



West Virginia University

POTOMAC STATE COLLEGE

Faculty Assembly

Minutes

February 22, 2019

The Faculty Assembly meeting of WVU-Potomac State College was called to order at 3:03pm by Chair Chisholm in Science Room 220.

Voting Members Present

Armentrout, D.	Haich, N.	Oberlechner, S.
Badenhoop, J.	Hudgins, C.	Petersen, R.
Ballard, D.	Huffman, V.	Pritts, C.
Bello, A.	Julian, C.	Saifi, M.
Bridges, C.	Jones, J.	Samuels, H.
Cheves, R.	Kline, V.	Schafer, A.
Chisholm, S.	Liller, B.	Stone, J.
Cunningham, E.	Martini, M.	Sydow, T.
Frazier, V.	Meadows, Y.	Vogtman, J.
Ganesh, G.	Merrifield, J.	Weaver, A.
Garcia Martinez, N.	Moore, M.	Whitacre, K.
Goff, N.	Morgart, J.	Wilcox, G.

Voting Members Absent

Arjel, K.	Lessard, D.	Rawlings, J.
Burnett, J.	Little, D.	Schafer, D.
Chandler, N.	Mehra, D.	Stone, J.
Douthitt, P.	Miller, J.	Upton, R.
Lawrence, C.	Plitnik, B.	

Non-Voting Members Present

Ochoa, G.
Orlikhoff, J.

Dr. Meadows moved for approval of the minutes from the January 25, 2019 faculty assembly. **Motion Carried.**

President Orlikoff reported the following:

- Thanked all the faculty that attended the State of the College presentation.
- The new AAS degree in Health Sciences has passed the Board of Governors.
- Campus Carry Issues: WVU-Morgantown is managing through negotiations. There are many exceptions to this rule including:
 - Individual offices
 - Arenas with more than 1,000 occupants
 - Daycares
 - High Hazardous labs
 - Health Sciences
 - Disciplinary Areas

- Dorms (but allowed in common areas)
- Patient areas
- Customaries
- Tobacco Free Policy for all WVU campuses will be implemented at WVU-PSC by August 1, 2019.
- Strategic Transformation Plan - Leadership training just finished up, so faculty groups should be conducted by April 1.
 - Action Plan Update- The four SWOT teams have submitted reports.
 - The HSTA Grant was approved. The camp will be July 21-July 26 for students. Teachers will be trained the week before. The camp is already at capacity with 75 students.
 - The house at 66 Fort Avenue was purchased by the school to convert into apartments.
 - The next employee lunch will be March 6 beginning at 11:45am.
 - There have been 21 applicants to attend the Quebec trip.
 - Go Beyond Program will be coming to WVU-PSC. It's an interactive digital postcard system, that allows individuals to recognize others for good work following the five core values. These cards can be posted publicly or sent privately. You can also print them off to hand them to people in person too.

Dean Ochoa reported the following:

- The first division to reach 100% on Early Alerts was Applied Sciences. Division Chair, Dr. Samuels, will have \$500 added to her budget for professional development and travel.
- Faculty Leadership Fellows Updates:
 - After discussion with Chair Chisholm, there will be two professional, tenure-track faculty advisors hired to focus on intrusive advising. They will teach one or two courses, but they will mostly be focused on advising students in high need areas.
 - Dr. Huffman is working on improving learning outcomes by analyzing all syllabi and by looking at the CSAS.
 - Dr. Samuels has a task force working on online course development and training for course development.
 - Next fall there will be two faculty fellowship positions available.
- Workshop offered through TLC "Improving Your Online Course" will be offered with two face to face meetings and 2 on line meetings.

Faculty Assembly Chair Chisholm reported the following:

- Thanked everyone for participating in STAR and getting the pins released in Banner. She has sent out packets to faculty members with more information on releasing pins.
- Faculty Welfare
 - Outstanding Professor Awards are due by March 7. Emails for those nominated will be sent out March 8.
 - Developing guidelines for the use of the Faculty Workload Planning Document.
- There are several searches coming up that are not for faculty, but could use faculty on them. If you are interested, please seek out Chair Chisholm so she can inform the Academic Affairs office.

Faculty Representative Reports:

- WVU Senate Report:
 - The new smoking policy can be found in BOG's Finance and Administration Rule 5.6.
 - Campus Carry passed legislative vote 12-11. It will now be voted on by the WV house. This is house bill 2519.
 - Some faculty are finding offensive comments on their SEI's. The Teaching Assessment Committee is looking into the issue in regard to First Amendment Rights and Title IX rules. Faculty may be able to have the offensive comments redacted from the SEIs.
 - BOG Rule 1.6 (Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Misconduct, Stalking, Retaliation, and Relationships) is under review.
 - BOG Rule 1.4 has been adopted (Ethics, Conflict of Interest, and Outside Consulting Arrangements).
 - Various course changes can be found in the full minutes, and annexes, of the February 11, 2019 meeting.

→ Full minutes of the February 11 meeting, and annexes, can be found [here](#).

- WVU Senate Executive Committee:
 - None.

- ACF Report:
 - Great Teachers Seminar is June 17 to June 20, 2019 which is open to all faculty members (*Annex 6*).

Instructional Programs Committee:

- Dr. Huffman moved to approve changes in CIS 327. **Motion Carried.**
- Chair Vogtman moved to approve the new course CJ 480: Hate Crimes. **Motion Carried.**

Faculty Welfare:

- Dr. Julian moved for an Omnibus Motion for the Governance Charter to change the title of Coordinator of Assessment to Director of Assessment and Institution Excellence. **Motion Carried.**
- Dr. Huffman moved to *approve the updating of titles, job descriptions, graphics in the Governance Charter, include the addition of “in accordance with the committee’s guidelines” at 3.3.2.b.i bullet 3, add Faculty Assembly Chair-Elect (ex officio) as a member of Committee on Committees, include “Chair is by position” at 3.3.2.b.ii, removal of “faculty” at 3.3.2.b.iv, add “develop” at 3.3.2.b.vii at first bullet point, updating Classified Council Sections and Student Government Sections in accordance with their requests, update charge of Enrollment Service Council (3.8.2.b.ii), and include Chemical Hygiene Officer on Campus Safety Council (3.8.2.b.iii).* **Motion Carried.**
- Dr. Julian moved to *approve the creation, membership, and charges of a Veteran Board, On-Line Learner Board, Adult Learner Board, Course Strategy Board, and Student-Athlete Board that will be under the oversight of the Student Success Council and move the Honors Council from a Dean’s council to a Board under the oversight of the Student Success Council as outlined in Section 3.8.2.c.ix.* **Motion Carried.**
- Professor Vogtman moved to *approve membership requirements for College Wide Review Committee so that faculty eligible for service as an at-large member “must have at least 3 or more years of full time tenure track teaching service at WVU-PSC.” Section 3.3.2.c.* Professor Merrifield moved to *postpone the vote until the March Faculty Assembly meeting.* **Motion Carried.**
- Professor Vogtman moved to *approve addition of Faculty Assembly Chair as ineligible for service on College Wide Review Committee as written in Section 3.3.2.c.* **Motion Carried.**
- Dr. Julian moved for an Omnibus Motion for the Faculty Constitution to change the title of Coordinator of Assessment to Director of Assessment and Institution Excellence. **Motion Carried.**
- Dr. Julian moved for the creation of an Omnibus ballot to include the following motions; *to approve the updating of titles, removal of HEPC oversight language, removal of teaching track faculty, updating of current practices as outlined in Articles I.C.7, I.C.8, II.F.2.f, III.1.c.viii, inclusion of Chair-Elect Ex Officio and “in accordance with committee’s guidelines” to Article III.B.2, change to “ensure and maintain” in Article III.B.8, charge i, and removal of “faculty” in Article V.A to WVU Advising Council, to approve changes to Article IV.B.2.c to reflect the changes to the Student Success Council as reflected in the Governance Charter, and to approve addition of Faculty Assembly Chair as ineligible for service on College Wide Review Committee as written in Article III.A.2.* **Motion Carried.**
- Dr. Julian moved to approve the Omnibus ballot. **Motion Carried.**

New Business:

- None.

Announcements:

- RESA VIII Regional Science Fair will be held on campus on March 12. Faculty assistance is needed in the form of two presentations and many judges for a variety of categories.
- Ginny Kline is WVU-PSC’s point of contact for the Campus Read.
- WVU-PSC is a VITA site for the IRS. There is a link that will go around to file taxes for free.

Adjournment:

- Professor Jones moved for the meeting to be adjourned at 4:03pm. **Motion Carried.**

/ Kay Jones
Administrative Secretary