



POTOMAC STATE COLLEGE

FACULTY ASSEMBLY MINUTES

February 23, 2018

1. **Call to Order:** The Faculty Assembly meeting of February 23, 2018, was called to order by Chair Ballard at 3:06 p.m. in Science Room 220.

Faculty Executive Committee Members Present:

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| Badenhoop, J. | Goff, N. | Sydow, T. | Wilcox, G. |
| Ballard, D. | Johnson-Olin, M. | Vandenberg, M. | |
| Chisholm, S. | Pritts, C. | Vogtman, J. | |

Voting Members Present:

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| Arjel, K. | Farhat, T. | Martini, M. | Petersen, R. |
| Armentrout, D. | Gilbert, J. | Merrifield, J. | Schafer, A. |
| Bane, L. | Hudgins, C. | Miller, J. | Upton, R. |
| Bridges, C. | Julian, C. | Moore, M. | Weaver, A. |
| Chandler, N. | Kline, V. | Oberlechner, S. | Westfall, K. |
| Cheves, R. | Lawrence, C. | | Whitacre, K. |

Voting Members Excused:

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| Butcher, A. | Little, D. | Shafer, D. |
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Voting Members Absent:

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| Armstrong, C. | Hunt, R. | Ninesteel, J. | Starcher, S. |
| Beck Roth, S. | Matlick, D. | Plitnik, B. | Walker, A. |
| Cunningham, E. | Meadows, Y. | Saifi, M. | |
| Douthitt, P. | Mehra, D. | Samuels, H. | |
| Huffman, V. | Moore, K. | Stone, J. | |

Non-Voting Members Present:

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| Ochoa, G. | Orlikoff, J. |
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Guests:

2. Professor Vogtman moved to approve the FA January 26, 2018 minutes. Motion Carried. (*Annex 1*).
3. President Orlikoff reported the following:
 - Broad results of the Baseline University Culture Profile Survey
 - PSC had 77% participation.
 - PSC areas of strength:
 1. People are fun to be around.

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2. There is a high level of student service consciousness.
 3. There is a sense of pride.
 4. We respect diversity – healthy differences are a strength.
- PSC areas to work on:
 1. High performance is recognized and rewarded.
 2. People feel appreciated and valued.
 3. There is great openness to change.
 4. Our people are highly accountable for their actions and results.Will create a focus group to address the areas to work on. Members will include faculty and staff.
 - Update from Legislature:
 1. The Campus Carry Bill was not passed.
 2. Free Community College Tuition bill has been put on hold. It is very likely that PSC is written into the bill.
 3. Delegate Cowles has advocated for \$500,000 increase in state appropriations. The Administration is hoping to meet with him.
4. Dean Ochoa reported the following:
- Welcome week committee – a group looking to improve Orientation and Opening Weekend.
 - Academic and Student Affairs side of the iStart Academy not very popular.
 - Increase faculty interactions with students as they arrive on the first days
 - Faculty lining sides of lobby at Church McKee Arts Center at Opening Convocation.
 - Possible motivational speaker in the afternoon and late night breakfast.
 - Second day Student Affairs dividing students by their 191 groups with assigned leaders to promote interaction.
 - Time staggered by divisions in the afternoon to host events that incentivize attendance and interaction.
 - Evening quad event.
 - Ad Hoc Group, mainly faculty, meeting to discuss increase adult learner enrollment.
 - Focusing on how to offer AA degree entirely online
 - Two training sessions for Applying Quality Matters Rubric will be held. (*Annex 8*)
 - Budget cycle requested to be in by Wednesday, although not due until Friday.
 - Midterm grades are due Tuesday.
 - Late Start classes start Thursday, March 1st.
 - Working to develop a summer program for those that fall below 2.0.
 - Students with $1.5 < 2.0$ will be encouraged to appeal online
 - Students below 1.5 will be case by case.
 - HLC visit will not be on this campus, however the leadership group will go to Morgantown.

5. Chair Ballard reported the following:

- Committee Chair needs to get Annual Reports done for the next 2 meetings.
- Email from WVU Senate service Qualtrics Survey.
- Will get to unfinished committee business next year.
- Turn in committee/council placement by Monday.
- Workload and pay documents. Currently working on a new draft to be sent to committee members then to faculty. Open forum input from administration and faculty.
 - Budgetary concerns resulted in some of the revisions
- Midterm grades are due next Tuesday.
- New BOG rules. New rules now on senate website addressing things specific to faculty. 30 day comment period for those civil debate.

6. Senate Report:

- State of University Address Tuesday, February 27 at 3:00 p.m.
- From the February Meeting:
 - President Gee reported the following:
 1. We are in the middle of developing a facilities master plan.
 2. The governor has indicated that our university is going to lead much of the effort with regard to opioid research.
 3. We are about halfway through the legislative session. We are not looking at any budgetary reductions we are actually hoping to get support for some of our critical budgetary initiatives.
 - Provost Joyce McConnell reported the following:
 1. On February 9, the campus carry bill passed the House Education Committee on a voice vote. WVU has organized all of the 4-year campus presidents, who have sent a joint letter in opposition. The Higher Education Policy Commission did not want to take a position on the bill.
 2. The “free speech” bill seems to have gone quiet.
 3. His year’s Innovation, Design and Entrepreneurship Academy (IDEA) fellows all come from our divisional campuses. They are Andrea Kent, Amy Weaver, Keri Whitacre, and Adrienne Williams.
 4. We ran an experiment this year with a winter intersession. The 13 courses were 3 weeks long and fully online. We had 282 undergraduates enroll, versus an anticipated enrollment of 250. The feedback from students has been overwhelmingly positive.
 - Chair Valenti reported the following:
 1. The call for nominations for open senate seats was sent by email on January 19 and has since closed. The elections will be conducted electronically March 1-9.
 2. There will be an Open Textbook Workshop at 10:00 a.m. on March 8 at the downtown campus library.

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- Kim Floyd, Chair-Elect, Curriculum Committee, moved for approval of New Major in Health Informatics and Information Management for Potomac State College. Motion Carried.
 - Stan Hileman, BOG Representative, reported that the Board of Governors held a special meeting on January 24 to review comments received on rules pertaining to sexual harassment, president and staff emeritus status, and child protection. They also discussed the master plan for facilities and progress on the proposed Business and Economics building
 - The full minutes of WVU's February 12th, 2018 Faculty Senate meeting can be found [here](#).

7. Senate Executive Report:

No report. Have not meet since last meeting.

8. ACF Report:

- Deadlines for bills to get out of committee is Sunday. Next meeting is in April.
- (*Annex 2, 3, 4*)

9. Instructional Programs Committee Report:

- Professor Vogtman moved to approve ENGL 286. Motion Carried.

10. Go365 Information Update (*Annexes 5 and 6*):

- Go365 is an option if your numbers are not in range and your doctor won't sign off.
- Points and bucks are separate.
- Points expire annually. Bucks rollover for 3 years and are taxable income.
- Jayne Gilbert to get approval for local gym use.

11. Faculty Welfare Committee Report (*Annex 7*):

- Dr. Julian motioned to accept and move forward with changes submitted by CB Wilson on the WVU-PSC Promotion and Tenure Guidelines. Motion Carried.
- CB Wilson considers the WVU-PSC Promotion and Tenure Rubric an internal document and as such it is not subject to review at the University level.

12. New Business:

- None.

13. Shipper Library in a Minute:

- *Annex 9*

14. Announcements:

- Regional Science Fair on campus March 15th. Need faculty to make 30 min. presentations to participating students.
- Circle K blood screening April 7, 2018 from 7 a.m.-10 a.m. on campus.

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- Dr. Badenhoop reported that due to time commitments the need to resign form chair of classroom evaluation tool. Looking for a STEM member to join the committee. Anna Campbell taking over as chair.
 - Katrina Westfall has handouts for QM training. (*Annex 8*)
 - Relay for Life March 27, 2018 from 5:00 p.m. – 10:00 p.m. volunteers needed.
 - Mineral County STEM Festival is March 24, 2018 from 12-4 p.m.
 - Strongly encourage any presenters to let people know that they are representing PSC.
 - High concern about safety for students and a safe campus. Take a look at students who are struggling. Take role of BIT committee more seriously.
 - Dr. Ochoa announced community event at Keyser High School, Stand up for Ethan, Saturday.
 - Donna Ballard thanked everyone sitting on search committees.
 - Support for WV school teachers was expressed.
 - Taylor Hill has been hired as the Web Master and Jessica Chucky has been hired as the Social Media Specialist.
 - Dr. Julian is the program chair for Rotary, if any one wants a great service opportunity he would be happy to assist in scheduling a presentation.

15. Adjournment:

- The meeting was adjourned at 4:13pm to reconvene March 23rd, 2018.

-Shannon Meek

Faculty Assembly Administrative Secretary