculty responsibilities. B. Yesenczki – Colleges are not required to have AW managed by faculty. Problematic example from registrar office; Faculty not aware of the effect AW'ing a student from a course has when that course is part of a co-req P. Roper – Student with long absence comes back with claim of an illness, are faculty permitted to require doctors excuse as proof? Dr. Tervala, yes, we are permitted to request doctor slip R. Canter – If AW is used for catastrophic will incomplete go away? R. Yesenczki – no, they are two different scenarios. P. Sheldon – Concerned that student may not be able to (for whatever reason) be capable of submitting a withdrawal even if advised to do so. D. Ferrell – Referenced the effect on FERC J. Miller – presented how AW can affect students from financial aid standpoint; Satisfactory Academic Progress H. Ryan – does not understand why there needs to be a policy instead of statement in syllabus per instructor. D. Tervala – reiterated the opening statement. Looking to provide a consistent policy across faculty for student clarity. R. Canter – can we define what last date of attendance actually means, then create a drop down for identifying whether or not the "F" is earned. Dr. Tervala agrees with this suggestion. - Dr. O – please explain the difference between first week attendance, second week attendance, etc. R. Yesenczki responded. - Dr. Tervala – How do we know in week 5 that a student will not be successful. D. Stoffel – weight is not too heavy on the assignments thus far, rather it is the foundational material of what is to come. J. Doolin – some classes are not cumulative others are. K. Herrington – AW applied for lack of attendance policy for her class vs the content, maybe this needs to be reevaluated. L. Aaron – Suggested a student withdraw, student chose not to, should she AW them? R. Yesenczki, no, student is choosing to remain in course.

III. **NEW BUSINESS/AGENDA ITEMS:**

Speaker	Topic
L. Scott-Guzek and Dr. Tervala stayed to answer questions	Report on meeting with Dr. Tervala and Dr. Mosser • First week attendance/AW • Faculty turnover/shortages ○ Dr. Mosser does not feel this is an issue for faculty. Any positions that are open are actively posted. • Administrative Tasks ○ Dr. Mosser wants examples. • Faculty Load ○ The 18 hours is not an edict overload is possible but will be reviewed per case. • Class cancellations ○ At risk classes (low enrollment) should be communicated early by division chairs ○ H. Ryan – classes that run with ex: three students, one faculty may get paid for a full load salary while other may receive only CLC pay rate. ○ Dr. Tervala – meets with division chairs week before start date to determine what enrollment looks like. She was unaware of the situation H. Ryan mentioned. She will look into that specifically. • Class Caps ○ Data from pre, during, and post covid caps will be reviewed. Content will be used as one determining factor. • 360 Evaluation ○ K. Herrington – history of the evaluation. This was used more for continuous improvement rather than evaluation to be added to personnel file. Dr. Tervala will review the form previously used. This is a topic we can revisit.

V. **COMMITTEE REPORTS – Reserved as Needed.**

Speaker	Topic
K. Herrington ACF report	• Campus carry ○ Faculty are permitted to put in syllabus guns not allowed in classrooms if it is deemed unsafe (ex: welding class – explosives) ○ Events/classes with small children are not permitted to have guns • Legislation ○ Banning classes on inclusion: HEPC has successfully gotten higher ed pulled from the bill. ○ Tenure: Some four-year institutions are considering eliminating tenure. No more than 20% of faculty can have tenure at WVNCC. WVNCC is well below that. ○ PEIA: premiums were raised and may be raised again this year in order for Gov. Justice as proposed a 5% raise to off-set the increase. ○ Dual Enrollment: H.S. are lobbying to have the credentials lowered so they can teach the dual enrollment courses. HEPC is strongly considering lowering the credential requirements. L. Scott-Guzek: Dr. Tervala putting together a subcommittee to review this. If interested in participating email Lyndsie and/or Chana. ○ HS graduation 20-15k, 46% of students are graduating. Looking at stackable credential's vs 4year degrees. More credit sharing such as WV Rocks. Less and Less student interested in math/science. ○ ChatGPT – A presenter at the ACT retreat said there is no way to avoid ChatGPT type software and the products are untraceable. If you are going to have written assignments, be sure to include personal input in the criteria.

R. Canter	Mental Health • Position for student representative on campus is open • Mental Health position is being defined, this may be a person or a service. • ARC no longer want to manage the grant so ARC is handing the grant over to the mental health committee • Investigating why there is no mental health support for staff outside of Well-Connect • Recommendation of a lunch and learn with the full HR department about benefits. • MH First Aid training with Linda Steele. RJ said wonderful and recommends it. Trying to set up another opportunity • H. Curto would like to include MH items on our social media • HEPC MH rep visited the campus, RJ Canter and Kristi Aulick doing so well, they have been asked to mentor another small college starting a mental health • RJ and Kristi will be stepping down as chair of committee but will remain on the committee. Looking for more to get involved.
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Additional Committee reports:



Salary Committee Meeting.docx



Retention Committee Minutes 1



FERC Committee Meeting.docx



C&P Assessment Committee Minutes 1



BOG Report Oct 2023.docx



President's Council.pdf

Next meeting: Faculty return week of January

Location: TBD

Motion for Adjournment: R. Canter/S. Cunningham