

The Faculty Assembly

MINUTES

Friday, August 26, 2016

1. Call to order

Chair Chisholm called the meeting to order at 3:03 p.m. in Science Hall, Room 220.

Faculty Executive Committee Members Present:

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

Voting Members Present:

Arjel, K.	Falkowski, H.	Kline, V.	Schafer, A.
Armentrout, D.	Gilbert, J.	Meadows, Y.	Snider, C.
Bane, L.	Huffman, V.	Mehra, D.	Stuckey, A.
Butcher, A.	Hunt, R.	Miller, J.	Upton, R.
Cheves, R.	Johnson-Olin,	Moore, K.	Weaver, A.
Cumbo, V.	M.	Oberlechner, S.	Weber, K.
Cunningham, E.	Jones, J.	Petersen, R.	Westfall, K.
Douthitt, P.	Julian, C.	Samuels, H.	Wilson, J.

Voting Members Excused:

Little, D.

Voting Members Absent:

Beck Roth, S.	Plitnik, B.	Slivoskey, E.
Ninesteel, J.	Saifi, M.	Stone, J.
Perron, M.		

Non-Voting Members Present:

Ochoa, G. Orlikoff, J.

2. Chair Chisholm moved for the approval of the minutes from the April 29, 2016, Faculty Assembly meeting.

(Annex 1) Motion Carried.

3. Interim Campus President Orlikoff reported the following:

- Congratulated faculty on completion of the second week of classes.
- Expressed excitement and shared appreciation for the welcome received and positivity shown, since her arrival at PSC. Impressed by how many have relayed their desires for PSC to succeed, she encouraged all to integrate their goals and contributions in an effort to move PSC forward.
- Explained her leadership style is consensus built and information based; recognized strong leadership team at PSC; and noted similarities with Academic Dean Ochoa with regard to views on academics, open communication, collaborative transparent work, and shared governance. Welcomes others' insight for consideration and possible incorporation into future decision making.

- Mentioned gratitude for efforts in regard to harmonization.
- Future plans include:
 - Increasing enrollment through recruitment and retention. One way is by reviewing programs currently offered and determining others that could be advantageous to offer with consideration given to market analyses as well as community and industry input.
 - Expanding BAS degrees offered; already looking to add a BSN degree from the WVU program, which should be easier to facilitate, being processes will already be in place so that only facilities to house the program must be determined. Given the gorgeous local area, the Hospitality and Tourism program may be worth repositioning and fostering into a new direction.
- Faculty evaluations are approaching. Files are due by October 3 in Digital Measures. It is highly recommended faculty members add a reflection on teaching, specifying what did and did not work that particular year, at the link provided at the bottom of Digital Measures. For those not comfortable and desiring training with Digital Measures, consult Academic Dean Ochoa or Associate Dean Douthitt.
- Though not necessarily an accurate reflection of reality (does not yet account for PSC students transferring to WVU), PSC's current retention rate is 47%. Faculty advising could be a major component in increasing this rate. Encouraged faculty members to really start talking with their students, finding out their plans and goals and noting information in DegreeWorks, once available.
- Recent strategic budget meeting in Morgantown suggested discussions be had and decisions be made as to how best utilize funds available in an effort to realize the most return on investments.

4. Academic Dean Ochoa reported the following:

- Also shared appreciation for the warm welcome to PSC and noted pleasure in being a part of the excitement of the first few weeks of the semester.
- Introduced new faculty members: Kevin Arjel, Business; Angeline Stuckey, Psychology; Jeremy Wilson, Computer Information Systems; and Michael Perron, Mathematics. Recognized previously visiting, now tenure-track instructors: Yelena Meadows, Mathematics, and Vincenza Cumbo, Computer Information Systems.
- Reiterated similarities in leadership styles with Interim Campus President Orlikoff and intentions with regard to shared governance, transparency, and decision making, which he assured to follow up with feedback and reasoning. Will strive to work with division chairs in effort to develop this leadership group within Academic Affairs. Welcomes individual meetings with all faculty members but noted that division chairs will be consulted to make sure all information has been gathered for decision-making purposes.
- Urged faculty members to build on the great progress the library team has realized by becoming familiar with all library services and resources available. Wants to assure that the library and learning commons is part of any new program development.
- Was enthused about Welcome Week activities and the message conveyed to students as to the academic culture at PSC. Scheduled to speak fifteen to twenty minutes in each WVUe class to carry on this discussion and emphasize his and the College's commitment to their success.
- Relative to retention, reach out early to those students who seem to be struggling, so they can receive support from the Academic Success Center sooner than later, since resources are limited.
- Advisor Track has been replaced with a new platform, known as Student Success Collaborative. Similar to DegreeWorks; however, does have capability to pull up all information about a student and keep record of any notes, such as advising and tutoring, for future reference. Requesting those faculty members who do not regularly utilize eCampus for grades to at least input midterm grades in eCampus because those grades are automatically loaded into Student Success Collaborative, which can be viewed by the Academic Success Center. More information to follow.
- Relative to newly created degrees, divisions and units are highly urged to drive their development, not only in regard to programs but also partnerships.

- Need to act quickly on recruiting one, hopefully, two PSC members to the WVU Advising Development Collaborative because it starts next week. Participants will learn best practices regarding advising at WVU as well as develop very practical skills to increase advising effectiveness that can be mentored to other PSC members. Three components include six workshops, online work via eCampus, and personal development and enrichment; time commitment is one year. Participants who complete the program will be recognized during the April award ceremony and received a plaque and letter documenting their achievements. Please contact by Monday, if interested.
- Wished a productive and satisfying year to all faculty members.

5. Chair Chisholm reported the following:

- Excited about new administration and their views on transparency and shared governance.
- Offered congratulations to Heidi Samuels on completing her doctorate degree; Ruth Upton on her marriage; Andrea Schafer on the birth of her daughter, Charlotte; and Martha Johnson-Olin on her recent publication.
- Constitution was vetted and approved. However, the consensus last year was that language would be included to prevent a single faculty member from holding a division chair and assembly chair office concurrently. This was left out in the version that was approved. Faculty Welfare will be working on drafting an amendment to change this. Administration expressed concern over proxy voting, so Parliamentary Pritts will offer an education piece on proxy voting at the next Faculty Assembly.
- Last year's Faculty Welfare Committee worked over the summer to begin the process of rewriting the Promotion and Tenure Document. A rubric is ready to be shared, so look for upcoming information and open forum dates in the near future. Since nothing is formally in place, the 2013 Promotion and Tenure Document will continue to be used.
- Minutes from all 2015-2016 Faculty Assembly meetings were approved at the August Faculty Executive Committee meeting and since uploaded to the N Drive. Expressed gratitude to Dr. Samuels, Professor Vogtman, and Sheri Stafford for their efforts in completing the minutes this summer.
- Also, extended thanks to the faculty members who participated in workshops the Monday before classes started. Recognized Professor Merrifield for spearheading the effort.
- Information on the Faculty Development Grant will be forwarded very soon. Applications are due by Friday, September 23, whether sent electronically or placed in her mailbox.
- To make sure ListServe emails are not placed in your junk or clutter folders, follow Kathy Ludwick's screenshot instructions, which were recently forwarded via email per Chair Chisholm.
- Mentioned her open door policy relative to hearing and possibly resolving concerns/issues before developing into problems.

6. WVU Senate Report

Chair Chisholm announced PSC now has three WVU Senators with Professor Goff having been recently elected to join Senators Wilcox and Merrifield.

Senator Wilcox reported the following:

- Senator Merrifield elected to serve on the 2016-2017 WVU Faculty Senate Executive Committee, which is great representation for PSC.
- "Common read" for 2016-2017 will be *Just Mercy: A Story of Justice and Redemption* by Bryant Stevenson, who will be the Festival of Ideas speaker on Monday, November 7.
- Assessment of the new SEI system and consideration of ways to improve the student response rate (which was 56-57%) continue.
- Approval granted for PSC to add the following majors: Aerospace Engineering; Biometric Systems Engineering; Computer Engineering; and Industrial Engineering; change curriculum to Sustainable

Agriculture Entrepreneurship; and terminate the following majors: General Studies (Science); General Studies (Non-Science); Physical Education (Sport Behavior); and Physical Education (Athletic Training).

- Approval received for the 2017-2018 academic calendar, which includes a five-day Thanksgiving break but forgoes a fall recess.
- The Attendance Policy and Guidelines as well as the Academic Dishonesty Process will be reintroduced in the Fall. Chair Chisholm announced that Professor Vogtman is serving on the Ad Hoc Attendance Committee, so with PSC representation faculty should be hearing more as this revision progresses.
- Resolution passed to affirm WVU Faculty Senate's solidarity for the people of Orlando, Florida, especially those members of the LGBTQ, Latin, and Muslim communities, who were and are victimized.

Full Versions of the minutes can be found on the Faculty Senate Website at

<http://facultysenate.wvu.edu/files/d/60e134ed-542a-48fb-85ff-70c3bdf2c492/june2016senateminutes.pdf>.

Senator Merrifield reported the following:

- Tom Patrick was appointed faculty ombudsman. For those with university needs or concerns, the best way to contact him is to email or call him at tom.patrick@mail.wvu.edu or 304 293-2871.
- \$30,000 is available in a pilot project to fund applications for publication of an article in a fully open source journal. Maximum awards can total \$2,000 per faculty member.

7. ACF Report

Professor Sydow referred to three ACF reports that were sent via email (*Annex 4*). Reminded that ACF is the faculty voice and lobbying force on issues of higher education that pertain to faculty on individual, campus, and state-wide levels. ACF's website is www.wvacf.org.

8. Academic Appeals Committee Report (*Annex 2*)

Professor Vogtman made a motion to approve the Academic Appeals Committee Report from the 2015-2016 academic year. Motion Carried.

9. For Approval 2016-2017 Committee Chairs (*Annex 3*)

Professor Vogtman made a motion to approve the 2016-2017 Committee Chairs proposed slate. Motion Carried.

10. Shipper Library In a Minute

- Dr. Charles Julian and Librarian Ginny Kline presented "Shipper Library in a Minute... or Two". (*Annex 5 and 6*)

11. New Business

- Professors Weave and Westfall, and Librarian Kline presented the design for the staff/faculty shirt. Voting for a logo design will occur online and is the next step.
- Parliamentarian Pritts presented on Proxy Voting. (*Annex 7*)
- Professor Miller expressed concerns about the lack of external and internal surveillance on campus. The matter has been referred to Faculty Executive Committee and Safety Council.
- Professor Vandenberg expressed concern over how to best serve students who are lacking texts for the first few weeks of classes. The matter was referred to the Library Committee and Faculty Executive Committee.

12. Announcements

- Dr. Samuels announced she will be stepping down from The Learning Commons Advising Council. Anyone interested in this service opportunity should contact her.
- Dr. Badenhoop mentioned that many local service clubs are interested in professional presentations from faculty.

- Dr. Julian announced that Pat McGuire is home now and continues to do well.
- Professor Merrifield thanked everyone who participated in the Academic Culture workshops.
- Dean Ochoa will place a copy of Just Mercy on reserve in the library for faculty use only.
- Congratulations were offered to Dr. Julian and the library staff for bring the library into the 21st century.

13. Adjournment

The meeting adjourned at 4:32 p.m. to reconvene September 23, 2016.

/s/ Joan Vogtman
Faculty Assembly Secretary

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