

Faculty Assembly

Minutes

February 26, 2021

The Faculty Assembly meeting of WVU-Potomac State College was called to order at 3:00 pm by Chair Wilcox via Zoom.

Voting Members Present

Alvaro, M.
Armentrout, D.
Badenhoop, J.
Ballard, D.
Bridges, C.
Burnett, J.
Cheves, R.
Cunningham, E.
DelSignore, R.
Douthitt, P.
Frazier, V.
Garcia Martinez, N.
Gardner, N.

Hudgins, C.
Huffman, V.
Lamichhane, R.
Liller, B.
Martini, M.
Moore, M.
Oberlechner, S.
O'Quinn, J.
Petersen, R.
Plitnik, B.
Pritts, C.
Saifi, M.

Samuels, H.
Schafer, A.
Schafer, D.
Smouse, K.
Stephens, V.
Stone, J.
Sydow, T.
Van Vranken, N.
Vogtman, J.
Weaver, A.
Wilcox, G.
Zyga, L

Voting Members Absent

Arjel, K.
Chisholm, S.
Ghimire, G.
Jones, J.
Little, D.
Lawrence, C.

Lessard, D.
Morgart, J.
Mitchell, S.
Poole, J.
Upton, R.

Non-Voting Members Present

Ochoa, G.

Guests of Faculty Assembly

Hart, N. Meadows, Y. Shapiro, A.

1. Call to Order

- **3:00 pm by chair, Gerald Wilcox**

Minutes were approved with minor corrections.

J. Vogtman moved to correct the minutes by removing the blanks.

H. Samuels moved to approve the minutes as corrected, D. Ballard seconded. Carried.

President's Report:

President Orlikoff was unable to attend.

Dean Ochoa presented the update:

- SWOT teams are being composed and members will be communicated shortly.

- Strategic Taskforce for Green met this week. Nick Gardner is the chair; send him questions and concerns. Recycling bins are on each floor in all buildings.
- We are preparing plans for an in-person graduation ceremony on Sat. May 8 in the gymnasium at the Keyser High School. Once the plans are drawn up, we will send them to the Health and Safety Council in Morgantown for approval. Morgantown and Beckley are also planning in-person ceremonies.
- Employee Appreciation Day is 3/5. Light refreshments outside with tents.
- Things are tough now as we approach the one-year anniversary. Spring is renewal; we will get through this.

Dean Ochoa reported the following:

- Tues and Weds are non-instructional
- Meets with Yelena Meadows and Tracey Beckley weekly. TLC and PSC will be offering an opportunity for building skills in administration. For 2021-22 academic year. Part time position for faculty professional development coordinator. PSC faculty liaison to TLC. Will work with affiliate lead (Y. Meadows). Workshops, webinars, learning communities, and so forth. Application process. FT faculty with 3+ years. 3 hr course release, stipend if work is available over the summer. Job description next week, decision made by 4/23. CV, cover letter, vision statement required. Needs letter from chair/supervisor.

Chairperson Wilcox reported:

- Faculty Welfare met last Friday to look at P&T Guidelines, specifically two areas: assigning percentage areas (teaching, research, service) and assessment. The committee is taking points back to divisions for discussion in March.
- Campus Forum allowed for information shared re: Enrollment, budget, vaccines, nursing, athletics. Great way to communicate info about the campus.

Faculty Representative Reports:

- WVU Senate (Sheri Chisholm, Caitlin Hudgins, Heidi Samuels)
 - Meeting was Feb 8th so some info may be out of date.
 - President Gee reported on potential income tax repeal and it may lead to a budget crisis. (Lack of income tax may attract more people to the state.) Encouraged us to concentrate on post-pandemic:
 - Transparency can be an impediment to speed. Faculty governance must be reviewed for structure/function in name of shared governance/responsibility. Committee structures and policies must be reviewed.
 - New sources of revenue must be identified.
 - We must articulate the value of the University to the public.
 - The University must accelerate toward opportunity/resilience.
 - Provost Reed discussed vaccine distribution, will be handed to the state. Morgantown faculty are also upset at this. We may have opportunities for Summer Bridge options, would be worth pursuing.
- Senate Exec (Heidi Samuels for Sheri Chisholm)
 - Faculty under 50 years old will be part of 2B for vaccines. Other
 - In-person commencement
 - TACO: Jessica Vanderhoff reported on multiple committees. eSEI video is being updated. Also reporting on panel for complaints.
 - Senate Curriculum: BA in Addiction Studies was approved. PSC will hopefully offer the first 2 years.
- ACF (Tom Sydow)
 - Report on house bills recently released. In our mail. Note: one bill reintroduces campus carry.
 - Legislative Day is virtual and it has been difficult to get legislators to talk with ACF.

Instructional Programs: M. Moore reports:

- a. Program Changes: H Samuels moved, 2nd A. Weaver, motion carried.
 - i. PSC_BUS_ADMIN: PSC-Business Administration: Replace an unrestricted elective with BCOR 299 because it is a required course in Business programs on main campus
 - j. PSC_BUS_TECH: PSC-Business Technology: Replace BTEC 107 with BCOR 299 because both courses cover the same material.
 - k. PSC_SAGE: PSC-Sustainable Ag Entrepren: Replace BTEC 107 with BCOR 299. This is linked to the Business program request to make this change matching the dropping of BTEC 107

from the business degrees. Making this change will keep the SAGE degree in alignment with the courses offered by the business program.

a. Course Change

- i. BTEC 260: Computerized Accounting: Drop the pre-req. H. Samuels moved, 2nd A. Weaver, motion carried.

New Business:

- Concern about contact tracing. Recently a number of students have been in the classroom while sick and the formal procedures have not been followed. H. Samuels reported that she has had two incidents. Student on quarantine but no seating chart requests. An additional student is now on quarantine. Has anyone been contacted re: seating charts? J. Vogtman reports that she has gotten notice about Covid but other students are not being quarantined. Only diagonals have been listed, not the other nearby students.
 - Dean Ochoa answered: There was a misunderstanding re: contact tracing. Pat Kite was under the impression that the charts are 6 feet, but P. Douthitt knows that they are not. Also, many should have received emails about this incident. Contact Tracing is overwhelmed, so Student Experience staff is doing so. Instructors should be contacted about who is present.
- M. Martini asked about if we see students from the isolation list in public- what should we do? Dean Ochoa answered that we should contact Student Experience. Memo has a Qualtrics link if you see a student violating quarantine.
- D. Schafer asked about cleaning. Yes, it should be the same policy. This will be clarified soon, along with spacing issues.

Announcements:

- V. Frazier announced tech integration grants. If you need equipment, please fill these out.
- J. Stone asked: can we visit schools now that they are opening? Can we recruit? Also, in-person NSO? Dean Ochoa states that Health and Safety will need to approve. He will check with B. Little re: HS visits and bring back info.
- J. Stone asked: what is PSC input into our budget? Dean Ochoa reports that they are being submitted next Tuesday. Overall process letter was sent previously, look at wants vs. needs. Campus Forum Call covered the deficit. Scott is working with Morgantown to project enrollment. We're trying to work out the limitations. G. Wilcox says to contact division directly.
- A. Shapiro requests favor: Faculty is leading a survey about home sickness, please encourage students to complete the survey. Email is in Mix and on social media.
- N. Gardner last three days to participate in survey about library services. Please share; students can win Amazon card.
- M. Martini reminded everyone about committee survey, located in email.

Adjournment:

- J. Stone moved for the meeting to be adjourned at 3:52pm. **Motion Carried.**

/ Mia Martini
Faculty Assembly Secretary