

Minutes
Faculty Assembly
Friday, September 23, 2022, 3:00 pm
Science Hall 220

1. Call to Order
 - *By the Assembly Chair at 3:06 pm*
2. For Approval Minutes of the August 26, 2022, Faculty Assembly Meeting (*Annex 1*)
 - *Approved as distributed*
3. Report from Campus President Chris Gilmer: (*Annex 2*)
 - *Submitted a written report to the Faculty Assembly*
4. Report from Dean of Academic Affairs Phil Douthitt
 - *The report from the Dean is included below “**Academic Dean’s Report to the Faculty Assembly**”.*
5. Report from Faculty Assembly Chair Jay Badenhoop
 - *Gave a presentation to the Board of Governors in Morgantown, received words of praise from President Gee. Hoped to have represented PSC pretty well on Board.*
6. Faculty Representative Reports
 - a. WVU Senate (Donna Ballard, MaryBeth Moore, Heidi Samuels):
 - *(Heidi) Emphasis on the reduction in retention. There is an action plan to deal with this focusing on student success and retention issues. Providing students with professional advisors. There is academic innovation center coming. Expanding online offerings and focusing on adult learners and transfer students. Encouraged faculty for Peer Support of Teaching program.*
 - b. WVU Senate Executive Committee (Heidi Samuels):
 - *No report*
 - c. ACF Report (Tom Sydow):
 - *No report*
7. New Business
 - a. Instructional programs:
 - *Course changes for business administration and eSports minor. Moved to approve (Heidi). Approved.*
 - b. Proposed Changes to WVU P&T Document
 - *Met on 21st September. Chris Staples and Melissa Latimer were the presenters. Emphasis was on consistency and transparency.*
 - *Presenting Townhalls to all WVU campuses and collecting feedbacks.*
 - *One with an unsatisfactory rating should contact the supervisor and work on plan to improve rating. Proper documentation of achievements suggested.*
 - c. Items from the floor: *Nick Gardner introduced our new faculty librarian.*
8. Announcements
 - *None*
9. Adjournment: *Mia*

Academic Dean’s Report to the Faculty Assembly
Presented by Phil Douthitt, September 23, 2022

Thanks, again, for all you do, especially completing the early alerts. We also appreciate your attendance and participation at Wednesday’s sessions with our Morgantown guests. Those who attended represented our campus well.

Scheduling:

- Thanks for input in developing the spring schedule. Norma and Chris have been busy making changes. Under Norma's guidance and training, Chris is doing a great job working in CLSS.
- September 27 – we plan to have the draft schedule available for review. PLEASE, PLEASE, PLEASE find time to review everything about your class schedule and courses required by your advisees who are on track.
- October 4 – spring schedule goes live for viewing. This gives a week to review the Schedule of Courses and notify your chair if anything needs corrected before registration opens. Start working with advisees to determine spring courses and remove advising holds. (Students won't be able to register until October 11 or October 18.) Reminder – Advising Handbook is on the share drive.
- October 11 – priority registration begins
- October 18 – general registration begins

Graduation Applications:

- The deadline has passed, and a review of fall applications has begun. The primary purpose of the early deadline is to catch students who may need to add a late start class to complete requirements.
- Emails will be sent to applicants and advisors with the results of each review.

Follow up to Exec Committee:

- Non-elected faculty supplemental positions – updating our list to include positions identified by Liberal Arts, including terms, selection process, and compensation. More to come...
- Title III Assessment Coordinator – according to Abby, a selection has been made and we are awaiting confirmation from our Federal Program Specialist.
- Advising – Teaching or Service? Topic warrants discussion, probably a faculty forum to gather feedback and options.

Advisors:

- Please welcome Bonnie Lawson, our new academic advisor, located in AD 121. She is training on Navigate, DegreeWorks, Banner, and is using the PSC website to get information about majors/advisement sheets and the PSC catalog. She is also reviewing StudentLingo, TutorLingo, and Go2Knowledge websites to look at workshops helpful to students and herself.
- Bonnie was included with Jaynie as points of contact on the cards that went out to all residence hall students who were on the Early Alert list.
- The plan is to have Bonnie assume coaching of the Academic Momentum Students for the second half of the semester which will leave Haley and Michele free to focus on General Studies students.
- Haley and Michele are currently working with Academic Momentum Program students (formerly known as Academic Recovery Program) and preparing for spring advising for online Gen Studies and Business students.
- We agreed to have each advisor focus on the majors by division, Haley is advising online General Studies students and will focus on Liberal Arts majors, Michele is advising online Business students and will focus on Applied Sciences majors, and Bonnie will focus on STEM majors.
- Hosted great turnout for "What's the Stitch" event, where students could meet staff and do a craft. Working on a few ideas for similar events in the coming weeks. Planning to have an event focused on FTF soon.
- Haley has been working on a "Class of 2024" campaign for our FTFT students. Ordering a banner for students to sign and hope to pair it with a 15-to-Finish promotion.
- Melissa, Career Services, has been working on a major exploration fair that will partner with advising activities. Received permission to request the Morgantown ORIN classes that focus on career and major exploration and readiness.
- Working to contact students reported through Early Alerts.
- Working with Jaynie on the "Are you First Gen?" campaign.
- Planning on mid-term alert meetings for students at risk of probation or suspension after mid-term grades are combined with current GPAs.

REMINDERS

Next week:

- Ally training
- “A Peace of My Mind” activities – a reminder and details of events have been sent by email.

October 3 – Discover Day

- Thanks to Erin and Brian who will be conducting class demos.
- Thanks to all faculty who can assist with recruiting at the Majors Fair, 1:30-2:30 in DCC.

October 6 – mid-term grades due by noon

October 15 - Homecoming

Please participate in activities a