



West Virginia University

POTOMAC STATE COLLEGE

## Faculty Assembly

### Minutes

**September 24<sup>th</sup>, 2021**

The Faculty Assembly meeting of WVU-Potomac State College was called to order at 3:00 pm by Chair Wilcox via Zoom.

#### **Voting Members Present**

\*43 total  
Alvaro, M.  
Armentrout, D.  
Badenhoop, J.  
Ballard, D.  
Burnett, J.  
Chisholm, S.  
Cunningham, E.  
DelSignore, R.  
Douthitt, P.  
Frazier, V.  
Gardner, N.  
Ghimire, G.  
Huffman, V.

Jones, J.  
Lamichhane, R.  
Lawrence, C.  
Little, D.  
Martini, M.  
Mitchell, S.  
Moore, M.  
Morgart, J.  
Oberlechner, S.  
O'Quinn, J.  
Petersen, R.  
Plitnik, B.  
Pritts, C.  
Runner, T.

Samuels, H.  
Sankare, F.  
Schafer, A.  
Schafer, D.  
Sydow, T.  
Van Vranken, N.  
Vogtman, J.  
Weaver, A.  
Wilcox, G.  
Zyga, L

#### **Voting Members Absent**

Bridges, C.  
Caudill, S.  
Cheves, R.  
Hudgins, C.  
Lessard, D.  
Leverone, J.

Liller, B.  
Poole, J.  
Saifi, M.  
Smouse, K.  
Stone, J.  
Upton, R.

#### **Non-Voting Members Present**

Ochoa, G. Orlikoff, J.

#### **Guests of Faculty Assembly**

Little, B. Meadows, Y. Shapiro, A. Hart, N. Meek, S.

1. Call to Order
2. For Approval Minutes of 23 April 2021 (*Annex 1*)  
Accepted as distributed
3. Report from Campus President Jennifer Orlikoff
  - Welcome back
  - Strategic Plan- student and staff surveys are returned (re: expectations), will be reviewed and shared, will email spreadsheet per email request, draft by the end of the month
  - Diversity and inclusivity are on the list for this academic year, Oct 11 starts Diversity Week (also coming out day), Oct 13<sup>th</sup> Vice President for Diversity, Equity and Inclusion Meshea L. Poore, from Morgantown, will be here for a talk
4. Report from Dean of Academic Affairs Greg Ochoa
  - From Lucas Taylor- have you noticed the tables on the quad? Faculty can pair with Student Activities to promote courses/club/etc. and have a table of their own
  - New programs-
    - Surgical Tech has been approved by BoG, does not have to go to Federal Dept of Ed for approval anymore
    - Hiring a coordinator new program, in the works
    - Human Nutrition and Foods has been sent back, needs additional courses, V. Huffman managing the changes
    - C. Pritts is working on approval for Bachelors of Integrated Studies, Mental Health and Addiction. Both approved in Morgantown, working to adopt here.
    - Considering and researching dental hygiene and radiology
    - D. Ballard and H. Samuels are working on an agricultural/prison program
  - [Student Engagement and Confirmation of Student Activity](#): courses must include activities in the first two weeks and thereafter
  - [Substantive Interaction](#): Federal regulations require that distance education courses, both synchronous and asynchronous, provide regular, instructor-initiated, substantive interaction.
  - Active Learning space is up and running, new furniture, Writing Center has hours
  - Eight candidates for tutor/advisor position, two for Science, interviews next week
  - Welcome to Julie Leverone (Spanish) and Trina Runner (Business)
  - Library Director search is posted, 4 search members from our campus + Morgantown libraries rep (M. Alvaro, G. Ghimire, M. Moore, M. Jackowski)
  - Q: J. Badenhoop: Any outlook for faculty searches?
    - A: Chairs have been polled for needs. Overall recommendations to president next week, submissions to Morgantown by October. Hope to post jobs in October to be more competitive.
5. Report from Faculty Assembly Chair Donna Ballard
  - Welcome back. Hoping to hold meetings in person, but state numbers are not conducive at this point.
  - Faculty exec meeting are open to all faculty as observers. We also have reps for many Morgantown committees: Danielle Lessard Committee on Committee, Sheri Chisholm Curriculum Committee and TACO, Donna Ballard and Vik Frazier: Faculty Welfare, Heidi Samuels GEF Committee
  - Student request- please park in faculty lots instead of student lots, specifically the Science lot.
  - J.Badenhoop offered library search questions to the current committee
  - We also have representation at Morgantown: Dannielle Lessard Committee on Committee, Sheri Chisholm Curriculum Committee and TACO, Donna Ballard and Vik Frazier: Faculty Welfare, Heidi Samuels GEF Committee
6. Faculty Representative Reports
  - WVU Senate (**Vik Frazier**, Caitlin Hudgins, Heidi Samuels)
    - Delta spike, WV is worst in nation
    - Faculty Senate voted on vaccine mandate, BoG did not pass

- Quarantine numbers are lower than last year at this time, but only counts Morgantown
  - Mask mandate expanded to all indoor spaces
  - No modality changes at this time, but must offer materials to quarantined classes
  - Provost Reed: 40 programs under review, none at Keyser
  - If we as faculty do not feel safe, faculty can transition online for up to two weeks as needed. Work with chair for a plan.
  - 2021 Talent and Culture survey- more transparency b/t admin and faculty, admin needs to address conflicts as they arise, recognize faculty, using a different software program that allows more flexibility with question banks, enhanced feedback opportunities (Waggle), Psychological Safety (safe voicing opinions without retaliation)
  - H. Samuels adds: recruiting volunteers for the P&T Committee on Morgantown, volunteer to H. Samuels
  - Voluntary SEI Concerns (Annex 2) You may pick either to include in your file to prompt the reviewer to consider hidden biases
  - J. Badenhoop adds: J. Orlikoff has additional info about program review.
    - Not only are these underperforming programs, but this is also an opportunity. If a program gets support, they may flourish. They are also looking at interdisciplinary programs, which could be good for us. They aren't really looking at our programs because the courses are used for other majors and remain viable.
  - WVU Senate Executive Committee (Sheri Chisholm)
    - Meets 9/27, Agenda items: TACO is looking at alternatives to SEIs. AA in Nutrition is at Senate Exec now.
  - ACF Report (Tom Sydow)
    - Agenda for the year was emailed to listserv
    - Seven major initiatives that we lobby, Faculty Senate has approved.
7. Follow-up from Dean re: Spring 2021 Faculty Survey and Action Plan
- My vision as the Dean of Academic Affairs is to lead collaborative efforts with faculty and staff to create positive synergies that will inspire academic success for our students at Potomac State College.
  - Commits to a variety of goals:
    - Respond to emails within a business day, follow-up folder
    - Work with division chairs to be more inclusive re: faculty member opportunities, present opportunities more widely (example- picking Library Search)
    - Work to close the loop by reporting back on decisions and successes
    - Lead Academic SWOT recommendations and goals from strategic plan
    - Build time in schedule to be proactive (reflect on processes and practices) Identify and partner with faculty to face faculty problems
    - Build time to visit faculty and strengthen relationships
8. Online Policy/Observations
- Under review, we will need volunteers for Online Course Review Committee. Original goal was to provide some compensation for online course design. Committee will need to create a priority list and evaluate based on QM values. Meeting scheduled with TLC re: online course Oct 4.
  - Q: J. Badenhoop- what is the priority? A: Courses thrown online quickly.
  - Q: H. Samuels- who from TLC is reviewing policy? A: Just make sure we're all on the same page, Greg sent it there, they want to know what we're doing. Julie Thalman from WVU online, Kimberly Poore, Tracey Beckley, along with two others.
  - Q: M. Martini- is the old one in place, and won't assembly have to vote on a new one? A: This is just a clarification thing.
  - Q: A. Schafer: Can someone provide an overview of the online policy? A: H. Samuels: created 2 ½ years ago, goal is to ensure quality online classes. May not lead to a full 90-point review, but we extracted the most important areas that apply to us. Once your course is reviewed, if it is not up to standard, you have a certain amount of time to get it there or else it can no longer be taught. After the 2<sup>nd</sup> time taught, it has to be in queue for internal review. We need an internal

policy to avoid the major process through QM and WVU. G. Ochoa adds that it isn't really a rebuttal process, but a learning process and making the course better.

- Q: B. Plitnik- do we have to request this? A (Samuels): Put on hold due to pandemic, will only do the pandemic carryovers for now. Not open for requests yet. A (Ochoa): Didn't miss anything yet.

9. Committee on Committees

- Please let your chair, rep, or assembly secretary apprised on any changes. Will be stored on n-drive. (Annex 3)

10. New Business

- n/a

11. Announcements

- Y. Meadows: Will be on campus every 3<sup>rd</sup> Thursday of each month, can handle questions in person. Flexible time for scheduling. Shout out to N. Gardner who is the library rep. We have tech for cross-campus collaboration.
- G. Ochoa: Keyser Rotary, T. Shultz is president, but G. Ochoa's role is to find speakers. Any one is welcome, Thursdays at noon, Queen's Point Coffee, fulfills service needs
- N. Gardner: Library is still here, still providing services.
- Reminder: Monday is the last day for the week 5 early alerts.

12. Adjournment, Motion by V. Frazier, 2<sup>nd</sup> H. Samuels, carried at 4:12 pm.

**/ Mia Martini**  
**Faculty Assembly Secretary**