



West Virginia University  
POTOMAC STATE COLLEGE

---

## The Faculty Executive Committee

Minutes  
Friday, September 15, 2017

1. Chair Ballard called the meeting to order at 3:02 pm in Science Hall Conference Room.

### Members Present

Ballard, D.	Johnson-Olin, M.	Pritts, C.
Badenhoop, J.	Jones, J.	Vandenberg, M.
Chisholm, S.	Ochoa, G.	Vogtman, J.
Golf, N.	Orlikoff, G.	Wilcox, G.

### Guests Present

Merrifield, J.

### Members Absent

Sydow, T.

2. Professor Vogtman moved for approval of the FEC Minutes from August 18, 2017. (*Annex 1*). Motion Carried.
3. President Orlikoff presented the following
  - Enrollment Services just received a new viewbook to send out to prospective students for the Fall 2018 class. Notable points from the viewbook are
    - Faculty teaches all classes
    - Average class size is 21 students
    - Active Learner environment
  - Shared a story relayed to her by Kevin Berry (WVU Alumni CEO) about the excellent customer service his family received at a PSO on campus
  - Leadership Team has a focus on increasing Enrollment and Retention this year
    - They are brainstorming ways to do both.
    - Meeting with Housekeeping and Facilities to work on how they touch students' lives
      - 10 foot rule – if you are within 10 feet of a student, smile and say hello
      - Work order system – any faculty or staff can input work orders for students
  - Excited on how much Morgantown is reaching out to include our regional campus
    - IDEA Fellows – two positions have been reserved for Potomac State College Faculty. Mindy Walls, Assistant Vice President of Entrepreneurship and Innovation will be on campus on 29 Sept to discuss this further.
    - Starting this year, an AmeriCorps Vista will be on campus to assist with Service Learning

- Over the summer, many dorms got WIFI, paid for by Morgantown (around \$400,000 worth of equipment)
- All dorms were switched to college cable, with free HBO, as savings of \$32,000

4. Dean Ochoa presented the following

- Personnel changes in the administrative support staff of the Academic Deans Office
  - Deb Wilson has retired but is staying on until the end of the month to train her replacement, Norma
  - Part time Faculty Assembly Administrative Assistance has been hired and starts on 1 Oct.
- President Orlikoff, Associate Dean Douthitt and Dean Ochoa attended a Retention Summit and shared the Student Enrollment and Success Plan: 2017-2020 (*Annex 3*). Points to note
  - Dr. Vicki Huffman has been appointed Digital Fellow Faculty.
  - Early Alerts are evolving
    - Different efforts for the first contact have been implemented
      - Peer tutors from the Academic Success Center will call students
      - Involve Residence Life to help in tracking down the students
      - Last effort a letter addressed to the student label “Urgent Academic Information” will be mailed to the home address of record. This will not violate FERPA
    - Additional Retention Efforts
      - Better use of eCampus
        - At a minimum syllabi and grades should be placed on it
        - Concerns about English 101 and 102 courses who are not allowed to assign grades to student writing until midterms
      - Students who are present on campus but not present in class
        - Again, they should be captured in the early alert academic efforts
        - No longer have a mechanism to remove them
      - Students who are not paid, but still on campus and attending/not attending class
        - Again, they should be captured in the early alert academic efforts
        - No longer have a mechanism to remove them
        - Business office works daily to try to receive payment from them
      - A debriefing meeting regarding Academic Coaching program from last year will occur shortly and will aid in the decision to continue the program
- Degree Works workshop will be repeated this semester
  - Remember, any notes written in Degree Works are visible by the student
- SSC Campus
  - Notes written in this system are NOT visible to students, only other faculty/staff
  - New full-time faculty can use SSC to record attendance. This would be helpful for all faculty.
- Reading Lab update

- Currently have 2 sections with 15 total students. Working with PSYCH 101 classes.
- Students enroll in the PSYCH 101 course, take a placement test, if they fail the test they are concurrently enrolled in a 2-credit reading lab that works with the material in the PYSCH 101 class.
- For Spring Registration, this process will happen earlier and be more transparent to the students
- After the Spring program, will assess need to expand the program
- Possibility of having a reading seminar on campus this semester very successful in Morgantown

5. Chair Ballard reported the following

- Thanks to committees moving forward with committee work
- Open Forum will be held next Friday regarding various documents (Governance Charter, P&T document, pay document and P&T rubric) in SCI 220 at 3:00
- Encouraged all faculty to open PSC\_FACULTY emails
- CB Wilson will be on campus Sept 22 at 2:00 in SCI 108 to discuss Promotion and Tenure

6. Division Reports

- Applied Sciences had no official report
- Liberal Arts Division Representative reported the following
  - Concerns about the printing system
    - Offices in the Hallway of AC print to a locked storage closet with exposed pipes. They would like a better environment to print to
    - Concern over security
      - Many print job vanish
      - Printers have no secure print option
      - Leaving students in office to get what the faculty member printed for the student
    - Faculty are not hourly employees so the extra time spent traveling to and from the printer is their time
    - Is this more efficient? Can we assess this midyear?
    - Not all codes are in every copier
    - Computer Lab in Church McKee does not have a card swipe, so students are no longer able to print there
- STEM had no official report

7. Senators Johnson-Olin, Goff and Wilcox reported the following

- Meeting was preceded by President Gee's State of the University address
  - State suffers from negative-elitism  
We need to change the story-telling story
  - Student culture is improving – across all campuses a record number 6200 new, first-time freshman have enrolled. They have higher grades, higher tests scores and are better all-around students than previous classes.
  - Humanities Center has leveraged endowed funds
  - 8 November is a University wide Day of Giving
  - Look for a new survey regarding Core Value of Service

- Biggest Challenge facing the University is not the financial crisis, but complacency and lack of curiosity
  - Cannot cut our way to prosperity
  - Need to make West Virginia a “cool” destination
- From the Senate Meeting
  - Provost McConnell reported
    - 20,000 people attended Fall Fest
    - Arrests are down, sign of the culture improving
    - Most qualified class ever
      - Over 50% female
    - Title IX is about educational equity. Will continue to keep the campus safe and not back off Title IX. Remain fully compliant with federal standards
  - Higher Learning Commission (accrediting body) is visiting March 5-6. Need to be ready on all fronts.
  - Title IV sanctions for failing to file audits.
    - WVU remains proactive about this and hopes that students see little effect
    - Program approval will be effected but how much is uncertain
  - Chair Valenti reports
    - Efforts to deal with
      - Plus/minus grades
      - Attendance Policies
      - Alternate Pathways to Tenure
      - Longer contracts for nontenure Track faculty
      - More oversight on Graduate Programs
      - New GEF approvals are on hold while Lou Slimak reviews the assessment plan for GEFS prior to the March accrediting visit
    - New \$300 international student fee
    - Tuition will increase by 5%
    - Cindy Roth reported the efforts of a recent fundraising campaign have resulted in an additional \$1.5 billion in endowments, most are very specific

Full minutes of the 11 September Senate meeting can be found at <http://facultysenate.wvu.edu/files/d/e60f44b1-6a21-4ed7-b193-3558712e4a61/sept2017senateminutes.pdf>

- Senate Executive Committee Representative Merrifield submitted the attached written report (*Annex 4*).
  - Senate Executive Committee requests all campuses to hold off on endorsing the ACF agenda. They are hopeful they will have new language by 29 September

Full minutes of the 28 August Senate Executive meeting can be found at <http://facultysenate.wvu.edu/files/d/db479eff-e084-4458-aa10-35c49f3c913d/aug2017execminutes.pdf>

- ACF Alternate Representative Wilcox reported that the ACF report was attached. (*Annex 2*).
8. Past Chair Chisholm submitted the Instructional Resources 2016-2017 AY report. (*Annex 5*)
- Dean Ochoa requested that additional document camera problems be forwarded to his office.
  - The IT help desk link is <https://wvu.teamdynamix.com/TDClient/Requests/ServiceDet?ID=9246>
9. Instruction Programs Chair Vogtman presented the following Program Changes in CIM <https://futurecatalog.wvu.edu/programadmin/>  
Dr. Badenhoop moved to accept the program changes. Motion Carried.
- PSC\_BSN\_WVU – replace AEM 341 with MICB 200
  - PSC\_BUS\_TECH – replace OSTC 107 with PATH 200
  - PSC\_PRE\_OCCT – replace OSCT 107 with PATH 200
  - PSC\_PRE\_VET – remove AEM 341
  - PSC\_P\_NSG\_GS – change AEM 341 to MICB 200
10. The following changes to the Faculty Assembly agenda were discussed (*Annex 6*)
- Include Mindy Walls at the beginning of the meeting
  - Addition of Open Forum documents at the Chair's discretion
11. New Business
- Past Chair Chisholm reported that the iSTART HERE Academy that took place on 14 August was a success. A Qualtrics survey was sent out to all faculty who participated and the results have been shared with the Connections Committee, Dean Letrent and the coordinators for the three workshops. The results were overwhelmingly positive.
12. Announcements
- Constitution Day presentation will take place on 18 September at 3:00 in Church McKee. The talk this year will focus on the First Amendment and Freedom of Speech
13. The meeting adjourned at 4:45 pm to reconvene on Friday 13 October 2017.

Joan Vogtman  
Faculty Assembly Secretary