

**Faculty Assembly Executive  
Committee Minutes  
Friday, April 12  
Science Hall 205**

1. **Call to Order** 3:05 pm.
2. **For Approval Minutes of March 8 (*Annex I*)**- The minutes were approved as distributed.
3. **Report from Interim PSC President Paul Kreider**- There was none presented.
4. **Report from Dean of Academic Affairs Phil Douthitt**
  - Bill Letrent will be leaving his position on June 30. Dean Douthitt expressed his appreciation for his many years of service to PSC. The WV Grant Center Office will be managing all grant writing help in the future. Offices are in Morgantown and Huntington. WVU Morgantown currently uses their services.
  - The first NSO will be held on April 19 in the Davis Conference Center. Advisers are still needed for the 90 students who have registered.
  - Academic Transformation- The recommendations from the self-study reports are posted on the website. A clarification was made about SCH. It refers to Student Credit Hours.
  - Dean Douthitt started a discussion of the President and Academic Dean reports to Faculty Executive Committee and Faculty Assembly. He is looking for a more efficient manner to present the reports without duplication. Presently, draft minutes for FEC and FA are available on the N drive on Monday after the meeting.
    - **Motion was made by Jeff Jones**, “The President and Dean reports be distributed to the Faculty Secretary to be distributed, along with the draft Faculty Executive Assembly, draft Faculty Assembly and Faculty Assembly Agenda, prior to the Faculty Assembly meeting.” **Cassandra seconded the motion. Motion carried.**
5. **Report from Faculty Assembly Chair Richard Petersen**
  - Chair Petersen will present his report to Faculty Assembly.
6. **Division Reports**
  - i. **Applied Science**- There was no report to give.
  - ii. **Liberal Arts**-
    - An issue that was raised during Division seems to have been resolved in the most recent motion of distribution of minutes and reports.
    - There was discussion of conflicting rubrics connected to the P/T document. Dr. Caitlin Hudgins will send the documents to Dean Douthitt for clarification.
    - A flyer was distributed to aid students with the registration process. The demonstration links are not active. Academic Affairs will distribute updated links. A suggestion was also made for Schedule Builder training for faculty.

- A question was raised about a recent announcement that state employees will be given a 5 % raise. Will this apply to WVU employees? Dean Douthitt does not have details, but there could be other allocations to offset increasing PEIA rates. The state contributions to WVU continue to be cut.
- iii. **STEM**
- The present roster of council and committee needs to be reviewed for relevancy. The Faculty Welfare Committee will review with the new PSC President. Committee chairs should be completing a Faculty Participation Report to each of the members.

## 7. Faculty Representative Reports

- i. **WVU Senate** (Donna Ballard, Bruce Liller, Jessie O'Quinn)-Two emails were recently distributed to faculty. Both messages were seeking volunteers for general committees and the other was for WVU Presidential search. You do not need to be a member of Senate to respond. Bruce Liller is the newly appointed Senate representative for PSC.
- ii. **WVU Senate Executive Committee** (Jessie O'Quinn)- No report was given.
- iii. **ACF Report** (Mia Martini)- No one has expressed interest in the Great Teachers Retreat this summer. Information about the Campus Carry Act is being distributed from WVU. Not all policies and procedures are known.
  - After a brief discussion, the consensus on the Executive Committee is to return to faculty seating on the stage in order of rank. This issue will be addressed at Faculty Assembly.

## 8. Committee Reports

- **Academic Standards-** The annual and 5-year committee reports were distributed prior to the meeting.
  - **Library-** Chair Richard Petersen shared the report during the meeting.
  - **Institutional Resources-** The report will be distributed when received. FEC would then have a chance to vote.\*\*
- ii. **A motion was made by Dr. Caitlin Hudgins to send the Academic Standards and Library Report onto Faculty Assembly. Dr. Jessie O'Quinn seconded the motion. Motion carried.**

## 9. Slate of Faculty Assembly Committee Chair Nominations

- **Instructional Programs-** Danielle Lessard/ Vicki Huffman/Candance Lawrence
  - **Library-** Caitlin Hudgins
  - **Academic Standards-** JoAnn Burnett/ Mia Martini
  - **Instructional Resources-** Candance Lawrence
- ii. **Jeff Jones moved to accept the Committee Chair nominations and send to Faculty Assembly for voting. Dr. Mia Martini seconded the motion. Motion carried.**

## 10. Slate of Faculty Assembly Officers Nominations

- **Chair-** Joan Vogtman
  - **Chair-elect-** TBD.
  - **Secretary-** Farren Smith/ Mia Martini
  - **Parliamentarian-** Cassandra Pritts
- ii. Jeff Jones will not be serving as Chair due to his choice as Applied Science Chair. There is presently an ongoing survey to collect nominations for Chair-elect. Due to confusion, the Secretary will send out a clarification email and remind faculty that nominations be accepted from the floor.
- iii. **Dr. Mia Martini made a motion that the Slate of nominations for Faculty Officers be sent to Faculty Assembly for a vote. Dr. Jessie O'Quinn seconded the motion. Motion carried.**

**11. Instructional Programs**

- Chair Petersen presented an email from Dr. Sheri Chisholm about changes in RBA program.

ii. **Dr. Donna Ballard moved to accept and send the proposed changes to Faculty Assembly. Jeff Jones seconded the motion. Motion carried.**

**12. Proposed Faculty Assembly**

- **Jeff Jones moved to approve the Faculty Assembly agenda with amendments. Dr. Mia Martini seconded the motion. Motion carried.**

**13. New Business- None**

**14. Announcements- None**

**15. Adjournment-**

- **Jeff Jones moved to adjourn the meeting. Mr. Mia Martini seconded the motion. Motion carried.**

\*\* The annual report was received from “Instructional Resources” and distributed to FEC members on April 15. As a result of an email vote, the report will be added to the Faculty Assembly April Agenda.