

Faculty Assembly

Minutes

March 27, 2020

The Faculty Assembly meeting of WVU-Potomac State College was called to order at 12:07 pm by Chair Ballard on Zoom.

Voting Members Present

Arjel, K.
Armentrout, D.
Badenhoop, J.
Ballard, D.
Bridges, C.
Burnett, J.
Chisholm, S.
Cunningham, E.
Del Signore, R.
Douthitt, P.
Frazier, V.
Garcia Martinez, N.
Gardner, N.
Hudgins, C.

Huffman, V.
Lawrence, C.
Liller, B.
Little, D.
Martini, M.
Meadows, Y.
Moore, M.
Morgart, J.
Oberlechner, S.
O'Quinn, J.
Petersen, R.
Poole, J.
Pritts, C.
Rawlings, J.

Samuels, H.
Saifi, M.
Schafer, A.
Schafer, D.
Smouse, K.
Stephens, V.
Stone, J.
Sydow, T.
Upton, R.
Van Vranken, N.
Vogtman, J.
Weaver, A.
Wilcox, G.

Voting Members Absent

Cheves, R.
Ghamire, G.
Jones, J.
Lessard, D.

Marmo, F.
Mullins, M.
Plitnik, B.

Non-Voting Members Present

Ochoa, G.
Orlikoff, J.

Guests of Faculty Assembly

Shapiro, A.
Taylor, L.

Chair Ballard declared the minutes from February 28, 2020, ([Annex 1](#)) approved as voted on via Qualtrics survey.

President Orlikoff reported the following:

- Monday begins all online instruction for the campus.
- Make sure to take time for yourself.
- Hoping to keep the same final exam schedule, but more information will be coming soon.
- 9 May will be a virtual graduation ceremony. A survey will be sent out to the students to inquire interest in an alternate graduation ceremony, perhaps in Aug, Dec or even next May.
- All Residence Halls on campus have been closed.
- IT is still working and can offer assistance remotely. WVU has purchased 300 hotspots for students. Contact Shannon Meek if you know of a student who is in need of that assistance.
- Refund for housing and board will be coming soon. Most of the refunding will come from the Federal Relief Funds.

Dean Ochoa reported the following:

- Thanked everyone for the work that has been accomplished so far.
- TLC continues to post new information on their page. Keep looking at that resources.
- Might need to develop creative ways to deliver content to students if internet is truly unavailable in their area.
- Please be open to different options for final exams. There is much concern about the ability of the network to handle the load.
- His office will take care of postage for any students who need work mailed to them. Arrangements for that will be forthcoming.
- Searches are ongoing.
- Look for a new policy that addresses people who will be coming on campus for extended periods of time. This will allow better communication if someone does get sick.
- Library staff is working remotely and can assist with most tech items. They are ready and willing to help!
 - Can't answer the phone directly but leave a message and they will get back to you.
 - Dave Miller is the TLC affiliate and he is also ready to assist
- Question from floor
 - Have the buildings undergone a thorough cleaning since closure?
 - President Orlikoff is looking into that with Pat Kight.
 - How can we get work to the Dean's office?
 - Will work something out with the Facilities Office since it is still open. Look for that info forthcoming.
 - What about registration for students?
 - Plan is for faculty to work with students remotely, via Zoom or other platforms and then faculty can log into the VPN to release holds. Otherwise they can work with the Dean's office. More information will be forthcoming.

Faculty Assembly Chair Ballard reported the following:

- Thanks for working with the Zoom meeting. It is a challenging time for all. Please keep checking and reading the listserv emails. Best wishes for everyone's safety.
 - Secretary Vogtman conducted 2 test polls. The results are as follows
 - Weather today is "Cloudy with a Chance of Meatballs"
 - Preferred Faculty Assembly drink is "none of the above"

Faculty Representative Reports:

- WVU Senate Report:
 - Full minutes of the March 9, 2020 meeting, and annexes, can be found [here](#).
 - COVID-19 discussion.
 - New language for SEI's coming out soon.
- WVU Senate Executive Committee: Meeting was cancelled.

ACF Report:

- No report

For information: Changes to Faculty Constitution and Governance Charter (*Annex 2a and 2b*)

Faculty Welfare

- Yearly report approved 34 to 0. (*Annex 3*)

Instructional Programs Committee: (*Annex 4 and 5*)

- Program Changes approved 35 to 0.
- Program Deactivation approved 34 to 1.
- New Program approved 34 to 0.
- Yearly Report approved 35 to 0.

Committee on Committees: (*Annex 6 and 7*)

- Yearly Report approved 35 to 0.
- 5 Year Report approved 35 to 0.
- Election of Committee Chair Officers
 - Academic Standards
 - Donna Ballard 13, Vicki Huffman 9, Mia Martini 13 total 35 votes. Run off
 - Run off poll conducted in Zoom Donna Ballard 16, Mia Martini 20. 36 votes casts. Mia Martini is Chair
 - Instructional Programs
 - Sheri Chisholm 12, Mary Beth Moore 23 total 35 votes cast. Mary Beth Moore is Chair.
 - Academic Appeals – Erin Cunningham, Chair
 - Instructional Resources – Josiah Rawlings, Chair
 - Library – Richard Petersen, Chair

New Business:

- Dr Samuels moved to conduct a faculty evaluation of the academic dean to start immediately after the evaluation survey is complete. Motion seconded.
- Dr Samuels moved to form an ad hoc committee responsible for creating evaluation survey for academic dean with results being made available to faculty immediately. Motion seconded.
- Discussion – Dr. Orlikoff reported that there is a process to review Deans in their fifth year. Since the review is a personnel issue, the question is can our faculty supersede what the Provost's Office is doing?
- Dr. Badenhop moved that the previous two motions be withdrawn. **Motion passed** 33 to 1.

Announcements:

- Nursing had a successful first week of online instruction. Encourage all to contact IT with any issues.
- The decisions on the next class of nursing students will be made soon.
- Shout out to Donna and Joan for setting up the Zoom meeting

Adjournment:

- Professor Vogtman moved for the meeting to be adjourned at 12:56pm. **Motion Carried.**

/ **Joan Vogtman**
Faculty Assembly Secretary