



The Faculty Executive Committee

Minutes
Friday, January 13, 2017

1. Chair Chisholm called the meeting to order at 3:04 p.m. in the Administration Building, conference room B-13.

Members Present:

Badenhoop, J.	Goff, N.	Ochoa, G.	Vandenberg, M.
Ballard, D.	Jones, J.	Pritts, C.	Vogtman, J.
Chisholm, S.	Merrifield, J.	Sydow, T.	Wilcox, G.

Guests Present:

Butcher, A.	Huffman, V.	Schafer, A.	Upton, R.
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2. Professor Vogtman moved for approval of the minutes from the Faculty Executive Committee meeting held November 11, 2016. (*Annex 1*) Motion Carried.
3. Professor Vogtman moved for approval of the minutes from the Special Faculty Executive Committee meeting held November 28, 2016. (*Annex 2*) Motion Carried.
4. On behalf of Campus President Orlikoff, Academic Dean Ochoa relayed the following:
 - Welcomed back faculty from a rejuvenating and restful holiday break to an exciting Spring semester.
 - Expressed appreciation for all done by faculty on behalf of PSC students.
5. Academic Dean Ochoa reported the following:
 - Reiterated Campus President's sentiments about the new semester and faculty's dedication.
 - Noted appreciation to faculty as well as administration and staff volunteers, who are presently serving as Academic Success Coaches. The importance of this program relative to retention is especially evident in light of PSC's student population. Encouraged respective coaches to get to know their students to the extent they better understand their personal challenges, all while holding them accountable for their collegiate endeavors. Also spoke as to how advising is more than just scheduling and positive results can be realized from efforts to go above and beyond in this regard.
 - Dr. Meadows has been appointed by TLC from WVU Morgantown to be the faculty facilitator at PSC for the online faculty development module being piloted by the TLC this Spring. Looking for 15 interested faculty members to participate in the program.

6. Chair Chisholm reported the following:

- Work is beginning on guidelines for the assembly committees and councils to follow to promote a more orderly flow of work from one level to the next. The Chair has requested these guidelines be followed. Part of the guidelines will include not requesting approval of work or movement of said work to the next step in the workflow without the appropriate and/or requested documentation, approvals and/or signatures. The guidelines will also establish adequate deadlines for the movement of the work through the workflow process. Everyone's cooperation with this will help to eliminate errors and allow the committee/council work to move more efficiently through the established workflow process.

7. Division Reports:

- Applied Sciences division: no report.
- Liberal Arts division: Professor Upton reported that the division has voted to continue with the termination of the Modern Language major. The Director of Athletics and Academic Dean are working on a resolution for notification of faculty regarding student athlete absences from class.
Inquired about the possibility of a change with regard to the annual review period, making it from August to August for everyone. Suggested the implementation of a mentoring program for new faculty to help with the annual review process.
- STEM division: Current situation with HVAC was discussed in that many rooms in Science Hall are either over or under heated. Various noises and inoperable thermostats seem to be related issues. Matter needs immediate attention.

8. Faculty Representative Reports

- Faculty Senate:
 - Senator Goff reported the following:
 - Dr. Gee reported that WVU's revenue production side has improved. The number of enrolled students, number of applications for admission, and retention rates have all increased. Specifically mentioned PSC's enrollment has increased. Informed that if the overall retention rate could increase by 1 percent, WVU's budgetary problems would disappear.
 - Dr. Gee also relayed the need to have multiple ways to reward and recognize faculty. One such proposal under consideration by the Faculty Incentives and Rewards Working Group concerns alternate pathways to promotion and tenure for teaching assistant and associate professors. He believes we moved into R1 status because our teaching faculty provided an environment in which research activities could flourish.
 - Provost McConnell notified the change to the 2017-18 academic calendar that was presented at the December Faculty Senate meeting has been widely distributed across campus. Anyone with specific problems regarding the revised calendar should call Ann Claycomb in the Provost's Office. Those who desire to have a copy and are unable to locate one, please contact Professor Goff accordingly.
 - Provost McConnell also enlightened that The Statler College has developed an enormously successful model of student retention.

Since instituting its freshman engineering program, the College has increased retention by 50 percent.

- An exhibit focused on textiles is opening at the Art Museum on January 19. The exhibit, titled FABRICation, will close on March 19.
 - The search for a new Chief Information Officer has begun.
 - Sue Day-Perroots has announced her retirement effective in August.
 - Provost McConnell will survey faculty in various ways over the next couple of weeks to determine how the Provost's Office can more effectively communicate with faculty.
 - The Teaching and Learning Commons has three upcoming faculty development sessions: A Discussion of Work-Life Integration on February 3, Classroom Management on February 7, and Getting Started on Course Redesign on February 14. Registration information is available at <http://tlcommons.wvu.edu/>.
- Senator Wilcox reported the following:
 - Dr. Gee announced the governor's inauguration ceremony will take place on January 16, 2017.

Full minutes can be found at <http://facultysenate.wvu.edu/files/d/cb42758d-f2b2-4547-9170-5d950f625937/jan2017senateminutes.pdf>.

- AFC:
 - ACF Representative Sydow reported the following:
 - Next ACF meeting with the new governor and legislature is scheduled in a few weeks.
 - Look for a new ACF brochure in mailboxes next week.
 - The following three candidates have shown interest in attending the WV Great Teacher's Seminar this summer: Librarian Kline, Professor Westfall, and Professor Butcher.
 - Generous grant received from the Faculty Welfare Committee for PSC's own upcoming Great Teachers Seminar at Candelwyck Inn in late April.

9. Instructional Programs Committee Report

- Chair Vogtman reported the following:
 - Deactivation of Modern Language major (*Annex 3*).
 - New major in Strategic Communication (*Annex 4*). Chair Vogtman wanted it to be formally understood courses related to this major may be initially under-enrolled. Dean Ochoa assured this has been acknowledged by administration.
 - Major program change in Elementary Education (*Annexes 5A and 5B*). Chair Vogtman explained that due to various changes at WVU Morgantown, PSC can no longer offer the first two years of the WVU Elementary Education degree. The faculty member advising that area needs to be responsible for maintaining relationships with transfer institutions. Thus, this should be made a part of their formal workload.

- Creation of BAS major in SAGE program. Once the program request is in CIM and a letter of support is received from Davis College, this matter will move from the Instructional Programs Committee to FA for approval.

10. Proposed Changes to the Constitution and Governance Charter

Chair Chisholm provided an update about proposed changes to both the Constitution (*Annex 6*) and Governance Charter (*Annex 7*). These respective documents will be forwarded to FA, as is except for one change, which will reflect the results of the Qualtrics survey. Of the 35 participants (which met quorum), 91.43% voted to have faculty representatives for Campus Safety Council nominated by their respective constituencies and approved by the campus president.

11. Academic Appeals Committee Report

- Dr. Ballard, a member of the Academic Standards Committee at WVU Morgantown, relayed that faculty and administrative members of said committee are currently revising specific sections of its policy. PSC's recently revised policy aligns with what has been completed thus far by WVU Morgantown.

12. Honors Program Advisory Committee Proposal (*Annex 8*)

- Chair Huffman provided an overview of how the honors program at PSC is being aligned with the one recently revised at WVU Morgantown.
Professor Vogtman moved to approve the Honors Alteration Proposal. Motion Carried.

13. Academic Standards Committee Faculty Credentialing Documents (*Annexes 9A and 9B*)

- Chair Ballard noted the following changes made: (1) irrelevant paragraphs have been omitted; (2) the eligibility table columns under qualifications have been modified; and (3) signatures required to attest certification and verification have been expanded. A cover page was also composed, detailing the Certification of Faculty Credentials and Qualifications Policy.

Discussion resulted in several additional changes. Chair Ballard will forward a revised draft to FA Chair Chisholm.

Dr. Badenhoop moved to send the amended document to FA for consideration. Motion Carried.

14. Chair Chisholm proposed the Faculty Assembly Agenda. (*Annex 10*)

- Under the Instructional Programs Committee Report include for approval the BAS major in SAGE program.
Professor Merrifield made a motion to approve the FA agenda with the amendment to include the BAS major in SAGE program for approval. Motion Carried.

15. New Business

- Dean of Students inquired about faculty members to lead the academic workshops for Connections Week next academic year. Some divisions have volunteers already. A list of names will be sent to Dean of Students once compiled.
- Requested consideration be given to Hillbilly Elegy: A Memoir of a Family and Culture in Crisis by J.D. Vance as the next Campus Read book to be endorsed at PSC.

16. Announcements

None.

17. The meeting adjourned at 4:36 p.m. to reconvene on Friday, February 17, 2017.

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