

The Faculty Assembly

MINUTES

Friday, September 23, 2016

1. Call to order

Chair Chisholm called the meeting to order at 3:04 p.m. in Science Hall, room 220.

Faculty Executive Committee Members Present:

Badenhoop, J.	Goff, N.	Pritts, C.	Wilcox, G.
Ballard, D.	Jones, J.	Sydow, T.	
Chisholm, S.	Merrifield, J.	Vogtman, J.	

Voting Members Present:

Arjel, K.	Douthitt, P.	Meadows, Y.	Snider, C.
Armentrout, D.	Falkowski, H.	Oberlechner, S.	Weaver, A.
Bane, L.	Gilbert, J.	Petersen, R.	Weber, K.
Butcher, A.	Huffman, V.	Saifi, M.	Westfall, K.
Cheves, R.	Johnson-Olin, M.	Samuels, H.	Wilson, J.
Cumbo, V.	Julian, C.	Schafer, A.	
Cunningham, E.	Kline, V.	Slivoskey, E.	

Voting Member Excused:

Little, D.	Upton, R.
Miller, J.	Vandenberg, M.

Voting Members Absent:

Beck Roth, S.	Moore, K.	Plitnik, B.
Hunt, R.	Ninesteel, J.	Stone, J.
Mehra, D.	Perron, M.	Stuckey, A.

Non-Voting Member Present:

Orlikoff, J.

Non-Voting Member Excused:

Ochoa, G.

Faculty Assembly Guest:

Taylor, L.

2. Chair Chisholm moved for the approval of the minutes from the August 26, 2016, Faculty Assembly meeting (*Annex I*). Motion Carried.

3. Professor Vogtman moved that FA enter Executive Session at 3:06 p.m. Motion Carried. Exited Executive Session at 3:14 p.m.

4. Interim Campus President Orlikoff reported the following:

- September 13, 2016, six WVU vice-presidents visited PSC to assure compliancy with state code, regarding sprinkler systems in the dormitories, and to discuss sites and options for the replacement of

Science Hall as well as the construction of new housing. Impressive support shown for PSC, which subsequently needs to review programs offered to create new ones and repackage current ones. Encouraged faculty to contribute ideas and suggestions to the development of a five to ten year plan that feasibly addresses enrollment projections, market needs, recruitment, retention, and such, relative to programs offered.

- Memo with upcoming Promotion and Tenure dates will be forwarded soon. Highly recommended that not only those with five year evaluations but also those with one year evaluations submit narratives sharing own perspectives as to what was and was not successful in the classroom and future plans based on personal observations the past academic year. Consider information as living, breathing documents intended to highlight your goals and aspirations in way for Interim Campus President Orlikoff to better know and support you.

There was an inquiry about inclusion of narrative for those faculty members submitting hardcopies for five year evaluations this year. Interim Campus President Orlikoff suggested it be provided after the first administrative part in the initial section. All other faculty members can upload it as a separate attachment via the link located towards the end in Digital Measures. Offered to assist all faculty members with files as needed this year.

- Research to be done and a taskforce to be created soon to evaluate compression in terms of salary. Plan is to determine a way to address compression within the master plan referred to earlier that pertains to enrollment projections, since it all goes hand in hand. Asked for clarity as to the concept of compression, Interim Campus President Orlikoff explained the concept and the significance of its minimization, especially in years higher education raises are not realized.

5. Associate Dean Douthitt reported the following:

- Expressed appreciation to those faculty members who participated in the Open House on Saturday, September 17. Other campus departments shared similar sentiments about faculty turnout. Forty students with many family members attended; twelve new applications submitted.
- Under Title 133, series 21 the state has mandated all developmental classes be ended soon. State goal is for 70% of students be enrolled in some form of a credit bearing course by Fall 2017 with full-scale (100%) completely enrolled by Fall 2018. Thus, no sections of Math 21 offered in the Spring schedule; Math 121 classes will have twenty students who do and ten students who do not qualify for the course. Those ten students who do not qualify will have an additional one hour class each week. Currently figuring out how to make this setup work in Banner by means of cross-listing, which has not been previously done. Same revisions will be done for Math 126 in the Fall. As for English courses requiring similar restructuring, the Accelerated Learning Program is being utilized to incorporate implementations with a studio component for those students who do not qualify. Details will be provided once registrations for these respective courses open up accordingly. Thanked those faculty who have been involved in the process, so far, especially those who recently attended the Co-Req Academy at Stonewall Resort.
- Summer pre-registration will coincide with Spring pre-registration next month. Priority registration is October 18. The advisee list will have one pin code for each student to register for one or both semesters. Please return SLI sheets, as quickly possible, in an effort to minimize the number of courses that must be added later.
- Overhead presentation of Digital Measures given with emphasis on generation of reports (Faculty Production Report, not VITA) and attachment of documents (such as narratives, mentioned earlier) for VITA/FAR, due by 4:30 p.m. October 3. After that deadline, program will be locked; though files can still be loaded after that time, Digital Measures will show those files uploaded late, which will not be considered. For reference directions will be uploaded Monday on the N-Drive under Non-Academic

Policies. Confirmed that files for visiting instructors who receive tenure-track will start again for the upcoming academic term. Also noted that current professional memberships must have a start date but no end date, if needed to show on a continual basis. Explained that evaluators will not have direct access to faculty's Digital Measures information but instead will run Personal Review Access Reports and utilize links from those reports for those faculty members to whom they are assigned to evaluate. To simplify and streamline uploads with verbiage used on Digital Measures, highly suggested files scanned be renamed accordingly.

6. Chair Chisholm reported the following:

- Title IX Training has started with the next sessions scheduled for October 18 and 19. As mandated reporters, faculty are all required to attend; for those who have not yet done so this Fall, register for a session on either day at the following link: <http://tinyurl.com/PSC-Title-IX>. Can also visit the Student Life office to register. 100% faculty participation is expected and appreciated.
- Diversity week will be celebrated October 9-14. Jason Ottley is spearheading this effort and creating a schedule for the week. He is looking for faculty to lead programs highlighting diversity, so those interested please contact him via the following information – jottley@mail.wvu.edu or (304) 788-7088.
- Board of Governors has approved the naming of the PSC farms.
 - The Fort Ashby Farm is now the Malone Farm.
 - The Upper Farm is now the Gustafson Farm.
 - The buildings on the Gustafson are now the Don Starcher Complex.
- The next Open House is scheduled for Friday, November 11. Please make plans to attend; Enrollment Services is especially appreciative of a high faculty turnout.
- To address security concerns mentioned at the August FA, PSC Police Chief Kerling reported the following to the FEC last Friday:
 - Campus Patrol is not 24 hours a day, 7 days a week, due to staffing restrictions. On weekends patrols are only conducted during night (no day) shifts. Additional staffing would be required otherwise. Mutual aid agreements with local community agencies are in place, and a PSC officer is on call at all times.
 - A lock up is conducted on all buildings every night, typically about 8:30 p.m., with unsecured areas reported accordingly.
 - Current issues include.....
 - ❖ Vehicle damage occurring on campus and, more particularly, in outlying lots. Cameras are currently installed at the Campus Security Building, UP, and the Student Union. There are also two temporary cameras that can be placed outdoors. Prevention would likely be realized with the use of more cameras, but funds are currently unavailable to increase resources in this regard.
 - ❖ Security at the equine facilities.
 - ❖ Parking is a continual problem, not only in campus lots but also on neighboring streets.
 - ❖ Students walking on roads, especially those with sidewalks available. New campaign with signage to direct foot traffic will be implemented soon. Violators will be initially warned, then later issued citations.
 - “Wish list” items include...
 - ❖ Improved police presence during the day on weekends.
 - ❖ Closure of the gate at the top of Chestnut Street, when not in use.
 - ❖ Improved lighting as well as additional lighting and cameras at the quad area.

It was agreed these items be included in the Master Facilities Plan so they can be budgeted for accordingly.

Chair Chisholm noted how these concerns could be incorporated into the master plan for the College. Also relayed that PSC Police Kerling has an open door policy and facilities further discussion.

- At last meeting FEC discussed work plans for approval, and emails with this information have been sent to committee chairs. Said plans are suggestions, subject to change according to modifications of priorities. Informed that a work plan regarding salary has been sent to the FWC for its committee members along with administration to review relative to compression, merit based pay, and salary enhancements. Assured that feedback will be received and shared; also suggested questions and/or pertinent information about this matter be forthcoming for the sake of transparency and shared governance.

7. WVU Senate Report

Senator Goff reported the following:

- Decreased by 4%, WVU funding was cut by legislature from 18% to 14%.
- For the 2016-2017 academic calendar the correct date for commencement is Friday, December 16, 2016.
- Tom Patrick of the WVU College of Law has been named the new University Ombudsperson.
- WVU is working on an outline to turn GEC courses into GEF ones.
- Available now, WVU's LGBTQ Center held its grand opening September 21.
- WVU will begin conducting its first annual Culture Survey on October 3. End date is October 14. Two thousand employees, including ones at PSC, will be selected at random to receive the survey. The survey is to help identify and improve cultural behaviors.
- Per a harmonization update, 368 courses have been harmonized and 214 are to be removed. Reminded that the purpose of harmonization is to allow the use of common tools and techniques, including DegreeWorks and Banner, across all campuses and to re-examine learning outcomes and course content among all shared courses.
- Campus-wide hearings will be held to discuss a proposal entitled Alternate Pathways to Promotion and Tenure. CB Wilson will speak about this at the Promotion and Tenure Meeting on 30 September.

Senator Wilcox reported the following:

- Stan Hileman, a BOG representative, reported PSC recently received a generous donation of money and farmland.
- About 2200 WVU students, affected by the recent flooding, were identified by zip code to ensure that their financial aid issues were addressed.

Full minutes of the meeting can be found at <http://facultysenate.wvu.edu/files/d/5499a655-2714-4b86-b2f2-822202633f1d/sept2016senateminutes.pdf>

8. ACF Report

ACF Representative Sydow announced an email with attached lists of the 2016-2017 West Virginia Higher Education Faculty Issues, created by ACF this summer, was sent mid-morning. One list included points of discussion; the rationale for said points, which is the basis for ACF's lobbying efforts, will follow at a later date. Explained that ACF is seeking endorsement of said list from all higher education institutions within the state. ACF Representative then moved to have FA endorse the above-mentioned list. (*Annex 2*) Motion Carried.

9. Shipper Library In a Minute

Dr. Julian presented "Shipper Library in a Minute... or Two" about the function of the library's information desk (*Annex 3*).

10. New Business

None.

11. Announcements

- Professor Snider mentioned flyers about a Social Justice Council mixer, scheduled 5-6 p.m. on Tuesday, October 11, will be placed in mailboxes soon. Great opportunity for faculty to meet students outside the classrooms by participating in a non-school related Q & A time, which was lots of fun last year. Food and drinks will be provided. Will soon confirm with Jason Ottley that activity does not conflict with other events during Diversity Week.
- Interim Campus President Orlikoff announced C.B. Wilson will visit PSC September 30 and meet with faculty at 3:00 p.m. Excellent opportunity for VITA/FAR inquiries.
- Professor Jones informed emails to be sent about the formation of this year's Relay for Life faculty team and "skunks" related to the event will appear on campus in the near future. Professor Armentrout shared that the wrong date had been inadvertently sent out about the PSC Mini-Relay for Life. The correct date is Thursday, October 20, 6-10 p.m. The theme is Disney. T-shirts are available for \$10.
- Dr. Julian mentioned save the date flyers were distributed before FA commenced about the grand opening of the Teaching and Learning Commons on October 12 (*Annex 4*). Food will be offered; innovative resources will be discussed; and information about a new venture will be announced. All welcome.
- Dr. Samuels reminded she is stepping down from The Learning Commons Advising Council and encouraged anyone interested in the service opportunity to contact her.
- Interim Campus President Orlikoff is expecting to soon receive a letter from the vice president of Global Strategies and International Affairs in regard to PSC representation on its advisory board.

12. Adjournment

The meeting adjourned at 4:11 p.m. to reconvene October 28, 2016.

/s/ Joan Vogtman
Faculty Assembly Secretary

jsws 09/28/16