



Faculty Assembly

Minutes

August 31, 2018

The Faculty Assembly meeting of WVU-Potomac State College was called to order at 3:05pm by Chair Chisholm in Science Room 220.

Voting Members Present

Armentrout, D.
Badenhoop, J.
Bane, L.
Ballard, D.
Bello, A.
Bridges, C.
Burnett, J.
Chandler, N.
Chisholm, S.
Cheves, R.
Cunningham, E.
Frazier, V.
Garcia Martinez, N.

Goff, N.
Hudgins, C.
Huffman, V.
Jones, J.
Kline, V.
Lawrence, C.
Lessard, D.
Martini, M.
Meadows, Y.
Mehra, D.
Moore, M.
Morgart, J.
Oberlechner, S.

Petersen, R.
Pritts, C.
Rawlings, J.
Saifi, M.
Schafer, D.
Stone, J.
Sydow, T.
Vogtman, J.
Weaver, A.
Whitacre, K.
Wilcox, G.

Voting Members Absent

Arjel, K.
Beck Roth, S.
Douthitt, P.
Haich, N.
Julian, C.

Liller, B.
Little, D.
Merrifield, J.
Miller, J.
Plitnik, B.

Samuels, H.
Schafer, A.
Upton, R.

Non-Voting Members Present

Ochoa, G.

Orlikhoff, J.

Guests Present

Shapiro, A.

Taylor, L.

Beckley, T.

Chair Chisholm moved for the approval of the minutes of the April 27, 2018 Faculty Assembly meeting, as well as the May 10, 2018 special session faculty assembly meeting. (Annex 1 and 2) Motion Carried.

President Orlikoff reported the following:

- Welcomed faculty, old and new, to the 2018-2019 term.
• Indicated changes of leadership:
- Enrollment Management and University Relations, "Sales & Marketing," have been brought together under the management of Beth Little. She is now the Dean of Enrollment Management & University Relations.

- Student Life & Residential Life have been brought together under the umbrella of Student Experience. Lucas Taylor will be overseeing this unit as the Acting Dean of Student Experience. The search for a permanent person to take this place will happen in the higher educational hire season.
- The search for a new Executive Director of Finance & Operations is still ongoing.
- Thanked all search committees and their efforts.
- Bill Letrent has been named WVU-PSC's grant officer.
- WVU-Morgantown Provost office changes have been made. John Campbell will now be focusing on IT and retention efforts, while Paul Kreider takes on the all-academic undergraduate student affairs aspects. All regional campus will be reporting to Kreider to the Provost office. Kreider will be visiting WVU-PSC on September 26th.
- Annual memos for annual promotion & tenure files, should be out to all faculty memos as of today, attached with the promotion & tenure guidelines, etc. If you have been a full professor, for at least five years, you could be eligible for a salary enhancement.
- Enrollment is steady. There was a small decline, but that is due to student population shrinking in the northeast (head-count). It is about 1,410 for 2018-2019.
- WVU-PSC is working on various new ways of marketing/recruiting:
 - Reaching out to new areas like metro New Jersey, New York, and Philadelphia.
 - Encouraging the beauty of the campus and the Appalachia area.
- Compensation Update:
 - The college was given a pool of 3.4% of money based on salaries across the institution, any employee who received satisfactory or better, or a valuable performer or better, will automatically receive a 2.0% pay increase, with room for merit or marketing adjustments. This raise will go into effect October 1st and should be seen on paychecks by end of October.
- The Board of Governor's had a code change regarding firearms. They are allowed to be on-campus, locked in vehicles, and out of sight.
- WVU-PSC's request for a science building is the number one request for the WVU system to HEPC.

Dean Ochoa reported the following:

- Academic Leadership Fellows: (*Annex 5*)
 - Online & Adult Education:
 - Will work on creating a policy on how to look at online course to see what level of QM they will have. Will also help in getting upper level classes to help RBA and adult students.
 - Assessment & Evaluation:
 - The Assessment & Evaluation Coordinator position search has failed. The person who takes the leadership role here, will help fill the void this fall.
 - Academic Advising:
 - Will work on practices that will be more student-focused.
 - The eligibility, compensation, dates, and additional information can be found in the annexed document.
 - Deadline to apply is end of business day on September 14, 2018.
- Innovative Digital Learning Grants: (*Annex 6*)
 - There will be four awards, up to \$2,000 a piece, to help faculty build digital learning into their courses. If you are interested, Dr. Ochoa would like to know by September 14, 2018. Completed applications need to be submitted by October 26, 2018.

Faculty Assembly Chair Chisholm reported the following:

- Welcomed back faculty, old and new, to the 2018-2019 term.
- Reported that the faculty executive and faculty assembly meeting dates and times are available.
- Would like to see improvement in faculty communication this year.
- Would like to see the faculty continue to participate in student retention and recruitment efforts.
- Lucas Taylor has created the student engagement committee, and is looking for a faculty representative. The committee meets bi-weekly at 1:00pm. This committee is to brainstorm ideas on how to better engage students.
- Would like to look into revising the constitution in the governance charter, finishing the online course policy, and also finishing the faculty advising handbook, and support new faculty development ideas.
- The current committee list is predominately set, and is available to faculty.
- Spoke in favor of the shared governance system and how well it works for WVU-PSC.

Faculty Representative Reports:

- WVU Senate Report from the June 11, 2018 meeting:
 - President Gee reported the following:
 - Ground was broken on a \$150 million hospital for women and children. It will be serviced through the core hospital, which helped savings compared to a freestanding facility.
 - Board of Governor's voted to increase tuition by 5.7% across all WVU. Although the budget is stable there was a \$43 million reduction over the last three years. While costs continue to go up, they're moderated and financial needs of students are being met thanks to a \$1.2 million fundraising campaign.
 - Provost McConnell reported the following:
 - The strategic plan expires in 2020, so a new one will be planned after all settles in for August.
 - Chair Valenti reported the following:
 - Shared a copy of the 2022-2023 academic calendar.
 - Full minutes, as well as the academic calendar for 2022-2023, can be found [here](#).
- WVU Senate Executive Committee:
 - There was a change to WVU Legislature Pamphlet code 61-7-14, which went into effect June 8, 2018. Due to the wording on this particular code, weapons are now allowed to be on campus if they are locked into a personal vehicle and out of sight. Professor Goff highly recommends faculty not to question students, if they are to see the weapon inside a vehicle, due to legalities. (*Annex 7*)
 - There is a new suggested policy on background checks. This policy states that if you have already been hired, you will not go through a background check. New-hirers and individuals who change jobs within the WVU-system will.
 - There is a new email policy that states your work email is not allowed to be used for personal use, and your personal email is not allowed to be used for work-related issues as well.
 - The plus/minus grading system is coming in 2020. Faculty have a choice if they would like to use it or not, however there will be a policy to adhere to if using this system.
- ACF Report:
 - Representative Tom Sydow reported that at the ACF meeting on Friday, August 24, 2018 there were legislative goals discussed; including the new gun law and freedom initiatives.
 - HEPC released the West Virginia Climb flyer. The goal of WV Climb is to have 60% of West Virginians to have a degree or certificate by the year 2030. (*Annex 8*)
 - HEPC developed a new funding model for both four and two year institutions over the summer. Both of these funding models are still a work in progress.
 - College graduation rates are strong.
 - A reverse-transfer agreement between WVU and Marshal with community colleges will be signed in the fall.
 - D/F repeat rule has changed. Any student at 4 year institution can repeat up to 21 credit hours. However, students who transfer to another institution are given a clean slate and are able to repeat more, regardless of how many they did at the previous institution. (*Annex 9*)
 - Carolyn Long reported the HEPC is under flux. It is critical for some coordination between state agency and higher education to follow federal guidelines and ruling.
 - The Blue Ribbon commission, which will be conducting a review of higher education in WV, is lacking faculty representation. The ACF has decided to attend the meetings, to voice their concerns.
 - Full minutes of the ACF meeting can be found in (*Annex 10*)

Faculty Welfare:

- The Equity Pay Guidelines was put forth by Chair Chisholm for assembly approval. Dr. Wilcox amended the document to include years served and experience. Professor Vogtman moved to approve the amended document. (*Annex 3*) **Motion Carried.**

Committee on Committee:

- Chair Vogtman reported that due to a candidate resigning interest, Keri Whitacre has been put forward as the candidate for Chair of Academic Appeals committee. Dr. Meadows moved to approve. **Motion Carried.**

Instructional Programs Committee:

- There is a program change to the English program to keep align with WVU-Morgantown. Dr. Meadows moved to approve. **Motion Carried.**

New Business: None.

Featured Faculty:

Dr. Yelena Meadows reviews the math co-req courses and stats for the faculty assembly. (*Annex 11*)

Announcements:

- Traci Beckley, a guest from WVU-Morgantown, handed out a flyer about faculty receiving certification in effective teaching practices. She recognized Amy Weaver, Yelena Meadows, and Candace Lawrence for successfully completing the program over the summer. (*Annex 12*)
- Lucas Taylor stood in proxy for Derek Artimez, who coordinates the WVU-PSC alumni. WVU-PSC has been given the opportunity to nominate a person for an honorary doctorate degree. He urges faculty to nominate someone who is deserving. The deadline for nominations is October 5, 2018. (*Annex 13*)
- Linda Bane announced that the library is doing Brown Bag lunches. These lunches will be short, but a learning experience as well. The first Brown Bag lunch will be held September 4, at 12:30pm-1:30pm in the library room 211. There will discussion on why a West Virginia Commission barcode/patron card is a useful thing.
- C.B Wilson will be on campus September 7 to discuss promotion & tenure and answer questions.
- Mia Martini and Heidi Samuels are the only individuals on the ad-hoc committee for classroom evaluation forms. They are in need of more individuals to help finalize the draft.
- President Orlikoff congratulates April Shapiro on the BSN program and building.
- Dr. Badenhoop announced there is a television program called “America to Me” on Starz. It focuses on the role of race in education, focusing mostly on high school, but believes it is a good learning tool for faculty to use.
- Deanna Armentrout announced the free Pearl S. Buck Living Gateway Conference, which will be happening September 13-15 at West Virginia Wesleyan College in Buckhannon, WV. Registration is online. (*Annex 14*)
- Faculty development grants are out for viewing. Please see division chairs, or faculty chair, for information.

Adjournment:

- Secretary Vogtman moved for the meeting to be adjourned at 4:44pm. **Motion Carried.**

/ Kay Jones
Administrative Secretary