

# Faculty Executive Committee Minutes

**November 8, 2019**

The Faculty Executive Committee meeting of November 8, 2019, was called to order by Chair Ballard at 3:04 pm in the Science Hall Conference Room.

**Members Present**

Ballard, D.  
Chisholm, S.  
Frazier, V.  
Hudgins, C.

Douthitt, P. (for Ochoa, G.)  
Pritts, C.  
Samuels, H.  
Sydow, T.

Vogtman, J.  
Orlikoff, J.  
Wilcox, G.

**Members Absent**

Dr. Samuels moved to approve the minutes from the October 18, 2019 meeting. **Motion Carried.**

**Associate Dean Phil Douthitt reported the following:**

- Professional advisor, Abby Shillingburg, starts Monday. For the remainder of this semester, she will use the desk behind Norma, and she will move into AD 108 in the spring. (Abby will work with Jaynie to learn our advising tools and her primary focus this fall will be working with students with alerts. In the spring she will be a secondary advisor for students in the Academic Recovery Program.
- Visiting Equine search under way to start asap
- Kathy Weber retiring. Search underway for a Staff Librarian to take her place.
- Memo coming today about dead week and final exams.
- Final grades. Deadline still Sunday, December 20 at noon. Had discussed with Chair's at Dean's Council about moving the deadline to Friday, but based on feedback after Division meetings, decided to leave the deadline but we encourage faculty to submit as many as possible by Friday at 2:00 PM when we will start checking for missing grades and making phone calls.
- Course Strategies board, a subgroup of the Student Success Council shared with Jaynie some good ideas to decrease the DFW rate in classes and she will be working with others on implementation strategies.

**Campus President Jennifer Orlikoff reported the following:**

- Keri Whitacre has been offered and accepted the position of Director of Development.
- We will be searching for a new Executive Director of Finance and Operations soon.
- Invited Shelley Moore Capito to campus. Will keep everyone posted when she will be here.
- Could be facing a 4.7% cut in our state appropriations mid-year.
- Looking at different opportunities to generating revenue and increasing enrollment.
  - Working with state apprenticeship programs. Could add 75 students to head count for fall.
  - WV Invest is getting traction on campus.
  - Beckley will be offering our Culinary Program, AAS in Hospitality Tourism/Culinary.
  - Creating badges or micro credentials that might be needed in the community ex. hosting summer camps, HSTA, renting facilities, etc.
  - Town hall – going to change the way the questions are collected or asked by putting out a collection box at the service desk beforehand. People can anonymously submit questions that way.
- Dr. Samuels asked about the service position (promotion and tenure) with Chris Staples and volunteered. Dr. Samuels will check to see if she will be eligible.

**Chair Ballard reported the following:**

- Make sure all advisors and instructors are reminding students that this is the first semester of a late registration fee. Students must be registered for at least 1 course before the end of November or they will be charged \$50.
- Academic alerts to be sent out Monday. Dr. Chisholm asked if there can be a way that the alerts only go to the students. Phil stated that he will check into it.

### Division Reports:

- Liberal Arts:
  - Discussion needs to stay alive about First Right of Refusal. Division has 2 concerns:
    - Faculty who developed an online course need to be given enough incentive.
      - a. Dr. Samuels added that the imitative is being driven from Morgantown. Dean instructed to hold off until more information from Morgantown. Dr. Samuels will take the concern to Vicki.
    - Junior faculty who develop an online course need to be protected from senior faculty using their seniority to teach an online course that the junior faculty has developed it.
  - Clarification about the rubric used for faculty evaluations. Is it being used at all? If no, why isn't it being used?
    - Discussion 2 out of the 4 Division Chairs indicated that the rubric is used as advisory. Will reach out to Dean's Council and Administration. College Wide uses it as a guide.
  - Would like a manual handbook or checklist for what faculty should put in their Digital Measures file.
    - Discussion about checklist for corroborating evidence about what goes in file. Will forward for clarification to Faculty Welfare and send a request to Dean's Council for feedback and the other 2 Division Chairs and Administration on the use of the rubric.
- STEM:
  - Only 1 complaint that they would like to know when the snowflakes are going up. It creates a parking issue and disruption in classrooms.
- Applied Science:
  - Follow up from the last meeting:
    - Concern over high faculty turnover rate. Many issues arise from this including stifling faculty voice, diminishes quality of instruction, cost of search, time involved in searches.
      - a.
    - There appears to be a double standard for deciding chairing of committees, specifically CWRC did not follow the suggestions outlined, but other committees do follow the guidelines.
      - a. Discussion that the issue was addressed at the Faculty Assembly meeting by the President. It was said that the Committee voted and elected the Chair of College Wide. President has nothing to do with selection. Instructed to refer to the guidelines and constitution.
    - Dean Ochoa responded that the College has decided to move in a different direction regarding the Food Hub.

### Faculty Representative Reports:

- WVU Faculty Senate meeting:
  - Nothing to report. Have not met yet.
- WVU Senate Curriculum Committee:
  - A couple of programs being revamped. Rewriting several courses in public health several, athletic training at master and doctoral degree level. Rewriting medical laboratory science program working it's way through CIM and then to Executive Committee and Senate.
- Senate Executive Committee:
  - For the full minutes of the Senate Executive meeting please click [here](#).
- ACF Report
  - Next meeting December 13, 2019.

### Instructional Programs:

- Course changes
  - CHPR 172 to HLSC 172

### Faculty Assembly Proposed Agenda Items:

- Dr. Samuels moved to approve the FA Agenda with changing HLCS to HLSC and remove ACF Report. **Motion Carried.**

**New Business:**

- None.

**Announcements:**

- TACO committee is going to be talking about and looking at SEI's and possibly changing it.
  - Not every unit in the University is required to use student evaluations or required to provide them in their faculty report. Ongoing discussion from the past year to remove negative comments from the SEI's before they are included in faculty packages.

**Adjournment:**

- Dr. Chisholm moved for the meeting to be adjourned at 3:41 pm. **Motion Carried.**

**/ Joan Vogtman**  
**Faculty Assembly Secretary**